

# ONLINE CONTEST GUIDE

VERSION 1.01 – October 17, 2020

## Acknowledgement

This guide is the result of insights, experience, and feedback from Area R35 Toastmasters and modified by District 17. It also draws from the experiences of others who have been the forerunners in online contests. Thank you to everyone who has contributed.

It is recommended that you use the guide as much as possible as it will provide consistency, and reduce confusion resulting in smoother and faster online contests. There will always be exceptions to what is contained in this document and as we become more familiar with the online environment, processes may become more flexible.

When these exceptions are put in place it is most important that they are communicated to all involved as early as possible.

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## General Notes

**This document must be read in conjunction with the Toastmasters International 2020/21 Contest Rule Book and the Speech Contest Exemption document (in Appendix 1).**

### Recommendations

- A practice session without contestants should be conducted in the week prior to the contest to allow technology to be tested.
- A practice session with contestants is recommended and at the discretion of the Contest Organiser.

### Naming conventions used in this document

- Contestant Briefing Room & Judges Briefing Room – Breakout rooms used for briefing contestants and judges
- Contestant Room – Breakout room for the Evaluation and Table Topics contestants.
- Tally Room – Breakout room for the Chief Judge and counters to determine results, and for judges / contestants to be brought into if there is a protest.
- Main Meeting Room – The main meeting room that is used for the contest.
- Timing Background – Virtual background used by timers. Grey (or white) virtual background is considered neutral, and green, yellow, or red virtual backgrounds are the standard timing light warnings.
- Text / SMS – used interchangeably in the document to refer to sending a typed message from a phone, this may include an photo as an attachment.

### Audio and video

- During a contest everyone other than the Contest Chair and the current contestant will have their microphone muted. And everyone other than the Contest Chair, Timer 1 and the current contestant will have their video off. (*Ref Appendix 1*)
- The Chief Judge and Contest Chair should reinforce the audio and video protocols for each contest during their briefings.
- As SAA, Zoom Master 1 should ask everyone to mute their microphone during the contest.
- The Contest Chair should remind everyone to mute their microphones and turn off their video before they introduce the first contestant.
- Recommended that the Zoom Masters do not mute the microphone or disable the video of the Contest Chair and Chief Judge. They should both be able to control these functions.
- If Zoom Master mutes everyone and disables video they will need to be vigilant on who needs to have microphone and video enabled throughout the contest. Generally, this is not the preferred option.

### Opening the Meeting and Contest

- Zoom Master 1 acts as the SAA for the Contest Meeting advising of general protocols of the meeting.
- A short welcome may be provided by the President, Area Director, Division Director, dependant on the contest level, at the opening of the meeting. They would then hand over the Contest Chair.
- The Contest Chair opens the contest as they would in an in-person contest using contest scripts that have been slightly adapted to suit the online environment.

### After each contestant

- During the 1 minute silence after each contestant the Timer 1 is to display their screen and show the red at the conclusion of 1 minute.
- After finishing their presentation, contestants must remember to mute their microphone and turn off their video. Zoom Masters should disable any video and mutes any microphone that is left on.

### Sending information to Counter and Chief Judge

- Judges, Timer 2, and Tie Breaking Judge must check and ensure that the information in the ballot / timing photo they are sending is clear and able to be read easily.

## Contestants using 'Screen Share'

Contestants may use screen share during their presentation. It will be considered as a prop.

Unlike an in-person contest the contestant will not be able to use the 1 minute silence for preparing the Screen Share as this may impact on the Contest Chair's view of the Timer or any screen being shared by the Zoom Master.

The following processes should be applied:

- The contestant must inform the Contest Chair and Zoom Masters before the contest begins that they intend to use Screen Share at the start of their presentation or during their presentation.
- Zoom Masters will provide the contestant with Screen Sharing rights.
- 1 minute will be allowed for Screen Share preparation after the 1 minute silence.
- The Contest Chair will inform the Timers that 1 minute will be allowed the contestant to activate their Screen Share.
- Timers will time the 1 minute but will not provide any indication that the 1 minute has been reached.
- Timers will stop and reset their stopwatch and start timing:
- When the shared screen is displayed. It will be considered as the contestants first gesture for contest timing purposes, or
- When the 1 minute preparation time has expired, and the shared screen has not yet been displayed.
- If Screen Share is to be activated at any other time during the presentation no additional time is allowed for preparation; it is considered part of the contestants speaking time.
- Screen share will not be permitted for Evaluation or Table Topics contests.

Contestants note:

- Using Screen Share will likely impact on how the judges will see you on screen.
- You will need to set your screen in a way that you can still see the timer.
- If you are standing away from your device, you will need to manage how you stop and start Screen Share.
- You are responsible for effectively managing the Screen Share at the start or during your speech.
- You will not be given notification that the 1 minutes setup time has expired, and that contest timing has commenced.

## Contestant's system failing while presenting.

In the event of a contestant's technology failing during their presentation they will be given one opportunity to reconnect and continue.

They will be given a maximum of 3 minutes to regain their connection and to continue their presentation from the point they dropped out.

The contestant will be given an extra 30 seconds before being disqualified for going over time. As is normal practice, judges will not take timing into consideration and score the contestant as best they can on what they have heard.

Contestants will be disqualified on time following the standard contest rules, with the extra 30 seconds taken into account.

Process for managing the drop out.

- The Chief Judge will ask the timers to pause the timing.
- The Timer takes note of the time the contestant drops out.
- A maximum of 3 minutes will be allowed for a contestant to regain connection.
- If the contestant reconnects within the allowable time
  1. The Timers restart the timing, from where contestant dropped out, and allows an extra 30 seconds
  2. The contestant resumes speaking from where they dropped out.
  3. The Timer records the speakers final time on the Timers sheet noting that the extra time is given
  4. If the contestant goes over the extra time allowed, they will be given a time disqualification.
- If the contestant fails to reconnect within the allowable time
  1. The Timer records the time the contestant drops out on their Timing sheet
  2. The contest chair asks for 1 minute silence for the judges
  3. The judges score the contestant based on what they have heard.
  4. If the contestant fails to reconnect and has not reached the minimum speaking time, they will be given a time disqualification.
- If the contestant drops out for a second time, judges score them based on what has been heard
  1. The Timer records the time the contestant drops out on their timing sheet
  2. The contest chair asks for 1 minute silence for the judges
  3. The judges score the contestant based on what they have heard.
  4. If the contestant has not reached the minimum speaking time, they will be given a time disqualification.

### Note:

- At times it may be difficult to determine precisely when a dropout occurs, even the contestant may not realise immediately that their system has frozen, it will be up to the Chief Judge to assess the situation and respond. The 30 second additional time goes some way towards recognising that the timing may not be perfect.
- Zoom Master 1 can time the 3 minutes and advise verbally when the 3 minutes has expired, however, the Chief Judge could do the timing themselves.
- Zoom Masters must watch the Zoom Waiting room to ensure the contestant is admitted immediately.

## Organiser system failing during contest.

Zoom Master 1 as SAA in initial briefing shall instruct all to reconnect should everyone be dropped.

If a speaker was speaking when this happened, refer to the 'Contestant's system failing' section for guidance on continuing the speech.

