

# TOASTMASTERS INTERNATIONAL®

## District 90 Hosting a Successful Online Speech Contest

This guide does not replace the Toastmasters International Speech Contest Rulebook

### For Speech Contest Help

Contest Role	Responsibility	Email
Program Quality Director	For oversight of Area, Division, and District contests	<a href="mailto:pqd@d90toastmasters.org.au">pqd@d90toastmasters.org.au</a>
Contest Budgets Officer	For help with Area and Division Budgets	<a href="mailto:budgets@d90toastmasters.org.au">budgets@d90toastmasters.org.au</a>
Contests Officer	For help with running Area and Division Contests	<a href="mailto:contests@d90toastmasters.org.au">contests@d90toastmasters.org.au</a>
Chief Judge	For questions regarding speech contest rules and interpretation	<a href="mailto:judge@d90toastmasters.org.au">judge@d90toastmasters.org.au</a>

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# Introduction

All Speech Contests must be in run in accordance with Toastmasters International Speech Contest Rulebook. This is updated annually and a copy can be found on the TI Resources page (<https://www.toastmasters.org/resources>).

Contest organisers and personnel should be familiar with the Speech Contest Rulebook; key sections below.

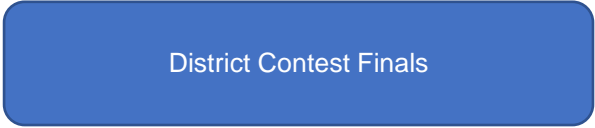

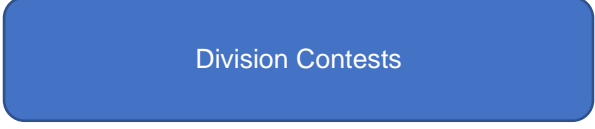

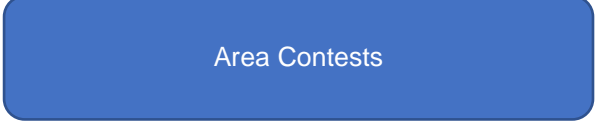

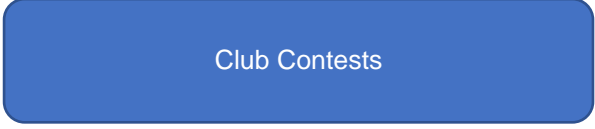
- Section 2 – Eligibility.
- Section 3 – Selection Sequence (check for guidance on clubs in good standing and small Area or Divisions).
- Selection 5 – General Procedure.
- Section 7 – Protests and Disqualifications.
- Following Section 8 are details specific to each contest type.

The following paragraph is Toastmasters International Online Speech Contest Disclaimer, applicable to Area, Division, and District online speech contests.

**By attending this remote Area, Division, or District speech contest you agree to the privacy policy of Toastmasters International as well as the un-associated remote hosting service. Some of your personal information, such as name, image, and any shared messages may be shared with other meeting participants and will be recorded by Toastmasters International who may use the recording in the future as it sees fit. Your remote attendance hereby discharges Toastmasters International from all claims, demands, rights, promises, damages and liabilities arising out of or in connection with the use or distribution of said video recordings, including but not limited to any claims for invasion of privacy, appropriation of likeness or defamation.**

# Contest Timeline

Contests culminate in the District finals held at the Annual Conference around May each year. The following table sets out the general Contest timeline:

	<p>Held in May</p>
	<ul style="list-style-type: none"> <li>• Minimum ONE month between Division and District Contest.</li> <li>• Winner (or highest available placegetter) from each Division Contest competes.</li> </ul>
	<p>Held in March – April as a single Contest day</p>
	<ul style="list-style-type: none"> <li>• Minimum ONE month between Area and Division Contest.</li> <li>• Winner (or highest available placegetter) from each Area Contest competes.</li> <li>• Refer to Speech Contest Rulebook for Areas with less than 4 clubs.</li> </ul>
	<p>Held as one of the following:</p> <ul style="list-style-type: none"> <li>• October/November and February/March as two separate events.</li> <li>• October/November or February/March as a single Contest day.</li> </ul>
	<ul style="list-style-type: none"> <li>• Recommend a minimum TWO weeks between Club and Area Contest.</li> <li>• One of the following:             <ul style="list-style-type: none"> <li>• Winner (or highest available placegetter) from each Club Contest competes.</li> <li>• Club selects representative to compete.</li> </ul> </li> <li>• Refer to Speech Contest Rulebook for Areas with less than 4 clubs.</li> </ul>
	<p>Held any time before the Area Contest.</p> <p><b>Note:</b> Alternatively, clubs may choose to select a representative. (Refer Speech Contest Rulebook, Section 3, Selection Sequence)</p>

# Contest Planning

When	What	Details	Who	Level
60-90 days before Contest	Commence planning Platform Selection	Appoint host club, decide on format	Contest Chair	Area and Division
30-60 days before Contest	Finalise Contest arrangements	Draft Contest program and budget preparation	Contest Chair + Host Club	Area and Division
30 days before Contest	Budget submission	Budget approved and submitted	Contest Chair	Area and Division
	Finalise Contest Program	Key Contest personnel assigned	Contest Chair	Area and Division
	Promote Contest	Promote Contest via D90 website and through club contacts	Contest Chair	Area and Division
One week before the Contest	Judges Eligibility Forms	Send Eligibility Forms to Judges (complete and return before Contest day)	Contest Chair, Contestants, Chief Judge, Judges	All
	Contestants	Send Speech Contestant Profile and eligibility form to contestants (complete and return before Contest day)	Contest Chair	All
	Confirm Eligibility	Confirm Eligibility of all Contestants and Contest personnel	Contest Chair, Chief Judge	All
	Judge's Guide and Ballot, Speech Contest Rulebook	Send Judge's Guide and Ballot and Speech Contest Rulebook to Contestants and Judges	Contest Chair	All
	Tiebreaking Judge's Guide and Ballot	Send Tiebreaking Judge's Guide and Ballot and Speech Contest Rulebook to Tiebreaking Judge	Chief Judge	All
	Timers, Counters, Evaluation Contestant Notes sheet	Send Time Record Sheet, Counter's Tally Sheet Send Evaluation Contestant Notes sheet to relevant people. Timers and Counters will need to print one sheet for each Contest	Contest Chair	All
	Topic for Table Topics Contest	Think of a Topic for the Table Topics Contest. No more than five words	Contest Chair	All
	All paperwork received	Signed Eligibility Form for each Judge and biographies from each Speaker Signed Eligibility Forms from each Judge	Contest Chair	All

