



TOASTMASTERS INTERNATIONAL DISTRICT 17 TABLE TOPICS SPEECH CONTEST

CONTEST CHAIR SCRIPT TO CONTESTANTS

Online Contest 2022

This briefing can be conducted up to 24 hours prior to the contest using the platform (Zoom) that will be in use for the contest.

This contest is in accordance with Toastmasters International Contest Rule Book 2021-2022 and TI Online Speech Contest Best Practices 2021 – 2022 Toastmasters Contest Cycle

Before the Contestant Briefing

- Ensure the timers are on-line for the contestant briefing to show timing and to be briefed on the process if there is an equipment failure.
- Ensure that you have a method to determine the speaking order (eg wheelofnames.com^{#3}).
- Check all contestants are eligible to compete and that you have received the Eligibility and Originality forms
- Check that you have received their completed Speech Contestants Profile (BIO) for conducting contestant interview.
- Ensure you have read the Item 479 from TI – Online Speech Contest Best Practice (this is recommended reading for all role players and contestants)
- Seek advice from Chief Judge for timing of contestant reconnection in case of technology failure.^{#2}
- Ensure you have participation certificates (provide to Zoom Master)
- Ensure you have winner and place getter certificates (provide to Zoom Master)

Contestant Briefing

Contestants welcome to the **Area xx/ Division xx / District 17** Table Topics Speech Contest 2022.

We will now draw the speaking order. **Draw the speaking order #3 using the method chosen.**

Contestant number one will be

Contestant number two will be

Contestant number three will be

Contestant number four will be

Contestant number five will be

Contestant number six will be

Zoom Master 2 should have been instructed to come into the briefing room to collect speaking order to provide to Chief Judge. If they don't appear, text the Zoom Master.

I would now like you to demonstrate your speaking area.

While all contestants will be speaking in their own space, using their own technology, the speaking area should be set to roughly the same size for each contestant. When setting speaking area, the goal is to maximize the view of the contestants without sacrificing audio quality. (TI Item 479 Online Speech Contest Best Practice).

Once the speaking areas are roughly the same size, you can continue with the briefing.

You will need to advise the Chief Judge on how the speaking area was defined, for them to pass onto the other judges.

After my introduction to the audience, the Contest Sergeant at Arms / Zoom Master 2 and all contestants (other than the first contestant) will be moved to a breakout room. You will need to have your camera and microphones on while in the breakout room. No electronic devices can be accessed during this time.

During the one-minute silence at the conclusion of each speaker, the next speaker will be asked to leave the room (please ensure that you leave the room, not the meeting). When you re-enter the main room, please turn your camera on, but remain on mute until I ask you to unmute.

When you are introduced for your speech, I will ask you to respond verbally to ensure that your mic is on and that you can see the timer.

I will then introduce you in the format - **Your name, Table Topics Question, Table Topics Question, your name.**

At this point you should start your presentation without delay.

You will all respond to the same question.

On completion of your speech, please turn off your video and microphone.

No electronic medium shall be used in this contest to gain an unfair advantage.

Contestants Video and Microphone^{#4}

Video and microphones are to remain off / mute unless you are speaking or asked by the contest chair to switch them on.

Please ensure you know how to pin the timer or hide non-video participants. **Provide details on this if necessary.** ^{#7}

Timer, could we please have a display of the timing lights. **Timer to demonstrate timing lights while Contest Chair reads the following.**

Timing will begin with the first definite verbal or non-verbal communication. The green signal will be displayed at 1 minute and remain on until the 1 minute 30 second mark and be replaced by an amber signal which will remain on until the 2 minute mark and then be replaced by a red signal. This will remain on until the conclusion of your speech.

Thank you, Timer.

Disqualifications due to time

Contestants will be disqualified if they speak less than 1 minute or more than 2 minutes 30 seconds.

If your (**contestant's**) system drops out during your presentation:

- Timers will take note of the time, of system failure.
- Timer 1 will display the neutral colour while you attempt to reconnect. At the conclusion of the Chief Judges ruling, if you have not reconnected, the Timer will display the red.
- If you do reconnect within the specified time, the Timer will change the timing colour to the colour it was on when you dropped out and continue timing as per the standard timing convention.
- You will need to resume your speech where you left off. I will provide you with the last word(s) that I recall when you were disconnected^{#2}. You can then recommence your speech and the timing will restart from that point.
- If you drop out again and cannot reconnect the Chief Judge will determine if your speech is considered concluded and the time will be recorded at that point. If you do reconnect follow the instructions, I have already discussed

If the timing signal system (Timer 1) drops out during your presentation look for Timer 2 who will take over the timing system. Should there be an interruption caused by a timing malfunction an extra 30secs will be allowed for in your speech timing.

You may record your own speeches, please ensure that this recording can be done without substantially disrupting the contest.

Protests

Protests are limited to eligibility, originality and referencing another contest speaker's speech. Protests need to be lodged with myself or the Chief Judge. If you wish to lodge a protest, please text/sms me prior to the announcement of the results. **Ensure contestants have your phone number.**

As a protestor you will be called to the Judges room to show evidence of your protest. The contestant will be interviewed by the Judges. The Judges will determine if the protest is valid

On completion of the contest you will be asked to turn your video on. You will be presented with your participation certificate and then I will conduct interviews using the information on your Bio. During this time, please turn your microphone off unless answering a question.

This concludes the briefing. Do you have any questions?

This is not to be read to the Contestants, and is only included for the information of the Contest Chair, Chief Judge and other interested parties.

Explanations of Script:

Non spoken information and explanations in red

Information based on choice is in green.

Contestant introduction information to be repeated for all contestants in purple.

