TOASTMASTERS
INTERNATIONAL®

Virtual Contest Training

Welcome All Participants

March 24, 2020

Jamie Pickering, District Director

Chris Raneri, Program Quality Director

WELCOME & INTRODUCTIONS

Agenda

▸ Welcome & Introductions

▸ Meeting Purpose

▸ Contest Format

▸ Zoom Overview

▸ Contest Chair Overview

▸ Toastmaster Overview

▸ Contestant Overview

▸ Timer and Ballot Counter Process

▸ Q&A

Key Team Members

Joyce Trimble, DTM
Contest Coordinator
2019-2020

Elizabeth Gray, DTM
District Chief Judge
2019-2020

Diana Patton, DTM
Webmaster
2019-2020

Bobby Madera, DTM
Club Growth Director

Jamie Pickering, DTM
District Director

Chris Raneri, DTM
Program Quality Director

Chris Raneri

Program Quality Director

PURPOSE

TOASTMASTERS
INTERNATIONAL®

Why Are We Here?

▸ Toastmasters International Board of Directors has decided that due to COVID-19:
  ▪ All remaining speech contests will be virtual
  ▪ Area, Division, and District events can no longer be conducted in person, on or prior to June 1, 2020
▸ District 25 District Executive Committee decided that:
  ▪ No further Evaluation Contests will be held
  ▪ Area/Division International Speech contests will be virtual
  ▪ District 25 Annual Conference is cancelled
  ▪ District International Speech contest is pending
▸ Targeted Meetings
  ▪ Review process for Contest Chair, Toastmaster, Timer & Ballot Counter
  ▪ Review the process for Contestants

Chris Raneri

Program Quality Director

CONTEST FORMAT

International Speech Contest - Virtual

▸ Contest conducted using District Zoom account

- See d25toastmasters.org for schedule

▸ One Zoom URL will host 2 or 3 Area contest blocks

- Follows 2018 Fall Humorous Speech Contest format

- Each contest is approx. 1hr 15min, with 10 min break after

▸ Each contest block shares

- Contest Chair and Chief Judge briefings

- Primary Contest Chair, Toastmaster, Ballot Counters, Timers, Chief Judge & Contest Judges

▸ Each Division contest is unique, except Zoom URL

- Does not share Briefings, Chief Judge, Contest Judges, Toastmaster, Contest Chair or volunteers
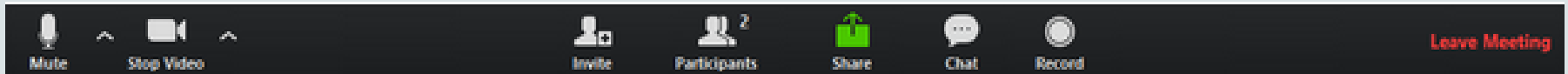
Chris Raneri

Program Quality Director

ZOOM OVERVIEW

HTTPS://SUPPORT.ZOOM.US/HC/EN-US/CATEGORIES/200101697

Overview

- Contest Zoom URL available at d25toastmasters.org

- First time login will require plug-in or app download

- Join by computer or separate phone audio AND video
  - Test both prior to the contest

- Features that will be used
  - Chat
  - Rename
  - Speaker & Gallery View
  - Mute/Unmute
  - Start/Stop Video
  - Raise Hand
  - Share
  - Breakout Rooms (assigned by host)

https://support.zoom.us/hc/en-us/categories/200101697

OR

https://support.zoom.us/hc/en-us/articles/201362033-Getting-Started-on-Windows-and-Mac#h_8968ed2e-21e9-420f-9a16-1e0fdd6fefc2

Chris Raneri

Program Quality Director

CONTEST CHAIR OVERVIEW

Preparing For Contest

▸ Establish a quiet location with stable Internet connection

▸ Test audio/video connection

▸ Download Zoom plug-in and/or app AND test it

▸ Be familiar with Zoom features

▸ Ensure email & adobe reader work properly

▸ Download and practice Contest Chair briefing script

▸ Send forms to Contestants

- Originality and Eligibility

- Contestant Profile – request returned prior to contest

Tech Tip: Zoom offers a free bridge (unlimited time for two participants; 40 min for 2+). You can practice!