# Contest Resources

## Toastmasters International Speech Contest Kit (Free)

- <https://www.toastmasters.org/resources>
- <https://www.toastmasters.org/resources/International-Speech-Contest-Kit>
- <https://www.toastmasters.org/resources/humorous-speech-contest>
- <https://www.toastmasters.org/resources/Evaluation-Speech-Contest-Kit>
- <https://www.toastmasters.org/resources/Table-Topics-Speech-Contest>

### Contents of Speech Contest Kits

- Speech Contest Rulebook.
- Results form.
- Judges' certifications of eligibility and code of ethics form.
- Judges voting forms.
- Timers Report.
- Counters Tally form.
- Tiebreaking Judge form.
- Notification of Contest Winner form.
- Evaluation form.
- Contestants Speech Contestant Profile and Eligibility Form.
- Participation Certificates.
- First, Second and Third Place getter forms.

# Program Planning

Program Item	Level	Additional Info	Recommendation
Contest Briefings	Area and Division	All Contestants and Contest Personnel attend briefing	Day or two before Contest.
Contest Briefings	Club	All Contestants and Contest Personnel attend briefing	Held just before Contest start or in first section of meeting
Draw for Speaking Order	All	Contest Chair/Toastmaster is responsible	Occurs during briefing. Write all Contestants name on separate pieces of paper and place in a box on one side of your computer. Write down the numbers 1 through to 6 (or total number of Contestants) on separate pieces of paper and place in a box on the other side of the computer. Then pull out a piece of paper from each box.
Timing Tips	All	Suggested time allocation when planning agenda	<u>International and Humorous Speech Contests</u> : allow 10 minutes per Contestant. <u>Table Topics Contest</u> : allow 5 minutes per Contestant. <u>Evaluation Contest</u> : allow 15 minutes for Test Speaker; and 5 minutes per Contestant.

# Contest Personnel Needed

Refer *Speech Contest Rulebook: Section 2 Eligibility and Section 5 General Procedure* for further information.

Level	Personnel
All levels	<ul style="list-style-type: none"><li>• One (1) Contest Chair</li><li>• Contest Toastmaster (usually one for each Contest)</li><li>• Two (2) Zoom Hosts</li><li>• One (1) Tiebreaking Judge</li><li>• Two (2) Timers</li><li>• Two (2) Counters</li></ul>
Club	<ul style="list-style-type: none"><li>• At least five (5) Voting Judges where possible</li></ul>
Area	<ul style="list-style-type: none"><li>• A minimum of five (5) Voting Judges</li></ul>
Division	<ul style="list-style-type: none"><li>• A minimum of seven (7) Voting Judges</li></ul>
District	<ul style="list-style-type: none"><li>• A minimum of seven (7) Voting Judges</li><li>• Three (3) Counters</li></ul>



# General Notes for an Online Contest

- Expect the logistics and transitions of your online Contest to take longer than in an in-person Contest.
- Recommended that all Contest participants, including audience members, arrive early so they can set up and ensure they can see and hear the Contest.
- Zoom Host, Contest Officials, and Contestants to be admitted 60 minutes before Contest begins to allow time for technology setup and troubleshooting.
- Use SMS (text) or WhatsApp as the primary form of communication outside of the Zoom meeting room.
- Make sure you can share files and answer questions in chat. This includes the speaking order and the program.
- The chat should be available only to the Zoom Host or Co-Hosts. Set chat to 'Hosts and Co-Hosts' by opening up chat, click on the 3 dots at the bottom left of screen.
- Assign Zoom Host 1 as host of the meeting.
- Remind the audience members that they must keep their camera off and microphone muted at all times.
- Judging criteria remains the same as an in-person Contest. Judges should adhere to the items outlined in the Judge's Guide and Ballot, just as they would in an in-person Contest.
- Should technology issues occur to a degree that hinders the Contest, the Chief Judge can make the decision to stop the Contest and resume when the issues are resolved by Zoom Host 1.
- Provide each Contestant with an opportunity to practise with their equipment at the Contestants' briefing. Work with them on any necessary adjustments. Zoom Host 1 to control this section of briefing.
- The camera equipment should be at eye level with the Speaker, if possible.
- Ensure the camera is secured to prevent movement during the speech.
- Trial planned movement and gestures, to ensure they remain in the frame.
- Contestant is visible from the hips up.
- Test the microphone or audio options that allows for the clearest sound.
- If using a mobile phone, ask Contestant to practise ensuring their device is set up to capture the best possible image and that they can see the Timer.
- It is recommended that Contestants avoid using a virtual background as this can distort the view of Speaker.
- If possible, have the main source of light from behind the webcam, to illuminate the Speaker's face and body.
- Present awards at the end of the event.
- Arrange for delivery of trophies, medal, or certificates to Contestants.

# Contest Chair Role

## Before Contest

- Establish all paperwork has been received from all Contestants.
- Send Voting Judges' and Contestants' eligibility forms to the Chief Judge.
- Familiarise yourself with the current Contest Rulebook.
- Contact Chief Judge to clarify what will be handled by them and what you will do.
- Organise a briefing time for Chief Judge, Contestants, Toastmasters, Timers, Counters and Zoom Hosts.
- Determine how to draw Contestant Speaking order.
- Work on a contact list – Role – Name – Contact number.
- Determine all Contestants will be current members in a club in good standing at time of Contest.
- Verify that Voting Judges are not members in the same club as Contestants.
- Ensure that you are aware of any accommodations that must be made for Contestants who have a disability (e.g. impaired vision). Allow opportunity for practise with any alternate signaling methods.