In case that this happens a second time, or Contest Chairs / Chief Judge / Timers and Contestants are not able to reconnect, the contest can be determined to be cancelled, and will be rescheduled to another time. This will be advised to all participants by the Contest Organiser.

## Transitioning between contestants

The following is intended to guide you through the process for presenting your contest speech, evaluation, or Table Topic response. Using the process as described will ensure a seamless progression of the contest.

### You prepare to be cued

You will either be in the Main Meeting Room or you will enter the Main Meeting Room from the Contestant Breakout Room. From Contestant 2 onwards your preparation to speak will start during the 1 minute silence for Judges. For the first contestant this same preparation will be done as soon as possible.

Your preparation is as follows:

1. If your video is disabled, enable it now.
2. It is recommended that hide non-video participants as this will help you see the timer, however you may choose not to.
3. Turn on your microphone, ensuring there is no background noise.
4. Wait in silence for the Contest Chair to start the cueing process.

### Contest Chair cues you

Use the following consistently this avoids duplication and confusion

Contest Chair: Is contestant # ready?

Contestant: "Yes"

Contest Chair: "Contestant # can you see the Timer?"

Contestant: "Yes"

Contest Chair: "Can you do the audio and visual check?"

Contestant: "My name is ..., and I can see the Timer"

### Contest Chair Introduces you

You will be formally introduced by the Contest Chair using the introduction described in the 2020-2021 Contest Rule book. You can commence your speech after the Contest Chair has introduced you.

### After you finish

Contest Chair says, "We will have 1 minute silence for the Judges" or if the last contestant, "We will now have silence until the ballots have been finalised"

## Chief Judge's communique

### **1. For anonymity you will use a Judge's Number instead of your name onscreen**

I will provide you with a Judge Number, you must use this number instead of your name when logging into the contest, example Judge 2.

Note: No personal photos to be used as background when your video is off.

### **2. Video and audio are to remain off for the entire contest.**

Your video camera and microphone are not to be used during the contest and should be turned off, except during briefings and while in breakout rooms.

### **3. Briefings will be conducted in a Breakout room (Judges Briefing Room)**

Before the start of each contest all voting judges, timers and counters will be asked to join me in the Judges Briefing Room for a briefing.

### **4. Timing.**

You will have the usual 1 minute silence between contestants, and Timer 1 will indicate when that 1 minute has elapsed for Contest Chair.

After the last contestant there will be silence until all judges have sent their results to Counter 1, Counter 2 and Chief Judge as a photo attached to a text message.

### **5. Collection of ballots will be done by SMS.**

You will finalise your ballot, sign your name, including your Judge number. You then take a photo of the tear off section only and send the photo by text to Counter 1, Counter 2 and Chief Judge.

The Tiebreaker Judge will send their photo to the Chief Judge by text.

### **6. Counters, Timer 2 and Zoom Master 2 join the Chief Judge in the Tally Room after the last contestant.**

Counter 1, Counter 2 and Chief Judge commences recording the judges' ballots on their Tally sheet as they are received.

### **7. Zoom Master 2 will complete certificates and notifies Contest Chair of results**

Zoom Master 2 will use SMS to notify the Contest Chair of results.

It is important that Agenda is at hand to ensure correct spelling of names on certificates

## Contestants

### Before the contest

- Send all your paperwork to the Contest Chair or Contest organiser as early as possible.
- Familiarise yourself with the 2020-2021 Contest Rulebook and the exemption to the Rulebook (found in Appendix 1).
- Prepare your speaking area. Try to get as much of you in view as possible, recommend from mid shins up, then test your audio and make sure you can be heard.
- Log on early to ensure you have plenty of time to test your audio and speaking area, if you experience technical problems you have time to fix them.
- Ensure your lighting and background work to your benefit.
- At a club meeting practice pinning the Timer / hiding non-video participants.
- For Evaluation Contestants print the Evaluation Contest Notes Sheet (Item 1177).
- Ensure your correct full name is shown on your online presence

### At the briefing

- The Contest Chair will
  - Draw the speaking order (Using a tool such as <https://www.random.org/lists/>)
  - Provide you with a contest briefing similar to that given in face to face contests.
  - Recheck your speaking area
- Ask the Contest Chair for clarification of anything you are unsure of.
- You will return to the Main Meeting Room, with your audio muted.

### During the contest

- Zoom Master 1 acting as SAA will open the Contest Meeting
- Zoom Master 1 will hand over to the Contest Chair
- Contest Chair will formally start the contest
- It is recommended that you hide non-video participants to enable you to see the timer clearly
  - Click on the three dots (...) on someone who has their video off, choose Hide non-video Participants.
- For the Evaluation Contest
  - You will listen to the Test Speaker
  - The Contest Chair will ask you to move to the Contestants Room
  - Zoom Master 2 will remain in Contestants Room with you
  - You will have 5 minutes preparation time
  - You must use Evaluation Contest Notes Sheets (item 1177) for your notes.
  - Follow Zoom Master 2's instructions while in the Contestants Room.
  - Notes must be placed face down in front of you in full view of Zoom Master 2
  - Zoom Master 1 will text Zoom Master 2 in Contestants Room who will then advise a contestant to join the Main Meeting Room.
  - Leave the Contestants Room (Do Not Leave Meeting). Click on Leave Room, not Exit Meeting.
  - Wait to be cued by Contest Chair.
- For the Table Topics Contest, you will move to the Contestants Room, unless you are contestant #1.
  - Zoom Master 2 will remain in Contestants Room with you.
  - Follow Zoom Master 2's instructions.
  - Please keep hands visible at all times.
  - Zoom Master 1 will Text Zoom Master 2 in the Contestants Room who will then advise the next contestant to move to the Main Meeting Room.
  - Leave the Contestants Room (Do Not Leave Meeting). Click on Leave Room, not Exit Meeting).
  - Wait silently to be cued by Contest Chair.
- With the Humorous and International contests, you will remain in the Main Meeting Room,
  - At the start of the 1 minute silence turn on your video.
  - Wait silently to be cued by Contest Chair.

### Cueing and Introduction

1. You will be cued with the following introduction  
Contest Chair says, "Is Contestant Number # ready?"  
You reply, 'Yes'  
Contest chair says, "Contestant # can you see the Timer?"  
You reply, 'Yes' or 'No'  
It is recommended that you have pinned the Timer, however you may choose not to.  
Contest Chair will ask "Can you do the audio and visual check?"  
You say "My name is ...., and I can see the timer"
2. Contest chair will then continue with the formal introduction.
3. You start when ready.

Note: This above is the recommended wording, however it may vary slightly; check with the Contest Chair during the briefing.

### When you finish speaking

1. Mute your microphone
2. Disable your video
3. Unpin the Timer / display non-video participants

### Protests

- Ensure that you have read the Rulebook and the Contest Exemption and that you understand the allowed reasons for a protest.
- If you wish to lodge a protest you must send a text to the Chief Judge, or Contest Chair, before results are announced. **It is highly recommended that a protest be sent to the Chief Judge rather than the Contest Chair.** This ensures that a protest reaches the Chief judge in time for it to be processed.
- In the event of a protest you will be asked to join the judges and be given an opportunity to state your case.