Contest Day - Briefing

- ▸ Join Contest Zoom URL 10-15 min earlier than briefing start time to test audio/video connection
  - ▪ Zoom URL located on d25toastmasters.org
  - ▪ Rename yourself 'Contest Chair – your name'
- ▸ Host will send invite in Zoom to join Contest Chair briefing breakout room
  - ▪ Accept invite to join room
- ▸ Conduct Contest Chair Briefing following script
  - ▪ Pick for each contestant to establish speaking order
  - ▪ Person designated to provide speaking order to Chief Judge
  - ▪ Ask for Originality and Eligibility form to be sent; send to Chief Judge
- ▸ Rejoin main room
  - ▪ Review timing cards with contestants
  - ▪ Meet with Chief Judge

Chris Raneri

Program Quality Director

TOASTMASTER OVERVIEW

Preparing For Contest

▸ Establish a quiet location with stable Internet connection

▸ Test audio/video connection

▸ Download Zoom plug-in and/or app AND test it

▸ Be familiar with Zoom features

▸ Ensure email & adobe reader work properly

▸ Download and practice Contest script

▸ Obtain Contestant Profile from Contest Chair

Tech Tip: Zoom offers a free bridge (unlimited time for two participants; 40 min for 2+). You can practice!

Contest Day - Briefing

- Join Contest Zoom URL 10-15 min earlier than briefing start time to test audio/video connection
  - Zoom URL located on d25toastmasters.org
  - Rename yourself 'Contest Toastmaster – your name'
- Host will send invite in Zoom to join Contest Chair briefing breakout room
  - Accept invite to join room
- Contest Chair conducts briefing
  - Record speaking order
- Rejoin main room
  - Verify timer webcam
  - Meet with Chief Judge

Chris Raneri

Program Quality Director

CONTESTANT OVERVIEW

Preparing For Contest

- ▸ Establish a quiet location with stable Internet connection

- ▸ Download Zoom plug-in and/or app AND test it

- ▸ Be familiar with Zoom features

- ▸ Ensure email & adobe reader work properly

- ▸ Complete and send Contestant Profile to Contest Chair

  - ▪ Ensure you have received Originality and Eligibility Form

Preparing For Contest

- ▸ Practice in the environment and way you will present at the contest using a webcam
- ▸ Video
  - Speaking area is defined as your webcam window
  - Ensure speaking area is free of clutter
  - Recommend standing where all gestures can be seen
  - Minimum camera view should be at least waist high and above
  - Present in well lit environment; avoid lighting behind you
  - Dress appropriately
- ▸ Audio
  - Use a wireless headset or a wired headset with a long cord
  - If computer mic or webcam mic used, make sure audibly clear

Tech Tip: Zoom offers a free bridge (unlimited time for two participants; 40 min for 2+). You can practice!

Contest Day - Briefing

- ‣ Join Contest Zoom URL 10-15 min earlier than briefing start time to test audio/video connection

  - ▪ Zoom URL located on d25toastmasters.org

- ‣ Host will send invite in Zoom to join Contest Chair briefing breakout room

  - ▪ Accept invite to join room

- ‣ Contest Chair conducts briefing

  - ▪ Establish contestant speaking order

  - ▪ Complete and send Originality and Eligibility form to Contest Chair

- ‣ Rejoin main room

Contest Day – During Contest

- ▶ Toastmaster will ask to *Raise Hand* in Zoom to show present at contest
- ▶ Audience will be unmuted to allow for reaction to speech
- ▶ During the minute of silence
  - Unmute yourself, if muted
  - Prepare your speaking area, if necessary
  - Host will change camera view to Spotlight View
  - Scroll through webcams to reestablish view of timer webcam to see timing cards; renamed *Timer – timer's name*
- ▶ After the minute of silence
  - Toastmaster will ask 'Contestant Number X, please acknowledge you are unmuted with a "Good _____, Contest Toastmaster."'
  - Toastmaster will respond with 'Thank You' and introduce you
  - Timing starts at your first gesture or words

Contest Day – During Contest

- ► After speech, return control to Toastmaster

- ► Contestant Interview

  - ▪ Contestants interviewed in order they spoke

  - ▪ Unmute for Toastmaster to ask questions in Table Topic fashion

- ► Awards

  - ▪ Awards will be presented a later date

- ► Protest for originality to Chief Judge

  - ▪ Use private chat or text ASAP, but prior to results being read

- ► Screenshots during the contest will replace pictures

- ► Stay for subsequent contests to support other speakers

Chris Raneri

Program Quality Director

TIMER & BALLOT COUNTING OVERVIEW

Preparing For Contest

- ▸ Establish a quiet location with stable Internet connection

- ▸ Test audio/video connection

- ▸ Download Zoom plug-in and/or app AND test it

- ▸ Be familiar with Zoom features

- ▸ Ensure email & adobe reader work properly

- ▸ Read process of sending timer report

- ▸ Read process for ballot counting

- ▸ Timer gets timing cards or colored folders

Contest Day - Briefing

- ▶ Join Contest Zoom URL 10-15 min earlier than briefing start time to test audio/video connection

  - ▪ Zoom URL located on d25toastmasters.org

  - ▪ Ballot Counters rename yourself 'Ballot Counter – your name'