## Briefing

- Recommended that briefings are held before Contest day.
- Chief Judge to attend both briefings.

### Chief Judge, Voting Judges, Ballot Counters and Timers

- Briefing as per current Speech Contest Rulebook in an in-person Contest.
- Explain protests and disqualifications.
- Establish that all Contest Officials and Contestants have mobile phones to send and receive SMS (text message), use as primary form of communication.
- Ensure that all phone numbers are correct.
- If a Judge loses internet connection, they are ineligible to submit their ballot.
- Voting Judges and Ballot Counters will join the Chief Judge in the breakout room directly after the Contest.
- Determine the process for protests.

### Contestants, Chief Judge, Toastmasters, Timers, Zoom Host 2

- Draw speaking order and send a text message with the speaking order to Judges.
- Evaluate Contestants' technology (including audio, camera, lighting, speaking area).
- Recommend that Contestants contact Chief Judge if necessary.
- Explain how the Timer 1 and Timer 2 will be displayed on the screen.
- Use this opportunity for any Contestant who has a disability to practise with alternate signaling methods.
- Confirm pronunciation of Contestants' names and speech titles.

### Display Name During the Contest

- All participants must change their display name for the Contest.
- Chief Judge, Contest Chairman, Timers, Toastmasters, and Contestants: role + name.
- Ballot Counters: remain anonymous and display their name only.
- Voting Judges: remain anonymous and display Judge 1, Judge 2, etc, as determined in the briefing.

## During Contest

- Introduce Contest.
- Introduce any dignitaries.
- Introduce Toastmaster.
- Keep your mobile phone close but on mute.
- Be ready to step in if required.

# Contestants

## Before Contest

- Familiarise yourself with the Speech Contest Rulebook.
- Check that you are a financial member of the club you represent at the time of the Contest. Check that the club is in good standing.
- Send to the Contest Chair:
  - Speaker's Certification of Eligibility and Originality form.
  - Speech Contestant Profile.
  - Information on what props will be used for speech (e.g screen share).

## Briefing

- Contest Chair/Toastmaster will run this.
- Chief Judge, Zoom Host, and Timers may also attend briefing to find a solution that works for all Contestants.
- This may be organised a day before or a couple of hours before the Contest.
- Speaking Order and then general briefing like face-to-face Contests.
- Ensure that Toastmaster says your name and the title of your speech correctly.

### Lighting, Speaking Area, Audio and Camera set-up

- Set your screen in a way that you can still see the Timer. Timer will be in position one, top left in gallery view.
- Prepare your speaking area, it is recommended being visible from the hips up.
- Mark out the speaking area on the floor.
- Test your audio.

### When you are the next Speaker

- Turn on your microphone and camera in the one-minute silence.
- Toastmaster will announce you by name and ask: "Can you hear me?".
- You reply: "Yes".
- Toastmaster: "Can you see the Timer?".
- You reply: "Yes" or "No".
- Toastmaster: "Are you ready?".
- You reply: "Yes".

**If there is any technical issue at this stage (unable to see Timer or Toastmaster or to be heard), the Zoom Host 1 will assist. These must be resolved in 3 minutes.**

**Allow a few seconds before you start for the Toastmaster to mute and turn off their own camera.**

### Humorous and International Speech Introduction

- Your name – Title of Speech – Title of Speech – Your name.
- Allow a few seconds before you start the Toastmaster to mute and turn off the camera.

### Evaluation Contest Introduction

- Your name – brief pause – Your name.
- Allow a few seconds before you start for the Toastmaster to mute and turn off the camera.

### *When you are in the breakout room:*

- Zoom Host 2 will remain in Contestant breakout room with you.
- Silence is required as respect for other Contestants.
- You will be asked to unmute yourself and leave the camera on.
- No additional devices are to be used (e.g. smart watches must be removed and mobile phone must be turned face down).
- Notes must be handwritten on the official Evaluation Contestant Notes Sheet.
- After the 5 minutes is up: you will be asked to sit back from your screen, place your evaluation notes face down on your lap/table, and place your hands in view.

## Table Topics Contest Introduction

- Your name – The Topic – The Topic – Your name.
- The topic may be displayed via “Screen Share” while the Toastmaster is introducing you. After the introduction, it will be removed.
- Allow a few seconds before you start for the Toastmaster to mute and turn off their camera.

*When you are in the breakout room:*

- Zoom Host 2 will remain in the Contestant breakout room with you.
- Silence is suggested as respect for other Contestants.
- You will be asked to unmute yourself and leave the camera on.
- No additional devices are to be used and hands are always to remain visible.
- The Zoom Host 1 will type a message to all in the breakout room for the next Contestant.

**After you have finished your speech, please turn your video off and mute yourself.**

## After Contest

### Contestant Interviews

- The Toastmaster will introduce all Contestants to the audience, first by name, then mention what club the Contestant is representing and ask one question.
- Remember to turn your microphone and camera on. After the interview, turn your video off and mute yourself.
- The Zoom Host will arrange for a Contestant photograph to be taken.

## Suggestions for Presenting

- Stand up in front of the camera and be visible from the hips up.
- Mark out your speaking area to ensure that arms and head stay in view when gesturing.
- No virtual background as it may distort your gestures.

## Screen Share

- Considered as a prop.
- Cannot be set up during the 1-minute silence before your speech.
- Contest Chair will inform the Timers that 1 minute will be allowed for the Contestants to activate their Screen Share.
- Timers will stop and reset their stopwatch and start timing.
- When the shared screen is displayed, it will be considered as the Contestant’s first gesture for contest timing purposes; or.
- When the 1-minute preparation time has expired, and the shared screen has not yet been displayed.
- Using Screen Share will likely impact how the Judges see you on screen.