## Contest Chair

### General

- Contact the Contest Organiser early to clarify what will be handled by them and what you will need to do.
- Contact and brief Zoom Masters with any instructions you have as they will act as ushers on the day.
- Obtain phone numbers of all you may need to contact - Zoom Masters and Chief Judge.
- Provide your phone number to the Chief Judge and Zoom Masters
- Keep your phone nearby where you can readily see and access it, keep it on vibrate
- Disable your microphone when you need to take a call
- Keep your eye on Chat (Zoom Masters May enable it for messages to you)

### Pre contest

- Ensure that paperwork has been received from all contestants. If there is paperwork missing, take steps to obtain it.
- Confirm speaker eligibility
- Send contestant's forms to the Chief Judge as soon as possible.
- Familiarise yourself with the 2020-2021 Contest Rule book and the Contest Exemption (See Appendix 1).
- Ensure contestants are aware of Contestant's briefing start time.
- Use an online tool such as <https://www.random.org/lists/> to determine the speaking order.

### Contestant's briefing

- Zoom Master 1 will open a Contestant's Briefing Room and you will be asked to join that Room.
- You will be joined by all contestants and Zoom Master 2
- Draw speaking order as soon as possible
  - Provide Zoom Master 2 with the speaker order of contestants.
  - Zoom Master 2 will leave the Breakout Room.
- Provide contestants with contact phone numbers
  - Provide contestants with your phone number and Chief Judge's phone number for protests
  - Provide Zoom Masters phone numbers for emergency contact
  - Recommend to contestants that they add the phone numbers to their contact list on their phone for quick access.

### As a minimum

1. Brief contestants on the cueing and introduction process
  - Recommend they hide non-video participants when they enter the Main Meeting Room
  - Audio and visual tests will be conducted by the Contest Chair prior to you being introduced.
2. Advise of, and check contestants speaking area
  - The contest chair explains the designated speaking area for the contest. They must be set to ensure that each contestant's gestures and facial expressions will be captured by their camera and their voice will be clearly captured by the microphone. If necessary, the contest chair will advise contestants on additional lighting needs.
  - Ask all contestants to mark their speaking area and then check their audio and video in relation to their speaking area.
3. Explain what happens if a contestant's system drops out during their presentation.
4. Explain Protests & Disqualifications
  - Explain protest reasons
  - Recommend that contestants contact Chief Judge rather than yourself
  - Emphasise the need to lodge protest before results are announced (the sooner the better)
  - Contestants lodging a protest will be asked to move to the Tally Room
  - Contestants who have a protest lodged against them (by a judge or another contestant) will have opportunity to explain their case.
  - Outcome of protest is based on a majority of judges and is final
5. Clarify anything else that arises during the briefing.
6. Ask contestants to mute their audio and return to Main Meeting Room
7. Return to the Main Meeting Room and Zoom Master 1 will close the Contestant's Briefing Room

### Formally open and start contest

1. Zoom Master 1 as SAA will open Contest meeting and brief the audience on contest protocols.
2. Zoom master 1 will hand over to you.
3. Introduce contest – using a contest script.
4. When ready ask everyone, except the Timer, Test Speaker, or 1<sup>st</sup> Contestant depending on the contest, to turn off their video.
5. Announce “Let the contest begin” (this provides a cue to other roles).

### Contest initial process

- If Evaluation Contest
  - Contest Chair introduces Test Speaker.
  - After Test Speaker finishes ask Zoom Master 1 to move contestants to Contestants Room.
  - Thank and interview Test Speaker.
  - Timer 1 will start timing & change Timing background at 7 minutes giving you a warning to prepare to prepare to cue and introduce Contestant 1.
  - When Contestant 1 joins Main Meeting Room cue and introduce contestant.
- If Table Topics Contest
  - Ask Zoom Master 1 to move the contestants to the Contestants Room.
  - Once they have left, cue and introduce Contestant 1.
- If Humorous and International Contest
  - Cue and introduce Contestant 1.

### After each contestant

1. Announce there will be 1 minutes silence for the judges.
2. Timer 1 screen will be enabled and they will time the 1 minutes silence
3. For Evaluation and Table Topics Contests the next contestant will join Main Meeting Room.
4. At end of 1 minute cue and introduce the next contestant.

### Contestant cuing and introduction

Use a consistent approach:

1. Confirm if contestant is in room, ask " Is Contestant number # ready?"
2. Check that the contestant can see the Timer, ask “Contestant # can you see the Timer?”
3. If yes continue, if not guide the contestant to either to pin the Timer, hide non-video participants or at least see the Timer.
4. Asks contestant to do an audio/sound check, ask “Can you do the audio and visual check”.
5. Contestants say “My name is ..., and I can see the timer”.
6. Continue with contestant introduction as described in 2020-2021 Contest Rulebook and the Contest Exemptions.

### After the last contestant

1. Signal the end of the Contest phase by saying, “The Chief Judge and Tally Counters will now be sent to the Tally Room to finalise their ballot”. Note: This is also the signal to Zoom Master 1 to open the Tally Room and for counters, and Timer 2 to join that Tally Room with the Chief Judge.
2. Thank participants in speaker order while the Zoom Master will display Participation Certificates in speaker order.
3. Interview contestants

### Contest results

- Chief Judge will send you and Zoom Master 1 the contest results by text after returning from Tally Room.
- Zoom Master 1 will prepare Placing Certificates and will advise you by text when certificates are ready.
- Zoom Master 1 will activate audio to allow audience applause for results.
- Announce results in reverse order (3rd place, 2nd place, 1st place) while Zoom Master 1 displays certificate after the result is announced.
- Contest Chair concludes the contest.

## Chief Judge

### General

- Contact Contest Organiser early to clarify what will be handled by them, and what you will need to do.
- Obtain phone numbers of all you may need to contact - Zoom Masters, Contest Chair, Timers, Judges, and Counters.
- Provide your phone number to Contest Chair (Contest Chair will give it to contestants to lodge protests)
- Keep your phone on and nearby.
- Disable audio and microphone during the contest (you may need to take a call).

### Pre contest

- Ensure you have received the paperwork from Judges and Contestants. If paperwork is missing, take steps to obtain it.
- Familiarise yourself with the 2020-2021 Contest Rule Book and Contest Exemption.
- Determine a time for judges to log into Zoom (in advance of contestants) and advise judges and timers of this time.