- ▶ Host will send invite in Zoom to join Chief Judge briefing breakout room

  - ▪ Accept invite to join room

- ▶ Chief Judge conducts briefing

  - ▪ Stay on video the entire contest

- ▶ Rejoin main room

Contest Day – Timer Process

- ‣ Chief Judge (CJ) will send both timers a fillable Timing form
- ‣ Both time independently and complete timing form
- ‣ One timer established to hold up timing cards
  - ▪ This timer only will be renamed to Timer – timer's name
  - ▪ Timer will test with Contest Chair and Contestants prior to start
  - ▪ Time one minute of silence holding up green card and stating "green"
- ‣ After final speaker, send un-editable timing report to CJ using one method:
  - ▪ Use Print to PDF, print to save file to desktop and email to CJ only
  - ▪ Use screen grab (Snipping Tool, SnagIt, Print Screen, etc.) and email picture as attachment to CJ only
  - ▪ Backup Plan A: take a picture of entire form, email as attachment to CJ only
  - ▪ Backup Plan B: Email times for each speaker to CJ (only use text if email fails)
- ‣ CJ will use time in contestant's advantage (normal process)
- ‣ Remember you time for all subsequent contests in a contest block

Print to PDF

How to Print to PDF Feature using Adobe

Print to PDF (Windows)

1 Open a file in a Windows application.

2 Choose **File** > **Print**.

3 Choose **Adobe PDF** as the printer in the Print dialog box.

To customize the Adobe PDF printer setting, click the Properties (or Preferences) button. (In some applications, you may need to click Setup in the Print dialog box to open the list of printers, and then click Properties or Preferences.)

4 Click **Print**. Type a name for your file, and click **Save**.

For more information on Adobe PDF printer settings, see Using the Adobe PDF printer.

How to Enable the Microsoft Print to PDF Feature on Windows 10
- Open the "Start" menu and in the search tab and type: Turn Windows features on or off.
- Make sure to check the feature of "Microsoft Print to PDF".
- Hit the "OK" button and drop out. Remember to restart at the end.

Tech Tip: Save file to desktop so it can easily be found to attach it to email

Print to PDF

Print to PDF (Mac OS)

The Adobe PDF printer is not available on Mac. However, you can use the **Save As Adobe PDF** option to print a file to PDF on Mac.

> **Note:** ⓘ
>
> In macOS Mojave (v10.14), when you try to print a document to PDF using the System Print Dialog > Save As Adobe PDF, the following error message is displayed: "This workflow contains the action Save As Adobe PDF, which is provided by a third party. Third party actions must be explicitly enabled."
>
> To resolve this error, see Error in saving as Adobe PDF | macOS Mojave 10.14.

1 Open a file in a Mac OS application.

2 Click the **PDF** button and choose **Save As Adobe PDF**.

3 Choose the Adobe PDF Settings and click **Continue**.

4 Type a name for your file, and click **Save**.

Tech Tip: Save file to desktop so it can easily be found to attach it to email

For more information on Adobe PDF printer settings, see Using the Adobe PDF printer.

Tools Other than Print to PDF

- ‣ Snipping Tool is a Windows based tool
    - ▪ Search for Snipping Tool in Windows search box
    - ▪ Click New, Highlight the area and save as .jpg or .png (a picture)
    - ▪ Save picture to desktop
    - ▪ Email picture to Chief Judge
- ‣ SnagIt requires a license
- ‣ Print Screen
    - ▪ Use Print Screen function on keyboard
    - ▪ Paste into Word or Paint
    - ▪ Save and email

Contest Day - Ballot Process

- ▸ After last speaker, rejoin Chief Judge breakout room
- ▸ Judges will email completed ballots to CJ
- ▸ CJ displays each ballot using screen share
- ▸ CJ displays and completes tally sheet as ballot counters read out each ballot (use normal process)
- ▸ CJ displays and completes notification of winners form
- ▸ CJ displays both timer reports and all agree on time
- ▸ CJ sends results privately to Toastmaster through Zoom chat or text message (whichever was established)
  - ▪ 3rd – 2nd – 1st (Results form is not completed)
- ▸ Rejoin main room
- ▸ Remember you are ballot counter for all subsequent contests in a contest block

Q&A

Useful Links

- ▸ Zoom
  - ▪ https://support.zoom.us/hc/en-us/categories/200101697
  - ▪ https://support.zoom.us/hc/en-us/articles/201362033-Getting-Started-on-Windows-and-Mac#h_8968ed2e-21e9-420f-9a16-1e0fdd6fefc2
  - ▪ https://support.zoom.us/hc/en-us/articles/200941109-Attendee-Controls-in-a-Meeting

- ▸ Print-to-PDF
  - ▪ https://helpx.adobe.com/acrobat/using/print-to-pdf.html#win
  - ▪ https://pdf.wondershare.com/pdf-knowledge/print-to-pdf-on-windows-10.html

- ▸ Contest Resources & scripts
  - ▪ https://www.d25toastmasters.org/resources/contest-resources/