# Chief Judge Role

## Before Contest

- Familiarise yourself with the current Speech Contest Rulebook.
- Contact Contest Organiser to clarify what will be handled by them and what you will do.
- Obtain contact numbers: Zoom Hosts, Contest Chair, Timers, Judges, and Counters.
- Provide your contact number to the Contest Chair to give to the Contestants.
- Ensure you have received all paperwork from the Judges and Contestants.
- Check that Contestants are current members of the club where they won at club level and that the club is in good standing.
- Try to organize the Contest briefing a day before the Contest (or an hour before).
- Arrange for backup Contest officials where practical.
- It is advisable that you be present at both briefings.
- Be aware that if a Judge loses internet connection, they are ineligible to submit their ballot.
- Ensure you are aware of any adaptations that must be made. e.g. impaired sight.

## Briefing (Judges, Timers, Counters, and Zoom Hosts)

- Zoom Host 1 will open a Judges' Briefing Room.
- Judges, Timers, and Counters will join you.
- Judging criteria remains the same. Adhere to the items outlined in the Speech Contest Rulebook.
- Ensure that Judges, Timers, and Counters have all their paperwork.
- Confirm speaking order.
- Judges must break their own tie.
- Tiebreaking Judge is briefed separately or with the Voting Judges.
- Judges and Counters will be sent to the breakout room after the last Contestant.
- Discuss how the Protest of a Speaker will be addressed.

### Contact phone numbers

- Share contact mobile number with Judges, Counters, and Timers.
- Ask that Judges and Timers add the phone numbers to their contact list.
- Suggest that Judges send a test text message to the Counters.
- Test text messages to read:

Contest Title (e.g. IS, HS, TT, Eval)

Judge's Name

1st Contestant Name

2nd Contestant Name

3rd Contestant Name

- Counters to acknowledge that they have received the text message.

### Judges

- Judges to be given a Judge's number and then rename their screen with the number e.g Judge 1, Judge 2, etc.
- Check that they have the correct voting ballot for the contest they will be judging.
- Disqualification of a Contestant. Judge to mark a "Protest" clearly on the ballot if they have a protest.
- Judges will be sent to a breakout room after the last Contestant to finalize scoring and complete ballot.
- Suggestion to set up a group text for Counters and Chief Judge.
- Send results to Chief Judge and Counters (as above).
- When all ballots have been received, Voting Judges return to the main room.

### Timers

- Print out Timer Record Sheet (one for each Contest).
- Timers to work out beforehand who will be Timer 1 and Timer 2.
- Stopwatch preferred to time the Speakers.
- Both Timers to have downloaded the Timing Lights for Virtual Background Platform.
- Circle disqualifications before sending photo of sheet to Chief Judge.

## Counters

- Print out Counter Tally Sheet (one for each Contest).
- Fill out the form with correct speaking order across the top.
- Judges' names down the left-hand column.
- Be aware of how many Voting Judges are at the Contest.
- Advise Chief Judge when all Judges' ballots have been received. Counting starts after Judges have left.

## Zoom Host 2

Zoom Host 2 is required for Table Topics Contest and Evaluation Contest in the breakout room.

### Table Topics Contest

- All Contestants except for the first Speaker will join Zoom Host 2 in the breakout room.
- All Contestants to leave their audio and video on.
- All Contestants to remain in view at all times.
- Watch for message to send next Speaker to the main room.
- Be the last one to leave the breakout room.

### Evaluation Contest

- All Contestants will join Zoom Host 2 in the breakout room.
- Only official Evaluation Contestant Notes sheets are allowed for writing on.
- No laptops or other devices to be used.
- Provide instructions to Contestants.
- Allow 5 minutes for Contestants preparation time. Start timing when all Contestants are settled.
- Give Contestants a verbal warning at 4 minutes.
- After 5 minutes: ask Contestants to place their notes face down.
- Contestants to move back from their screen so Zoom Host 2 can see them.
- Contestants to keep their hands in view.
- Ensure that Contestants do not talk to each other in the breakout room.

## During Contest

- Confirm that Judges and Timers are ready, when asked by the Toastmaster.
- Mute audio and disable video.
- Keep mobile phone close at hand in case of technological issues.

## After Contest

- After last Contestant, you will be asked to go to the breakout room with Judges and Counters.
- Judges to finalise their scoring and complete their ballots.
- Zoom Host 2 may also join you in the breakout room in case there is a protest. They will be able to message Zoom Host 1 to move Counters from the breakout room, then return them to the breakout room.
- Extra breakout room will be available in case of protests.
- The Timer will send you a photo of the Timing Sheet containing Contestant times.
- Check that there are no disqualifications.
- The Tiebreaking Judge will send you their results by text, in the order they ranked the Contestants.
- Ask Judges if there are any protests.

### If there are protests

- Zoom Host 1 will remove the Counters to another breakout room until the protest is resolved, then invite them back.
- The Contestant may also be asked to enter the breakout room (text message to Zoom Host 1), to state their case.
- The Contestant then goes back to main room.
- Judges vote to either uphold or dismiss the protest.
- Outcome is based on majority.
- Judges then return to the main room.
- Counters invited back into breakout room with the Chief Judge.

### Tallying the Results

- Counter 1 reads the ballots received from Judges, giving the Judge's name/number and then results.
- Both Chief Judge and Counter 2 enter the results onto a tally sheet.
- Once the results are recorded, Counter 2 reads out the results from their tally sheet.
- Confirm or advise if there is a discrepancy.
- Resolve the discrepancy.
- Apply timing and/or protest disqualification if applicable.
- In the event of a Tie, apply the Tiebreaking Judge's ranking.
- Record results on the Results Sheet.
- Text results to Contest Toastmaster and Zoom Host 1.
- Ask Counters to return to the main room.

### Contest Toastmaster to Announce Results

- Share the results with the Contest Toastmaster and Zoom Host 1 via text message.
- Announce any disqualifications first.
- Then announce 3rd, 2nd, and 1st place getters.
- Zoom Host 1 will be able to screen share the certificates.
- Allow time for Zoom Host 1 to enter names on certificates.
- Complete the Notification of Winners Form and send to the next level Contest Organiser after the Contest meeting has ended. Include all the results not just the winner and place getters.