### Briefing

1. Zoom Master 1 will open a Judges Briefing Room and you will be asked to join the Judges Briefing Room.
2. Judges, timers, and counters will join you in the Judges Briefing Room.
3. Provide contact phone numbers
  - Provide judges, counters, and timers with your phone number for emergency contact.
  - Provide judges with Counter 1's phone number.
  - Ask that judges and timers add the phone numbers to their contact list.
4. Brief Timers
  - On the timings for each contest.
  - On the timing disqualification procedures.
  - On the role of Timer 1 (Virtual backgrounds, backup timings) and Timer 2 (Stopwatch, primary timings)
5. Brief Judges on general protocols
  - Avoiding bias.
  - Not to time contestants.
  - Judging process.
  - Reminder to leave video off.
6. Explain what happens if a contestant's system drops out during their presentation.
7. Explain Ballot procedure
  - After last contestant Chief Judge, Counter 1 and Counter 2 will be moved to the Tally Room.
  - Judges finalise scoring and complete ballot, ranking contestants 1,2 and 3.
  - Judges mark a 'P' clearly on the Ballot if they have a protest.
  - Judges sign ballot and take a photo of only the ballot section and text this to Counter 1, Counter 2 and Chief Judge.
8. Explain protests & disqualifications
  - Explain protest reasons.
  - Judges mark a 'P' clearly on the ballot if they have a protest.
  - Judges will then be moved by Zoom Master 1 to the Tally Room.
  - When appropriate, relevant contestant(s) will be asked to join Tally Room.
  - Contestant will have opportunity to explain their case and will then leave the Tally Room
  - Voting on the protest will be done by the judges, outcome of protest will be based on a majority of judges.
9. Clarify any anything else that arises during the briefing.
10. If Zoom Master 2 has supplied contestant's speaking order have judges write down the speaking order.
11. Ask Judges to mute their audio and disable their video and return to the Main Meeting Room.
12. Return to the Main Meeting Room.
13. Zoom Master 1 will close the Judge's Briefing Room.
14. Contact Tie Breaking Judge and check they have Tie Breaker ballot and they understand the process.

### After last contestant

1. You will join the Tally Room Timer 2, and Counters. (Zoom Master 2 may join you)
2. Timer 2 will send you a photo of the timing Sheet by SMS or you may ask them if there are any overtime
3. Tie Breaking Judge will send you their results by text, in the order they ranked the contestants.
4. Judges will send results to Counter 1, Counter 2 and Chief Judge will confirm when all are received.
5. Text the Contest Chair to advise that all ballots have been received.
6. Resolve protests. If there are no protests, then proceed with tallying the results.

### Resolving protests

1. Ask Counters to leave the Tally Room.
2. Ask Zoom Master 1 to move judges to Tally Room
3. If a judge has lodged a protest discuss the protest with all judges.
4. If a contestant has lodged a protest contact Zoom Master 1 to send the contestant to Tally Room.
  1. Discuss the protest with the contestant then ask them to leave the Tally Room.
5. If the protest is valid.
  1. Contact Zoom Master 1 to send the contestant for which protest relates, to the Tally Room.
  2. Give contestant the opportunity to state their case.
  3. Ask contestant to leave Tally Room.
6. Judges then vote to either uphold or dismiss the protest. Outcome is based on majority.
7. Once protest resolved Chief Judge asks Judges to leave Tally Room.
8. Contact Zoom Master 1 to send the counters to the Tally Room.

### Tallying the results

1. Counter 1, Counter 2 and Chief Judge enter results onto their tally sheets as the results are received.
2. Once all results are recorded, Counter 2 reads back the results from their Tally Sheet.
3. You and Counter 1 will confirm or advise if there is a discrepancy.
4. Resolve any discrepancy.
5. Apply timing and/or protest disqualification if applicable.
6. In the event of a Tie apply the Tie Breaking Judge's rankings.
7. Records results on the Results Sheet.
8. Ask Counters to return to Main Meeting Room.
9. Return to Main Meeting Room.
10. Provide Zoom Master 1 and Contest Chair with results via text.
11. Complete the Notification of Winners form and send to the next level Contest Organisers after the contest meeting has ended. (Include all the results not just the winner and place getters).

## Judges

### General

- Your video must be disabled, and your microphone muted anytime you are in the Main Meeting Room.
- Your name should not be displayed at any time during the contest/s. You will be given a Judge's Number to use for a Screen Name in place of your name. e.g. Judge 1.

### Before the contest

- Send all your paperwork to the Chief Judge well in advance of the contest.
- Include the phone number of a phone that you can access during the contest with your paperwork.
- Print out the Judges Guide and Ballot for each contest you are judging.
- Familiarise yourself with the 2020-2021 Contest Rulebook and Contest Exemption.
- If you have changed your Zoom profile to a photo of yourself or some other picture, change it back to a blank profile.
- Make sure you know how to take a photo with your phone and attach the photo to a text message and send.
- Check that the Chief Judge or Contest Organiser has provided you with a Judges Number. This should be in the form of Judge 1, Judge 2 etc. Contact them if they have not.
- Advise Chief Judge or Contest Organiser of any changes to your availability as soon as possible.

### Joining the Contest Meeting

1. Log on to Zoom in advance of contestants (30 minutes prior to contest start or at time provided by Chief Judge).
  - Log into the meeting in using the Zoom icon (blue video icon) rather than a meeting link.
  - Type in the Zoom Meeting ID.
  - Change your Screen Name to the Judges Number given to you.
  - Enter the meeting with your video and microphone off.
  - Type in the password for the meeting.
  - Whenever you are in the Main Meeting Room your microphone and video will remain off.

### Briefing

1. You will enable your video and microphone for the briefing.
2. The Chief Judge will provide everyone in the briefing with a briefing similar to face to face contest but will also provide information relevant to the online environment.
3. The Chief Judge will provide you with the phone number of Counter 1, Counter 2 and their own phone number.
4. Add these numbers to your contacts on your phone. This makes it easier to access.
5. Send a text message containing your Judge's number to Counter 1, Counter 2 and Chief Judge to confirm number is correct.
6. Ask Chief Judge for clarification on anything you are unsure of.
7. You will disable your video and mute your microphone before returning to the Main Meeting Room.
8. The Chief Judge will exit the Judges Briefing Room.
9. Zoom Master 1 will close the Breakout Room

### During the contest

1. If your system drops out phone the Chief judge immediately.
2. If you have been unable to judge a contestant, due to your system dropping out, note this on your ballot instead of placing contestants. In this case your ballot will be considered invalid for the contest.

### After last contestant

1. You finalise your scoring and complete ballot, ranking contestants 1,2 and 3.
2. If you wish to lodge a protest clearly mark your ballot with a 'P'.
3. Sign your ballot, and include your Judge's number, take a photo of the ballot section ONLY and text the photo of your ballot to Counter 1, Counter 2 and Chief Judge.

## Timers

### General

- Timer 1 manages the timing backgrounds.
- Timer 2 records each contestant's overall time on the Timer's sheet for the Chief Judge.
- Timer 1 uses Screen Name 'Timer'.
- Both timers should keep written records of time. Timer 1's report is to be used to as a backup, e.g. if Timer 2 has a malfunction. Other than this, only Timer 2's report will be considered.

### Before contest (both timers)

- Get the files for the Timer backgrounds – grey/white, green, yellow, red. For consistency suggest grey/white be the neutral colour for timing purposes.
- Install the colours on your system so they are available to you on Zoom.
- Practice changing the video background to ensure that you can change the backgrounds quickly.
- Ensure you have a suitable timing device with plenty of battery time.
- Print off Timer Sheet.
- Note the timings for each contest you are timing for.
- Familiarise yourself with the Timings and Timing procedures in the 2020-2021 Contest Rulebook and the Contest Exemption.

### At the contest

- You will join the judges in the Judges Briefing Room.
- You will be provided with the Chief Judge's phone number.
- The timing and timing disqualification procedures will be explained.
- If you are unsure of anything ask the Chief Judge.
- Timer 1 will always have video on.

