

Online Contest Run Sheet for Zoom Masters

Please read this run sheet before the contest and adjust as necessary:

1. **Zoom Master 1, Zoom Master 2 and Contest Organiser** log in.
 - a. **Zoom Master 1** makes **Zoom Master 2** co-host
 - b. Optional: Make **Contest Organiser** co-host
2. **Zoom Master 1** creates **Judges Briefing Room, Briefing Room 1, Briefing Room 2,** and a **Spare Room**.
 - a. Name the briefing rooms with the name of the contests being held.
3. **Zoom Master 1** disables private chat (Especially important for Table Topic and Evaluation Contest)
4. **Zoom Master 1 or 2** admits **Chief Judge** and **judges** from waiting room
 - a. **Optional:** Make **Chief Judge** co-host
 - b. **Zoom Master 1** to ensure:
 - i. No profile pictures displayed when video off
 - ii. Judges only have “Judge” and their judge number displayed
5. **Zoom Master 1** moves **Chief Judge** and **Judges to Judges Briefing room**.
 - a. Test that the cameras stay off when a judge comes back to the main room by requesting that one judge tests this
6. **Zoom Master 1 or 2** admits **Tally Counters** and **Timers** from waiting room.
7. **Zoom Master 1** moves **Timers** and **Tally Counters** to **Judges Briefing** room when requested via text by **Chief Judge**.
8. **Zoom Master 1 or 2** admits **Contest Chairs** and **contestants** from waiting room

NOTE: This run sheet assumes that contestant briefings for multiple contests are being done at the same time (concurrent briefings). If contestants are competing in multiple contests the briefings should be done sequentially. The Agenda should allow time for this, and the instructions below will need to be modified to take this into account.

 - a. **Zoom Master 1** demonstrates how to hide non-video participants so that they will be able to see the Contest Chair and Timer.
 - b. **Zoom Master 1** requests that Contestants place the letter of the contest they are competing in in front of their name (e.g. I for International, E for Evaluation).
 - i. If a contestant is competing in more than one contest they should only put the letter of the first contest. At the conclusion of that contest they should rename.
9. **Zoom Master 1** moves **Contest Chairs** and **contestants** to their breakout rooms
10. **Zoom Master 2** visits contestant briefing breakout rooms to get speaking order, texts speaking order to **Chief Judge**.
11. **Zoom Master 1** admits Guests from the waiting room.

12. When briefings have concluded, and all contestants / judges returned to main room **Zoom Master 2** gives 2 minute warning
13. **Zoom Master 2** starts meeting and explains rules (see separate script for this)
 - a. Housekeeping to include audience must keep audio and video off unless advised otherwise
14. **Zoom Master 2** introduces **Contest chair**.
15. **Contest Chair commences contest**
 - a. **Humorous and International**
 - i. Speakers are introduced and speak as per script
 - b. **Table Topics**
 - i. When requested by **Contest chair**, **Zoom Master 1** moves **Zoom Master 2** and **contestants**, other than contestant one, to breakout room
 1. Zoom Master to is to observe contestants to ensure that they are not accessing mobile devices. Recommend that they be instructed to remove hands from keyboards and to keep hands visible to Zoom Master.
 - ii. **Zoom Master 1** advises **Contest chair** when the Contestants and Zoom Master 2 in room
 - iii. **Zoom Master 1** to send message to breakout room for each contestant in turn during the 1 minute silence
 - iv. When the final **contestant** returns to main room, **Zoom Master 2** leaves breakout room
 - c. **Evaluation**
 - i. At the conclusion of the test speaker **Zoom Master 1** moves **contestants** and **Zoom Master 2** to breakout room
 - ii. **Zoom Master 1** advises **Contest chair** when the Contestants and **Zoom Master 2** in room.
 - iii. **Zoom Master 2** times 5 minutes from entry into the room.
 1. Contestants need to have their cameras on, showing their hands at all times. This is to limit access to smart phones and other technology.
 - iv. **Contest Chair** interviews Test Speaker and presents certificate of appreciation – which is displayed by **Zoom Master 1**.
 - v. At the conclusion of 5 minutes – **Zoom Master 2** asks evaluation contestants to stop writing and to turn their papers over and place hands on top (or other method to ensure that writing and re-reading of notes has ceased).
 - vi. **Zoom Master 2** advises **Zoom Master 1** via text that the five minutes is up.
 1. **Zoom Master 1** unmutes and advises Contest Chair and Test Speaker (if still being interviewed) that the contestants are ready.
 2. **Contest Chair** wraps up interview.

3. **Zoom Master 1** requests that Test Speaker mutes themselves, and that they, and all audience turn off cameras.

4. **Zoom Master 1** requests **Zoom Master 2** via text/broadcast message to send first contestant.

vii. **Contest Chair** introduces Contestant 1 ...

viii. **Zoom Master 1** to send message to breakout room (or use text) for each contestant in turn during the 1 minute silence.

ix. When the final **contestant** returns to main room, **Zoom Master 2** leaves breakout room

16. During silence at the conclusion of the contest - **Zoom Master 1** closes and recreates breakout rooms.

a. Need to create **Tally Room** and **Spare**.

17. Once **Zoom Master 1** is advised by Chief Judge that all ballots have been received. **Zoom Master 1** sends **Chief Judge** and **Tally Counters** to Tally room and confirms to **Contest Chair** when they have left the room.

a. If receiving the ballots are taking an extended period, at the request of the Chief Judge the Judges can be moved to a briefing room to resolve issues in the sending / receiving of ballots.

18. **Contest Chair** invites contestants to turn on their video and presents each their participation certificate.

a. **Zoom Master 2** shows on screen

19. **Chief Judge** after results tallied informs **Zoom Master 2** and **Contest Chair** of the results via text and returns to room.

In there is another contest ...

I. **Contest Chair** adjourns the contest

II. **Steps 14 through 19 repeated**

a. Contest needs to be adjourned unless the winners for that contest are being immediately announced

At the conclusion of all contests for the day

A. **Contest Chair** hands back to **Zoom Master 1** asks all guests except judges to unmute the video and audio.

a. Note: if there is disturbance, Zoom Master would mute the audio for all except role players

B. **Zoom Master1** invites appropriate **Contest Chair** to present awards to the first contest placegetters.

C. **Contest Chair** asks " Chief Judge, do we have the results?"

D. **Chief Judge** "Yes !!! There was no/ disqualification"

E. **Contest Chair** does presentation

a. **Zoom Master 2** shows on screen

F. **Contest Chair** to invite 1st place getter to say a few words.

For all contests on the same day:

I. **Steps A through F repeated**

After all contest placegetters have been awarded:

1. **Zoom Master 1** invites **Contest Organiser / Responsible AD/DivD** for vote of thanks.
2. Certificates of appreciation are presented – **Zoom Master 2** shows on screen