# Voting Judge Role

## Before Contest

- Familiarise yourself with the current Speech Contest Rulebook.
- Sign and return the Judge's Certification of Eligibility and Code of Ethics to the Chief Judge.
- Include the mobile number of a phone that you will have access to during the Contest.
- Print out the Judges Guide and Ballot for each Contest you are judging.
- Advise the Chief Judge of any changes to your availability as soon as possible.

## Briefing

- This may be organised a day prior to the Contest or an hour before the Contest.
- Briefing by the Chief Judge will be like face-to-face Contests, plus information relevant to the online environment.
- You will be provided with the phone numbers of Chief Judge and Counters.
- Add the phone numbers to your contacts. Send a text message to confirm correct number.
- Use group messaging if possible (in the "send" area on your phone, add the numbers of Chief Judge and Counters, then send a confirmation text message).
- You will be given a Judge's number to use as a Screen Name in place of your name, e.g. Judge 1. Only use Judge 1, Judge 2, etc.
- Speaking order will be given.

## During Contest

- Your video must be off and your microphone muted.
- Your Screen Name should read Judge 1 (or whatever number you have been allocated).
- If your system drops out, phone the Chief Judge immediately. Consequently, your ballot will be considered invalid for the contest.

## After Contest

- You will be asked to join the Chief Judge and Counters in a breakout room to finalize your scoring and complete your ballot.
- Turn your video on.
- Turn your video off after you have sent your Ballot to Counters and Chief Judge.
- The text to Chief Judge and Counters should read.

Contest Title (e.g. IS, HS, TT, Eval)

Your Name

1st Contestant Name

2nd Contestant Name

3rd Contestant Name

- If you wish to lodge a protest clearly mark your ballot/text message with a "Protest".
- Counter 1 will advise when all ballots are received.
- Chief Judge may also ask if there are any protests.
- If there is a protest, the Counters will be moved by Zoom Host 1 to a different breakout room until the protest is resolved. They will then be invited back.
- You will then leave the breakout room and return to the main room after all ballots have been collected.
- Have your video and microphone off.



# Tiebreaking Judge Role

## Before Contest

- The same as the Voting Judges, but using the Tiebreaking paperwork.
- The Chief Judge will brief you.

## Briefing

- Chief Judge will brief you on your own or with the Voting Judges.

## During Contest

- The same as the Voting Judges.

## After Contest

- You will go to the Counting breakout room with Chief Judge, Counters and Judges.
- Finalize your Ballot.
- Send a text message or a photo of your results to the Chief Judge.
- The text to the Chief Judge should read.

Contest Title (e.g. IS, HS, TT, Eval)

Your Name

1st Contestant Name

2nd Contestant Name

3rd Contestant Name

...

etc. (all Contestants are given a place)

# Zoom Host Roles

## Responsibilities

- You are the Zoom Hosts for the Contest and managing technology. Make sure you are assigned host.
- It is assumed that you understand how to operate functionalities in Zoom. This includes:
  - Mute/Unmute Participants.
  - Turn Video on/off for Participants.
  - Alternate between Speaker/Gallery views.
  - Create and manage breakout rooms.
  - Use Share Screen to display Table Topic/Certificates.

## Before Contest

- Ensure that all Contestants and Contest Officials have your mobile phone number.
- Have a Contact List of all Contest Personnel (e.g. Chief Judge, Voting Judges, Contest Chair, Contestants, Toastmasters, Counters, and Timers).
- Set chat to 'Host and Co-Host' only, consider a Co-Host to monitor the chat.
- Have a slide of the Table Topic in PowerPoint Presentation Mode. Practise "Share Screen" to display the Table Topic for when Toastmaster reads the Table Topic.
- Use one PowerPoint Presentation for all slides required.
- Suggestion: set up breakout room before the Contest to practise PowerPoint presentation.

## Briefing

- Set up breakout rooms.
- Room 1: for Judges, Counters, and Timers.
- Room 2: for Contestants, Toastmasters, and Zoom Host 2.
- After briefings, close and delete the 2 rooms.
- Give "Screen Sharing Rights" to any Contestant who wishes to use Screen Share.
- The Chief Judge, Contest Chairman, Timers, and Contestants to change their display name for the contest: Role – Name (e.g. Chief Judge – Chief Judge's name).
- Judges and Ballot Counters are to remain anonymous and display their Role only (e.g. Judge 1, Judge 2, etc.).

## During Contest

- Log on early to allow time for technology set up and troubleshooting.
- Use SMS or WhatsApp as the primary form of communication to receive and send messages among Contest Officials and Contestants.
- Give Co-Host to Zoom Host 2, Contest Chairman, and Chief Judge.
- Before the contest, remind everyone to stay muted and to switch off their camera.
- Mention that Timer 1 is in position 1 at top left-hand corner of screen, and that Timer 2 is in position 2.
- Zoom Host 1 is to select 'follow host screen' in the View options.
- Should a Contestant have technical difficulties, ask everyone else to keep silent. Zoom Host 1 will handle this.
- Chief Judge has the power to stop the time in case of technical difficulties during an active speech.
- Mention that the Chat Function will be available to the Zoom Host and Co-Hosts only to avoid unnecessary distractions.

## Zoom Host 1

- Call to order, provide short explanation on key online etiquette.
- Pin Timer 1 in top left-hand corner.
- Pin Timer 2 in 2nd position next to Timer 1 (top left).
- Main Photographer.
- Main person to explain in terms of technical difficulties.
- Set up breakout rooms as needed. Close and delete rooms when finished.
- Participation Certificate, Screen Share, Spotlight Toastmaster, and each Contestant during their Contest interview.

## Create breakout rooms

- Table Topics/Evaluation Contestants and Zoom Host 2 breakout room.
- Chief Judge, Judges, and Counters breakout room.
- Protest breakout room (used only if a protest is lodged).