### Evaluation Contest

1. Time the Test Speaker.
2. Start with Timer background set to the neutral colour (grey/white)
3. Change the timing background colour at the 5, 6 and 7 minutes and leave on red until the Test Speaker has finished.
4. When contestants leave the Main Meeting Room change Timer background to neutral colour.
5. Start timing once the Contest Chair has asked contestants to join Breakout Room for preparation.
6. At 7 minutes change the Timer background to green to alert Contest Chair and Zoom Master 1.

### For all contests

1. Change Timer background to neutral colour as Contest Chair cues contestant.
2. Do Not Time cueing, audio and video check or Contest Chair's introduction.
3. Start timing when the contestant starts their presentation.
4. Change Timer background as per timings for each contest.
5. When contestant finishes Timer 2 records contestant's time on the Timer Sheet.
6. If a contestant has exceeded allowable time and will be disqualified, circle the entry on the Timing Sheet.
7. As Contest Chair says 'We will have 1 minute for the judges, change Timer background to a neutral colour.
8. Repeat from 1.

### After last contestant

- Timer 2 will join the Chief Judge in the Tally Room.
- Timer 2 sends a photo of the Timing sheet to Chief Judge by SMS.
- Before sending check that the information on the phone is clear and easily read.

## Counters

### General

- Counter 1, Counter 2 and Chief Judge will receive the ballots from the judges.
- Counter 1, Counter 2 and Chief Judge will record and tally the votes as they are received.

### Before contest (both counters)

- Ensure that you have the Tally sheets and have printed them.
- Familiarise yourself with the tallying procedures in the 2020-2021 Contest Rulebook and the Contest Exemption.

### At the briefing

- You will join the judges in the Judges Briefing Room.
- You will be provided with the Chief Judge's phone number.
- Counter 1, Counter 2 and Chief Judge provides their phone number to the Judges for them to send their ballots.
- Confirm that judges have the right number; asked judges to send you a text with their judges number.
- The process for tallying the results will be explained by the Chief Judge.
- If you are unsure of anything ask the Chief Judge.

### The Results process

- After the last contestant you will be sent to the Tally Room with Chief Judge.
- Counter 1, Counter 2 and Chief Judge may commence recording the results on their tally sheet as they come in.
- Chief Judge should be advised if any ballot has a 'P'
- If there is a protest Counters will be asked to leave the Tally Room while it is being resolved, and judges will be moved into the room.
- When all have finished populating the Tally Sheet, Counter 2 reads back the results and Counter 1 and Chief Judge check that the results agree.
- Chief Judge applies any disqualifications.
- In the event of a Tie, the Tie Breaking Judge's ballot will be used.
- The Chief Judge records the results on the Results form.
- The Chief Judge records the results of the contest on the Notification of Winners form which will be sent to the Organiser of the next level contest.

### Providing the results

- The Chief Judge Notifies Zoom Master 1 of the Results, by text, so they can prepare the certificates for display.
- The Chief Judge notifies the presenter, either the Contest Chair or another nominated presenter, of the result again by text.

### After the contest

- All ballot results should be deleted from Counter 1, Counter 2 and Chief Judge's phone.
- All completed Tally sheets should be destroyed.

## Zoom Masters

### General

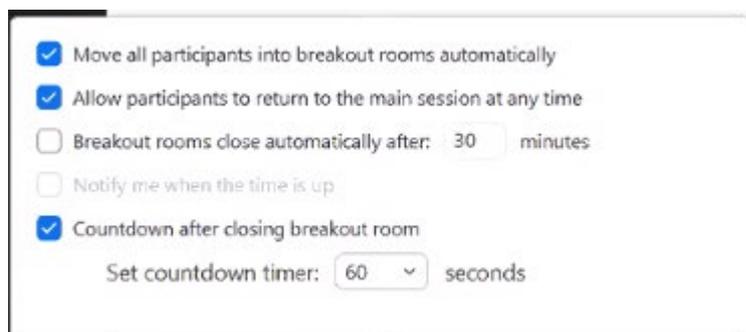
- Chat disabled.
- Waiting room enabled (sound off). People allowed in between contestants.
- Allow all to return from Breakout rooms at any time.
- Both Zoom Masters to have phones on to take texts or calls.
- Check with Contest Chair if they want their video left on during the 1 minutes silence for judges.
- Breakout Rooms should be assigned manually rather than using the automatic feature.
- Zoom masters must be host or co-host

### Skills for a Zoom Master (as per Dzyan's session)

- Know how to make host/co-host.
- Know how to mute and unmute, and turn on and off video
- Know how to operate Waitlist – admit guests between speeches, rather than during speeches, ensure chimes are turned off
- Know how to disable chat
- Know how to share screen
- Know how to move people into Breakout rooms
  - Breakout rooms need to be enabled prior to the meeting
    - Sign in Zoom | My Account | Settings | Meeting - In Meeting (Advanced) – Break out Rooms - Enable
  - Video on moving people into rooms - <https://www.youtube.com/watch?v=jbPpdyn16sY>

### Prepare Breakout Rooms

- Contestant Briefing Room – used for Contest Chair & Contestants.
- Judges Briefing Room – used for Chief Judge, Judges, Counters & timers.
- Contestant Breakout Room - used for contestants waiting for the Evaluation and Table Topics contests.
- Tally Room – For Chief Judge, judges (when there's a protest), counters, and Timer 2.
- Settings:



Note: "Open All Rooms" will move all assigned people. Delete / unassign people when you don't want them to move.

### Judges arrival

- Judges should arrive with their Screen Name set to their Judges Number and their video disabled. If this is not the case, ask judges to change their Screen Name to the Judges Number and to disable their video.

### Judges briefing

1. When Chief Judge is ready place the Chief judge, Judges, Counters & Timers in the Judges Briefing Room.
2. Zoom Master 2 Joins Judges Briefing Room to provide a 2 minute warning to end briefing.
3. When Chief Judge returns from the Breakout room, Close Judges Briefing Room.

Note: Zoom Master 2 may join Judges Briefing Room to provide speaker order

### Contestant briefing

1. When Contest Chair is ready place Contest Chair and Contestants in the Contestants Briefing Room.
2. Zoom Master 2 Joins Contestant Briefing Room to obtain speaking order for the Chief Judge and Judges.
3. When Contest Chair returns from Breakout Room close the Contestant Briefing Room.

### Participation Certificates

1. Zoom Master 2 provides Zoom Master 1 with speaker order.
2. Zoom Master 1 prepares Participation Certificates as soon as possible.

### At allotted contest start time

1. Zoom Master 1 acting as a SAA welcomes everyone and opens the Contest Meeting.
2. Zoom Master 1 explains the general protocols used for the contest.
3. Zoom Master 1 hands over to the Contest Chair.

### Evaluation & Table Topics contests

1. Zoom Master 2 will remain in Contestants Room and will provide instructions to contestants.
2. Zoom Master 2 will time the 5 minutes for Evaluation contestants preparation time.
3. Zoom Master 2's instructions to contestants are:
  - For Evaluation contestants to start their preparation.
  - For Evaluation contestants finish preparation and to turn over their notes.
  - For Evaluation contestants to move back from their screen so Zoom Master 2 can see them.
  - For Evaluation contestants to place hands on lap, or where Zoom Master 1 can see them.
  - For all contestants to leave their audio and their video on.
  - For all contestants to remain in view at all times.