References and TI Best Practice Details:

The following are to be read in conjunction with Toastmasters International Speech Contest Rules and TI Online Speech Contest Best Practices 2021 – 2022 Toastmasters Contest Cycle

#1 Contestant eligibility

Eligibility form is to be downloaded by contestant, signed, photographed, and sent to the contest chair **and** Chief Judge from their personal message service which will identify them as the sender.

The contestants must be in good standing from a club in good standing.

#2 Contestant Equipment failure

Chief Judge to determine time duration for contestant to reconnect. For consistency 3 minutes has been recommended for this speech cycle.

Decide how you plan to respond should a technology issue cause a contestant or official to lose connection during the contest. It is recommended that the chief judge pause the contest to provide opportunity for the contestant or official to regain connection.

- The chief judge decides how long the contest should be paused for in the event of a technical issue.
- The chief judge must communicate this decision to all contestants and contest officials prior to the start of the contest.
- The chief judge is responsible for pausing the contest.
- Determine ahead of time how the decision to pause will be communicated.
 - It is recommended that all contest officials have a means of communicating with the chief judge. If a contest official cannot hear or see a contestant, they should contact the chief judge immediately.

If a contestant loses connection during the contest but is able to regain connection, they should pick up their speech at the point where they left off. The contest chair can indicate the last word or sentence that was heard so they know where they lost connection.

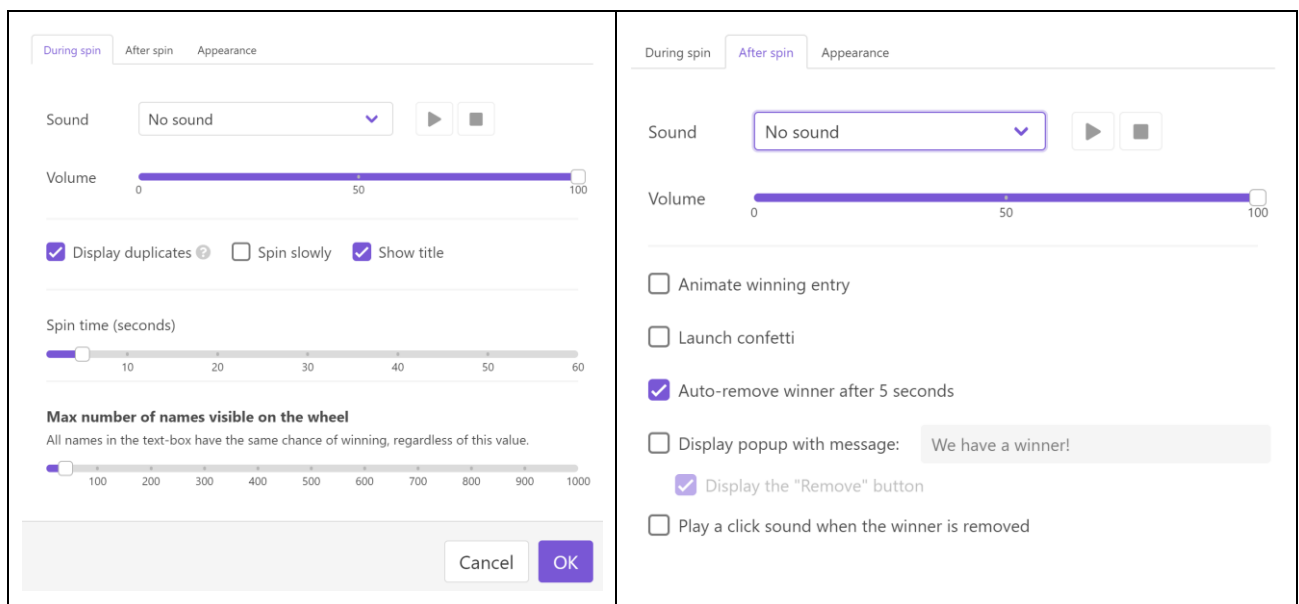
If a contest official loses connection and you have a backup official to take their place, confirm the process for communicating with the backup official that they are needed.

#3 Draw random selection

Contest Chair selects using method for drawing speaking order

Wheel of names, is an easy and visible way to select speaking order - <https://wheelofnames.com/>

Under **Customize** do the following to ensure a speedy process:



#4 Webcams turned off Microphones muted at all times.

Webcams can slow down internet band width and distract some contestants.

Although laughter and verbal reactions from audience members are often welcome in a speech contest microphones in an online speech contest setting will also pick up distracting background audio.

#5 Contest Interviews

Contest interviews do not need to be extensive. The TI documents include the following statement. If used remember to advise your audience (everyone) what will happen.

- Pause the contest and end the online meeting after the final contestant interview. Then restart the meeting and reconvene when results have been determined.

#6 Props

Contestants who plan to use props (including any sort of electronic devices) must notify the contest chair prior to the contest. Must be set up in 1 minute (IAW Contest Rule Book)

#7 Pin Timer

Using the 3 small dots at the top of your photo pin timer. At the bottom of the screen there is the word Video and a small arrow along side it . Click on the arrow and pin the timer

Ipad double tap screen.

#7 Contestant absent from briefing

If a contestant is absent from the briefing, the alternate speaker, if present, is permitted to attend the briefing in place of the primary contestant.

If the primary contestant is not present when you as Contest Chair are introduced to conduct the contest, the primary contestant is disqualified and the alternate officially becomes the contestant.

Should the primary contestant arrive after the briefing but before you as Contest Chair are introduced to conduct the contest, they may be permitted to compete, provided that they report to you as Contest Chair on arrival with the required paperwork in good order and waive the opportunity of a briefing.