## Table Topics Contest:

- Speaker 1 stays in main room.
- Other Contestants and Zoom Host 2 to join breakout room.
- Have Table Topic on slide in presentation mode
- Share Table Topic on Screen Share when Toastmaster introduces the Table Topic. Then remove when Speaker's name is introduced the second time.
- Send "Broadcast" to breakout room for next Speaker during the minute silence.
- After last Speaker, close and delete the breakout room.
- Share Slides as required (e.g. Participation Certificates).

## Evaluation Contest:

- All Contestants and Zoom Host 2 go to breakout room after the Test Seaker has finished their speech.
- Send 'Broadcast' to breakout room for the first Speaker when 5 minutes are up, Zoom Host 2 will notify of time.
- Send 'Broadcast' to breakout room for next Speaker during the minute silence.
- After last Speaker, close the breakout room and delete.

## Chief Judge, Voting Judges and Counters

- Set up breakout room for Chief Judge, Voting Judges, and Counters after last Speaker has been introduced.
- Open breakout room when last Speaker has muted themselves and turned off their video.
- Be ready to use the Protest breakout room (if a protest is lodged).

## **Zoom Host 2**

- Share Files and answer questions in Chat.
- Share Speaking Order and Program in Chat.
- Main Controller of the Waiting Room (no admissions during active speeches).
- Main Controller of muting and turning off non-compliant participants' videos.
- Set Chat Function to Zoom Host and Co-Hosts only to avoid unnecessary distractions.
- If a Contestant drops out, watch the waiting room to ensure the Contestant is readmitted immediately.

# Counter Role

## Before Contest

- Familiarise yourself with the tallying procedure in the Speech Contest Rulebook.
- Print out Counter Tally Sheet.

## Briefing

- This may be organised a day prior to, or an hour before the Contest.
- You will join the Chief Judge, Voting Judges, and Counters in the Judges' Briefing Room.
- Chief Judge, Contest Chair, Judges, and Zoom Hosts will require your contact mobile phone number.
- Judges will send you a text message before the Contest begins. Please acknowledge that it was received.
- Remember to have your mobile phone fully charged.

## During Contest

- Counters have no tasks during the Contest.

## After Contest

- After the last Contestant, you will be sent to a breakout room with the Chief Judge and Voting Judges.
- The Voting Judges will complete their ballot and send their results to you via text message.
- The text should read:

Contest title: e.g. IS, HS, TT, Eval

Name:

1st

2nd

3rd

- When all the ballots have been sent to you, and there are no protests, the Judges return to the main room.
- If there is a protest, you will be moved to another breakout room by Zoom Host 1 until it is resolved, and then invited back.
- Each Counter separately tallies their results and calculates a total.
- If all are in agreement, then the count is confirmed (subject to protest or time disqualifications) and the final result announced and agreed. If a Counter or the Chief Judge does not agree, then the individual scores must be checked until all agree with total scores and result.
- If a Judge's Ballot is not received: This is usually a user error (forgot to send) or a technical issue. In these instances, it's important to verify at least two people (Counters and/or Chief Judge) have the results from that Judge and they agree on what was received. This text message can then be forwarded to the counter who missed the text for their calculations.

## Notes

- All Ballot results should be deleted from Counter's mobile phone after calculations are completed.
- All completed Tally Sheets should be destroyed.
- Results are totally confidential and should not be shared or discussed with anyone.
- Leave the breakout room and re-enter the main room.

# Timer Roles

## Timer 1

**You are the official Timer for the Contest**

### Before Contest

- Obtain the Timer Record Sheet (one for each Contest).
- Obtain a stopwatch or other reliable timing device.
- Upload Timing Virtual Backgrounds to your Zoom Platform. Down Arrow next to “video”.
- Initial Virtual Background: blue with ‘Timer 1’, written on it. Ensure it is clearly visible to the Contestants.
- Virtual backgrounds for timing: green, yellow and red. Upload to Zoom in order of use. Ensure the words ‘Green’, ‘Yellow’ and ‘Red’ are written on the virtual background (to help colour-blind Contestants).
- Use cardboard or tape to cover your camera. This will ensure only the virtual background is visible.
- Obtain the mobile phone numbers for other Timer, Contest Chair, Chief Judge, and Zoom Hosts.

### During Contest

- Chief Judge will brief you on your role and give the speaking order of Contestants.
- Zoom Host will put you in position 1 on top left of screen.
- Check all virtual backgrounds for timing are in working order.
- Start timing with the Contestant’s first definite verbal or nonverbal communication.
- Time each speech and operate the signaling device.
- Circle any disqualification time on the Timer Record Sheet (see table below).
- After the last Speaker, send a photo of your timing sheet to the Chief Judge.
- Display the red light during the 1-minute silence between Speakers, change back to blue after one minute.

## Timer 2

**Be ready to take over the timing lights, should Timer 1 lose Internet Connection**

### Before Contest

- Obtain the Timer Record Sheet (one for each Contest).
- Obtain a stopwatch or other reliable timing device.
- Upload Timing Virtual Backgrounds to your Zoom Platform. Down Arrow next to “video”.
- Initial Virtual Background: blue with ‘Timer 2’, written on it. Ensure it is clearly visible to the Contestants.
- Virtual backgrounds for timing: green, yellow and red. Upload to Zoom in order of use. Ensure the words ‘Green’, ‘Yellow’ and ‘Red’ are written on the virtual background (to help colour-blind Contestants).
- Use cardboard or tape to cover your camera. This will ensure only the virtual background is visible.
- Obtain the mobile phone numbers for other Timer, Contest Chair, Chief Judge, and Zoom Hosts.

### During Contest

- Chief Judge will brief you on your role and give the speaking order of Contestants.
- Zoom Host will put you in position 2 on top left of screen.
- Check all virtual backgrounds for timing are in working order.
- Start timing with the Contestant’s first definite verbal or nonverbal communication.
- Time each speech.
- Circle any disqualification time on the Timer Record Sheet (see table below).
- After the last Speaker, send a photo of your timing sheet to the Chief Judge.
- Display the red light during the 1-minute silence between Speakers, change back to blue after one minute.