### During contest

1. When Contest Chair says "We will have 1 minute silence for the judges, pin Timer 1.
2. If Evaluation or Table Topics contest Zoom Master 1 will text Zoom Master 2 in the Contestants Room and ask them to send the next contestant to the Main Meeting Room.
3. Zoom Master 1 checks Timers background colour, unpins Timer 1 and enables Contest Chairs video after the 1 minute.
4. Repeat from 1 after each contestant.
5. If Evaluation or Table Topics Contest
  1. Zoom Master 2 returns to the Main Meeting Room with the final contestant.
  2. Zoom Master 1 closes the Contestants Room.

### After the last contestant

1. Contest Chair says 'The Counters and Chief Judge will now be sent to the Breakout Room to finalise ballots.
2. Zoom Master 1 sends Chief Judge, and counters to Tally Room.
3. Timer 2 Sends timing report to Chief Judge via text.
4. Tie Breaker Judge sends their ranking directly to the Chief Judge by text.
5. Contest Chair thanks each participant in speaker order and Zoom Master 1 displays Participation Certificate.
6. Contest Chair continues with contestant interviews.

### Resolving Protests

1. Chief Judge asks counters to leave Tally Room
2. Chief Judge asks Zoom Master 1 to move judges to the Tally Room
3. Chief Judge and the judges discuss protest.
4. Chief Judge contacts Zoom Master 1 and requests they send contestant to Tally Room.
5. Contestant is given the opportunity to state their case.
6. Contestant leaves the Tally Room.
7. Judges vote to either uphold or dismiss the protest. Outcome is based on majority.
8. Judges leave the Tally Room.
9. Chief Judge contacts Zoom Master 1 to send counters back to Tally Room.

### Results

- When Chief Judge returns to Main Meeting Room close the Tally Room.
- Check the SMS for results.
- Prepare the place and winner certificates in reverse order {3rd Place, 2nd Place, First Place.
- Advise Contest chair via SMS that results are ready.
- When Contest Chair indicates they are ready to announce results enable audio.
- After Contest Chair announces result display the certificate.

### End contest

- Prepare for next contest or hand meeting over to President or Area Director/Division Director/District Director as appropriate.

## Role Management for Contest Organiser

### High Importance

1. Lock in Contest Chair and Chief Judge.
2. Discuss with the Contest Chair and Chief Judge who will manage paperwork for Contestants and All Roles.
3. Ensure Contest Agendas are prepared as early as possible and sent to Contest Chair and Chief Judge.
4. Maintain regular contact with Chief Judge and Contest Chair to ensure paperwork is coming through and to update them with any changes.
5. Keep all contestants and those people in contest roles up to date with changes.

The following will vary, and some elements will fall to the Chief Judge and the Contest Chair dependent on your discussion with them about the extent of their role.

### Paperwork

- Download the Contest Kit for each contest from Toastmasters International, or relevant paperwork from District 17 web site.

### Chief Judge

- Provide Chief judge with name, judge number, phone number and email address of each Judge.
- Chief Judge to identify Tie breaking Judge and ensure that they have the phone number and email address of the Tie breaking judge.
- Provide Chief judge with name, email address and phone number of each Counter.
- Provide name, email address and phone number of each Contest Chair.
- If you are looking after the paperwork provide Chief Judge with
  - 2020-2021 Contest Rule book (Item 1171)
  - Speech Contest Exemption
  - Notification of Contest Winner Results Form Item 1182
  - Counter's Tally Sheet (Item 1176)
- Advise Chief Judge to send Tie Breaking Judge the Tie Breaking Judge Guide and Ballot for each Contest where they are the Tie Breaking Judge.

### Contest Chair

- Provide Contest Chair with name and email address of each contestant,
- Provide Contest Chair with name and email address and phone number of Chief Judge.
- Provide contest Chair with Contest Scripts for each contest where they are the Contest Chair.
- If you are looking after the paperwork provide Contest Chair with
  - 2020-2021 Contest Rule book (Item 1171) and
  - Contest Exemption.

### Zoom Masters

- Lock in 2 Zoom Masters.
- Assign Zoom Master 1 and Zoom Master 2.
- Check that Zoom Masters are competent with Zoom e.g.
  - Managing breakout rooms.
  - Sharing screen.
  - Enabling / disabling Audio and Video.
  - Moving into and out of break out rooms.
- Provide Zoom Masters with names and phone numbers of all contestants and roles.
- Provide names, judge number and phone numbers of all Judges.
- Provide names, and phone numbers of Contest Chair, Chief Judge and Counters.

### Judges and Tie breaking judge

- Lock in 5 Judges and Tie Breaking judge where practical.
- Check that judges can print judging ballot form.
- Check that judges can use SMS to send a photo of their ballot to the counters and Chief Judge.
- Check that judges are Ok with their phone number being given to Counters, Chief Judge and Zoom Masters prior to contest.
- Assign each judge a Judge Number, Judge 1, Judge 2, Judge 3 ..., etc.
- Ask judges to change their screen name to this Judge Number before they login to the Zoom meeting.
- If you are following up on the paperwork, then send all Judges
  - Speech Contest Rulebook (Item 1171)
  - Contests Exemption
  - The Judge's Guide and Ballot for each contest they are judging
  - Judge's Certification of Eligibility and Code of Ethics (Item 1170)
- Fix a date for the Judge's Certification of Eligibility and Code of Ethics to be returned.

### Timers

- Lock in 2 Timers.
- Check that timers have the coloured backgrounds grey/white, green, yellow red.
- If Timers do not have the coloured backgrounds. Send those files to them.
- Check that Timers know how to install coloured backgrounds on their system and that their system is capable of displaying the backgrounds.
- Check that timers have a means of recording time i.e. stopwatch or stopwatch on phone etc.
- Check that timers are comfortable with changing Timer background.
- Provide Timers with
  - Speech Contest Rulebook (Item 1171)
  - Contest Exemption
  - Speech Contest Time Record Sheet and Instructions for Timers (Item 1175)
- Check Timers can Print Timer Record Sheet.
- Check Timers can use text to send Timing sheet to Chief Judge.

### Counters

- Lock in 2 Counters.
- Check if counters are ok for their phone number to be shared to Chief Judge prior to contest and with Judges at the briefing.
- Obtain phone numbers from counters for Chief Judge.
- Provide the Judge Number and phone number of each Judge.
- Suggest that judge's Judge Number and phone number be added to their contact list for easy identification.
- Provide Counters with
  - Speech Contest Rulebook (Item 1171)
  - Contest Exemption.
  - Counters Tally Sheet (Item 1176)
- Check that counters can print the Counter's Tally Sheet.

### Contestants

- Lock in Contestants
- If you are following up on the paperwork, then send all Contestants
  - Speech Contest Rulebook (Item 1171)
  - Contest Exemption
  - Speaker's Certification of Eligibility and Originality (Item 1183)
  - Speech Contestant Profile (Item 1189)
- Fix a date for the Speakers Forms to be returned.