### *Should Timer 1 lose Internet Connection*

- Zoom will automatically move you to position 1 on top left of screen.
- Continue timing each speech and also operate the signaling device.
- Display the red light during the 1-minute silence between Speakers, change back to blue after one minute.

## Timer 3

**Be ready to take over the timing lights, should both Timer 1 and Timer 2 lose Internet Connection**

- At Division and District level Contests there is usually a third Timer. They exist as backup only, in the event one of the other Timers lose Internet Connection or doesn't return in time. They have also been used to time any technical issues (e.g. to time Contestant disconnects, when a Contestant has 3 minutes to fix a technical issue and return to the Contest).

## Contest Timing

Measured in whole seconds 7:30 or 7:31 as follows:

Contest	Green Light	Yellow Light	Red Light	Disqualified
<b>International Speech</b>	5 minutes	6 minutes	7 minutes	Less than 4 mins 30 secs More than 7mins 30secs
<b>Evaluation</b>	2 minutes	2mins 30secs	3 minutes	Less than 1 min 30 secs More than 3 mins 30 secs
<b>Humorous Speech</b>	5 minutes	6 minutes	7 minutes	Less than 4 mins 30 secs More than 7 mins 30 secs
<b>Table Topics</b>	1 minute	1min 30secs	2 minutes	Less than 1 minute More than 2 mins 30 secs

## Notes

- If either the signaling device OR the stopwatch fails, the Contestant receives an additional 30 seconds before being disqualified.
- If either Timer 1 or Timer 2 loses Internet Connection during the contest, the affected Contestant receives an additional 30 seconds.

# Script: Toastmaster Role for Table Topics Contest

- Introduce yourself and explain your role.

## The Purpose of the Table Topics Contest

- Explain the purpose of the Contest.
  - “Table Topics are short speeches that give members practise at Impromptu Speaking. This gives us a chance to practice our speaking skills in the best way: that is, unprepared. Replying to questions without having had the time to prepare helps us to become better extemporaneous Speakers.”

## Video and Microphone

- “During the contest, everyone will be muted, except for the Toastmaster and current Speaker.”
- “All videos are to be off except for the Toastmaster, Contestant, and Timer.”

## Contestant Internet Issues

- “If a Contestant has an issue with their internet connection, they are allowed 3 minutes maximum to reconnect and resume from where they were.”
- “They will be allowed 30 seconds additional speaking time before being disqualified.”

## Timing

- “The timing will be a green light at 1 minute, a yellow light at 1 minute 30 seconds, and a red light at 2 minutes. The red light remains on until the Contestant finishes.”
- “A Contestant will be disqualified if they speak for less than 1 minute or more than 2 minutes 30 seconds.”

## Introduction of Speakers

- “All Speakers except for the first Speaker will go into the breakout room with Zoom Host 2.”
- “The Speakers will be called back to the main room one at a time.”
- “Each Contestant is to put their video on and unmute just before their Speech.”
- “I will ask each Speaker:”
  - “Can you hear me?”
  - “Can you see the Timer?”
  - “Are you ready?”
- “If there are any difficulties, I will call on the Zoom Host 1 to assist.”
- “I will introduce each Speaker by saying: Their Name – Table Topic – Table Topic – Their Name.”
- “The Table Topic will be displayed on the screen as it is read out.”
- “Allow a few seconds before you start for the Toastmaster to mute themselves and turn off their camera.”
- “After each Speaker, there will be a ‘One Minute Silence’ for the Judges to complete their ballot.”

### “When you are in the breakout room:”

- “Zoom Host 2 will remain in the Contestant breakout room with you.”
- “Silence is suggested as respect for other Contestants.”
- “You will be asked to unmute yourself and leave the camera on.”
- “No additional devices (e.g. smart watches, mobile phones) are to be used and hands are always to remain visible.”
- “The Zoom Host 1 will type a message to all in the breakout room for the next Contestant.”
- “After you have finished your speech, please turn your video off and mute yourself.”

## Speaking Order

“The speaking order of the Contestants is:”

- 1.
- 2.
- 3.
- 4.

- 5.
- 6.
- 7.
- 8.

## Chief Judge

- “Chief Judge – Are the Judges and Timers ready?”
- “Let the Contest begin.”

## Zoom Host

- “Would the Zoom Host 1 please open the breakout room for our Contestants and Zoom Host 2.”
- “The first Speaker is to stay in the main room.”
- “Zoom Host 1 – Have the Contestants and the Zoom Host 2 left the main room?”

## Introduction of Speakers

### First Speaker

- “Our first Speaker is – Contestant Name.”
- “Contestant Name:”
  - “Can you hear me?”
  - “Can you see the Timer?”
  - “Are you ready?”
- “Please welcome – Contestant Name – Table Topic – Table Topic – Contestant Name.”
- Table Topic will be displayed on Screen Share with introduction of Speaker.
- Turn your video off and mute yourself.
- When the Speaker is finished:
  - Turn your video on and unmute yourself.
  - If the Speaker hasn’t already done so, remind them to put themselves on mute with video off.
- “We will now have one minutes silence.”
- “Timer, please turn off the red light when the one minute is up.”

### Subsequent Speakers

- All other Speakers will be introduced the same way.
- After the last Speaker, announce that there will be silence until the Chief Judge, Voting Judges, and Counters have left the room.
- Zoom Host 1 will announce when all have left the main room.

## Interview each of the Speakers

- Interview the Contestants in order of speaking, one at a time.
- Announce their Name and the club they represent.
- Ask them ONE question from something they have written on the Speech Contestant Profile.
- The Zoom Host 1 may place all the Speakers next to each other on the screen for a screen photo.
- Ask the Speakers to turn their videos on for the screen photo.