## Evaluation Contest

### Briefings and Contest meeting opening

- Contest Chair briefs contestants and may include Zoom Master 2 who is acting as an usher.
- Chief Judge briefs the judges, timers, and counters.
- Zoom Master 1 acting as SAA will open the Contest Meeting and explain meeting protocols.
- Zoom Master 1 hands Contest Meeting to Contest Chair.

### Contest Introduction & Test Speaker

1. Contest Chair introduces Evaluation contest informing audience of proceedings.
2. The Contest Chair asks everyone, except Timer and Test Speaker, to turn off their video.
3. Contest Chair says "Let the contest begin".
4. Contest Chair introduces the Test Speaker.
5. Timer 1 sets timing background to neutral colour.
6. Test Speaker presents speech.
7. Timer 1 changes timing background at 5, 6 and 7 minutes.
8. Test Speaker finishes.
9. Contest Chair says "All contestants will be sent to Contestant Breakout Room to prepare.
10. Timer 1 sets timer Background to neutral colour.
11. Zoom Master 1 sends Zoom Master 2 and all contestants to Contestants Room.
12. Timer 1 starts timing (7 minutes).

### Evaluation Contestant Breakout Room

1. All contestants are sent to Contestants Room at conclusion of Test Speakers speech.
2. Zoom Master 2 again advises contestants that they have 5 minutes to prepare and starts timing.
3. Zoom master 2 remains in Contestants Room.
4. Zoom Master 2 times contestant's preparation time.
5. Zoom Master 2 asks
  - Contestants to turn over their notes
  - Contestants move back from their screen so Zoom Master 2 can see them
  - Contestants place hands on lap
  - Contestants to leave their video and audio on
  - Contestants to remain in view at all times.
6. Zoom Master 1 texts Zoom Master 2 in the Contestants Room to ask Contestant 1 to leave Contestants Room.

### During Contestant Preparation Time

1. Contest Chair thanks and interviews Test Speaker.
2. Timer 1 changes timing background to green at 7 minutes.
3. Zoom Master 1 texts Zoom Master 2 in the Contestants Room to advise 1st Contestant to leave Contestants Room.
4. Contestant #1 Joins Main Meeting Room ready to be cued.
5. Timer 1 changes timer background to neutral colour.

### For each Contestant

1. Contest Chair says, "Is contestant number # ready?".
2. Contestant replies, "Yes".
3. Contest Chair says, "Can you see the Timer?".
4. Contestant replies, 'Yes' or 'No'.
5. Contest Chair says, "Can you do the audio & visual Check?".
6. Contestant says, "My name is ....., and I can see the Timer".
7. Contest Chair continues with formal contestant introduction.
8. Contestant speaks.
9. Timer 1 changes the timing background according to contest timings.

10. Contestant finishes.
11. Timer 1 changes the timing background to neutral.
12. Timer 2 records the contestants time.
13. Contest Chair says 'we will have 1 minutes silence for the Judges.
14. Timer 1 commences to time the 1 minutes silence.
15. Zoom Master 1 disables Contest Chair's video.
16. Zoom Master 1 texts Zoom Master 2 to ask next contestant to leave the Contestants Room.
17. Contestant joins Main Meeting Room ready to be cued.
18. Timer 1 changes the timing background to red after the 1 minute.
19. Zoom Master 1 enables Contest Chair's video (Contest Chair should get a message).
20. Timer 1 changes timing background to neutral colour.
21. Repeat from step 1.

#### After last contestant

1. Contest Chair says 'The Counters and Chief Judge will now be sent to the Breakout Room to finalise ballots.
2. Zoom Master 1 sends Chief Judge and counters to Tally Room.
3. Timer 2 Sends timing report to Chief Judge via text.
4. Tie Breaker Judge sends their ranking directly to the Chief Judge by text.
5. Contest Chair thanks each participant in speaker order and Zoom Master 1 displays Participation Certificate.
6. Contest Chair continues with contestant interviews.

#### Tallying Votes

1. Judges finalise their scoring and complete ballot ranking contestants 1,2 and 3.
2. Judges clearly mark their ballot with a 'P' if they wish to lodge a protest.
3. Judges sign, take a photo of their ballot and text the photo of the tear off portion of the ballot only to Counter 1, Counter 2 and Chief Judge.
4. Counter 1, Counter 2 and Chief judge enter the results onto a Tally sheet as the votes are received.
5. Counter 1 reads results from Tally Sheet, Counter 2 and Chief Judge confirm there are no discrepancies.
6. Time or protest disqualifications are now applied.
7. Chief Judge records the results on Results sheet.
8. Chief Judge sends SMS of results to Zoom Master 1.
9. Chief Judge and counters return to Main Meeting Room.

#### Resolving Protests

1. Chief Judge asks counters to leave Tally Room
2. Chief Judge asks Zoom Master 1 to move judges to the Tally Room
3. Chief Judge and the judges discuss protest.
4. Chief Judge contacts Zoom Master 1 and requests they send contestant to Tally Room.
5. Contestant is given the opportunity to state their case.
6. Contestant leaves the Tally Room.
7. Judges vote to either uphold or dismiss the protest. Outcome is based on majority.
8. Judges leave the Tally Room.
9. Chief Judge contacts Zoom Master 1 to send counters back to Tally Room.

#### Results

1. Zoom Master 1 prepares certificates in reverse order.
2. Zoom Master 1 sends results to Contest Chair via Chat when certificates are prepared.
3. Contest Chair says 'We now have the contest results.
4. Zoom Master 1 activates Audio for all for the applause.
5. Audience can drum roll, applause etc. during the announcements.
6. Chair announces results in reverse order (3rd place, 2nd place, 1st place).
7. Zoom Master 1 displays certificate after the Contest Chair announces the result.
8. Contest Chair concludes the contest.

## Table Topics Contest

### Briefings and Contest meeting opening

1. Contest Chair briefs contestants and may include Zoom Master 2 who is acting as an usher.
2. Chief Judge briefs judges and timers and counters.
3. Zoom Master 1 acting as SAA will open the Contest Meeting and explain meeting protocols.
4. Zoom Master 1 hands Contest Meeting to Contest Chair.

### Contest introduction

1. Contest Chair introduces Table Topics contest informing audience of proceedings.
2. The Contest Chair asks everyone, except Timer and Contestant 1, to turn off their video.
3. Contest Chair says "Let the contest begin".
4. Contest Chair says "All contestants except Contestant #1 will be sent to Contestants Room.
5. Timer 1 sets timer background to neutral colour.
6. Zoom Master 1 sends Zoom Master 2 and all contestants to Contestants Room.

### Table Topics Contestants Room

1. Zoom Master 2 remains in Contestants Room.
2. Zoom Master 2 asks
  - o Contestants move back from their screen so Zoom Master 2 can see them.
  - o Contestants place hands on lap.
  - o Contestants to leave their video and their audio on.
  - o Contestant to remain in view at all times.
3. Zoom Master 1 texts Zoom Master 2 to ask the next Contestant to leave the Contestants Room.

### For each Contestant

1. Contest Chair says, "Is contestant number # ready?".
2. Contestant says, "Yes".
3. Contest Chair says, "Contestant # can you see the Timer?".
4. Contestant replies, 'Yes' or 'No'.
5. Contest Chair says, "Can you do the audio & visual check?".
6. Contestant says, "My name is ..., and I can see the Timer".
7. Contest Chair continues with formal contestant introduction including introducing the table topic question. (Name, Question, Question, Name)
8. Contestant speaks.
9. Timer 1 changes the timing background according to the contest timings.
10. Contestant finishes.
11. Timer 1 changes the timing background to neutral colour.
12. Timer 2 records the contestants time on the Timing sheet.
13. Contest Chair says 'We will have 1 minute silence for the judges
14. Timer commences to time the 1 minute silence
15. Zoom Master 1 texts Zoom Master 2 to ask the next contestant to leave Contestants Room.
16. Contestant Joins Main Meeting Room ready to be cued.
17. Timer 1 changes the timing background to red after the 1 minute.
18. Zoom Master 1 enables Contest Chair's video (Contest Chair should get a message).
19. Timer 1 changes timing background to neutral colour.
20. Repeat from step 1.

### After last contestant

1. Contest Chair says 'The Counters and Chief Judge will now be sent to the Breakout Room to finalise ballots.
2. Zoom Master 1 sends Chief Judge and counters to Tally Room.
3. Timer 2 Sends timing report to Chief Judge via text.
4. Tie Breaker Judge sends their ranking directly to the Chief Judge by text.
5. Contest Chair thanks each participant in speaker order and Zoom Master 1 displays Participation Certificate.

6. Contest Chair continues with contestant interviews.

### Tallying Votes

1. Judges finalise their scoring and complete ballot ranking contestants 1,2 and 3.
2. Judges clearly mark their ballot with a 'P' if they wish to lodge a protest.
3. Judges sign, take a photo of their ballot and text the photo of the tear off portion of the ballot only to Counter 1, Counter 2 and Chief Judge.
4. Counter 1, Counter 2 and Chief judge enter the results onto a Tally sheet as the votes are received.
5. Counter 1 reads results from Tally Sheet, Counter 2 and Chief Judge confirm there are no discrepancies.
6. Time or protest disqualifications are now applied.
7. Chief Judge records the results on Results sheet.
8. Chief Judge sends SMS of results to Zoom Master 1.
9. Chief Judge and counters return to Main Meeting Room.

### Resolving Protests

1. Chief Judge asks counters to leave Tally Room
2. Chief Judge asks Zoom Master 1 to move judges to the Tally Room
3. Chief Judge and the judges discuss protest.
4. Chief Judge contacts Zoom Master 1 and requests they send contestant to Tally Room.
5. Contestant is given the opportunity to state their case.
6. Contestant leaves the Tally Room.
7. Judges vote to either uphold or dismiss the protest. Outcome is based on majority.
8. Judges leave the Tally Room.
9. Chief Judge contacts Zoom Master 1 to send counters back to Tally Room.

### Results

1. Zoom Master 1 prepares certificates in reverse order.
2. Zoom Master 1 sends results to Contest Chair via Chat when certificates are prepared.
3. Contest Chair says 'We now have the contest results.
4. Zoom Master 1 activates Audio for all for the applause.
5. Audience can drum roll, applause etc. during the announcements.
6. Chair announces results in reverse order (3rd place, 2nd place, 1st place).
7. Zoom Master 1 displays certificate after the Contest Chair announces the result.
8. Contest Chair concludes the contest.

## Humorous and International Contests

### Briefings and Contest meeting opening

1. Contest Chair briefs contestants.
2. Chief Judge briefs judges, timers, and counters.
3. Zoom Master 1 acting as SAA will open the Contest Meeting and explain meeting protocols.
4. Zoom Master 1 hands Contest Meeting to Contest Chair.

### Contest introduction

1. Contest Chair introduces the Contest, (Humorous or International), informing audience of proceedings.
2. Contest Chair asks a everyone, except Timer and 1st contestant, to turn off their video.
3. Contest Chair says "Let the contest begin".

### For each Contestant

1. Contest Chair says, "Is contestant number # ready?".
2. Contestant says, "Yes".
3. Contest Chair says, "Contestant # can you see the Timer?".
4. Contestant replies, 'Yes' or 'No'.
5. Contest Chair says, "Can you do the audio & visual check".
6. Contestant says, "My name is..., and I can see the timer".
7. Contest Chair continues with formal contestant introduction. (Name, Title, Title, Name)
8. Contestant Speaks.
9. Timer 1 changes the timing background according to contest timings.
10. Contestant finishes.
11. Timer 1 changes the timing background to neutral colour.
12. Timer 2 records the contestants time on the Timers sheet.
13. Contest Chair says 'we will have 1 minute silence for the judges.
14. Timer commences timing the 1 minute silence.
15. Zoom Master 1 disables Contest Chairs Video.
16. Timer 1 changes the timing background to red after the 1 minute.
17. Zoom Master 1 enables Contest Chair's video (Contest Chair should get a message).
18. Timer 1 changes timing background to neutral colour.
19. Repeat from step 1.

### After last contestant

1. Contest Chair says 'The Counters and Chief Judge will now be sent to the Breakout Room to finalise ballots.
2. Zoom Master 1 sends Chief Judge and counters to Tally Room.
3. Timer 2 Sends timing report to Chief Judge via text.
4. Tie Breaker Judge sends their ranking directly to the Chief Judge by text.
5. Contest Chair thanks each participant in speaker order and Zoom Master 1 displays Participation Certificate.
6. Contest Chair continues with contestant interviews.

### Tallying Votes

1. Judges finalise their scoring and complete ballot ranking contestants 1,2 and 3.
2. Judges clearly mark their ballot with a 'P' if they wish to lodge a protest.
3. Judges sign, take a photo of their ballot and text the photo of the tear off portion of the ballot only to Counter 1, Counter 2 and Chief Judge.
4. Counter 1, Counter 2 and Chief judge enter the results onto a Tally sheet as the votes are received.
5. Counter 1 reads results from Tally Sheet, Counter 2 and Chief Judge confirm there are no discrepancies.
6. Time or protest disqualifications are now applied.
7. Chief Judge records the results on Results sheet.
8. Chief Judge sends SMS of results to Zoom Master 1.
9. Chief Judge and counters return to Main Meeting Room.

### Resolving Protests

1. Chief Judge asks counters to leave Tally Room
2. Chief Judge asks Zoom Master 1 to move judges to the Tally Room
3. Chief Judge and the judges discuss protest.
4. Chief Judge contacts Zoom Master 1 and requests they send contestant to Tally Room.
5. Contestant is given the opportunity to state their case.
6. Contestant leaves the Tally Room.
7. Judges vote to either uphold or dismiss the protest. Outcome is based on majority.
8. Judges leave the Tally Room.
9. Chief Judge contacts Zoom Master 1 to send counters back to Tally Room.

### Results

1. Zoom Master 1 prepares certificates in reverse order.
2. Zoom Master 1 sends results to Contest Chair via Chat when certificates are prepared.
3. Contest Chair says 'We now have the contest results.
4. Zoom Master 1 activates Audio for all for the applause.
5. Audience can drum roll, applause etc. during the announcements.
6. Chair announces results in reverse order (3rd place, 2nd place, 1st place).
7. Zoom Master 1 displays certificate after the Contest Chair announces the result.
8. Contest Chair concludes the contest.

## Appendix 1 – Speech Contest Exemption Document