## Conclusion of Contest

- You would have received the results from the Chief Judge, ask Zoom Host 1 if they are ready.
- Announce the results 3<sup>rd</sup>, 2<sup>nd</sup>, 1<sup>st</sup>.
- Your role is now finished.
- Thank everyone and hand over to the Zoom Host 2, who will call a break.

**Congratulations ... Smile ... You have done a magnificent job to help make the Contest a success.**



# Script: Toastmaster Role for Evaluation Contest

- Introduce yourself and explain your role. Make sure the Test Speaker is renamed as Test Speaker + Their Name.

## The Purpose of the Evaluation Contest

- Explain the purpose of the Contest.
  - “To encourage development of evaluation skills.” “To recognize the best as encouragement to all.”
  - “To provide an opportunity to learn by observing the more proficient evaluators who have benefited from their Toastmasters training.”

## Video and Microphone

- “During the contest, everyone will be muted, except for the Toastmaster and current Speaker.”
- “All videos are to be off except for the Toastmaster, Contestant, and Timer.”

## Contestant Internet Issues

- “If a Contestant has an issue with their internet connection, they are allowed 3 minutes maximum to reconnect and resume from where they were.”
- “They will be allowed 30 seconds additional speaking time before being disqualified.”

## Timing

- “The timing will be a green light at 2 minutes, a yellow light at 2 minutes 30 seconds, and a red light at 3 minutes. The red light remains on until the Contestant finishes.”
- “A Contestant will be disqualified if they speak for less than 1 minute 30 seconds or more than 3 minutes 30 seconds.”

## Introduction of Speakers

- “At the conclusion of the Test Speaker, all Speakers will go into the breakout room with the Zoom Host 2, where they will have 5 minutes to prepare their evaluations.”
- “The Speakers will be called back to the main room one at a time.”
- Each Contestant is to put their video on and unmute just before their evaluation.”
- “I will ask each Speaker:”
  - “Can you hear me?”
  - “Can you see the Timer?”
  - “Are you ready?”
- “If there are any difficulties, I will call on the Zoom Host 1 to assist.”
- “I will introduce each Speaker by saying: Their Name – brief pause – Their Name.”
- “Allow a few seconds before you start for the Toastmaster to mute themselves and turn off their camera.”
- “After each Speaker, there will be a ‘One Minute Silence’ for the Judges to complete their ballot.”

“When you are in the breakout room:”

- “Zoom Host 2 will remain in the Contestant breakout room with you.”
- “Silence is required as respect for other Contestants.”
- “You will be asked to unmute yourself and leave the camera on.”
- “No additional devices (e.g. smart watches, mobile phones) are to be used and hands are always to remain visible.”
- “The Zoom Host 1 will type a message to all in the breakout room for the next Contestant.”
- “After you have finished your speech, please turn your video off and mute yourself.”

## Speaking Order

“The speaking order of the Contestants is:”

- 1.
- 2.
- 3.

- 4.
- 5.
- 6.
- 7.
- 8.

## Chief Judge

- “Chief Judge – Are the Judges and Timers ready?”
- “Let the Contest begin.”

## Introduction of Test Speaker

- “Our Test Speaker today is: Name of Test Speaker”.
- “Please welcome – Name of Test Speaker – Title of Speech – Title of Speech – Name of Test Speaker.”
- At the conclusion of the speech, thank the Test Speaker.
- Ask the Zoom Host 1 to open the breakout room for the Contestants and Zoom Host 2.
- Zoom Host 1, to let you know when all the Contestants and Zoom Host 2, have left the main room.
- When the Contestants have left the main room, interview the Test Speaker.
- After the 5 minutes are up (timed by Zoom Host 2), the Zoom Host 1 will bring back the first Speaker.

## Introduction of Speakers

### First Speaker

- “Our first Speaker is – Contestant Name.”
- “Contestant Name:”
  - “Can you hear me?”
  - “Can you see the Timer?”
  - “Are you ready?”
- “Please welcome – Contestant Name – brief pause – Contestant Name.”
- Turn your video off and mute yourself.
- When the Speaker is finished:
  - Turn your video on and unmute yourself.
  - If the Speaker hasn’t already done so, remind them to put themselves on mute with video off.
- “We will now have one minutes silence.”
- Timer, please turn off the red light when the one minute is up.”

### Subsequent Speakers

- All other Speakers will be introduced the same way.
- After the last Speaker, announce that there will be silence until the Chief Judge, Voting Judges, and Counters have left the room.
- Zoom Host 1 will announce when all have left the main room.

## Interview each of the Speakers

- Interview the Contestants in order of speaking, one at a time.
- Announce their Name and the club they represent.
- Ask them ONE question from something they have written on the Speech Contestant Profile.
- The Zoom Host 1 may place all the Speakers next to each other on the screen for a screen photo.
- Ask the Speakers to turn their videos on for the screen photo.

## Conclusion of Contest

- You would have received the results from the Chief Judge, ask Zoom Host 1 if they are ready.
- Announce the results 3<sup>rd</sup>, 2<sup>nd</sup>, 1<sup>st</sup>.
- Your role is now finished. Thank everyone and hand over to the Zoom Host 2, who will call a break.

**Congratulations ... Smile ... You have done a magnificent job to help make the Contest a success.**

# Script: Toastmaster Role for Humorous Speech Contest

- Introduce yourself and explain your role.

## The Purpose of the Humorous Speech Contest

- Explain the purpose of the Contest.
  - “To provide an opportunity for Speakers to improve their speaking abilities and to recognise the best as encouragement to all.”
  - “To provide an opportunity to learn by observing the more proficient Speakers who have benefited from their Toastmasters training.”
  - “To recognise the value of humour in speaking.”

## Video and Microphone

- “During the contest, everyone will be muted, except for the Toastmaster and current Speaker.”
- “All videos are to be off except for the Toastmaster, Contestant, and Timer.”

## Contestant Internet Issues

- “If a Contestant has an issue with their internet connection, they are allowed 3 minutes maximum to reconnect and resume from where they were.”
- “They will be allowed 30 seconds additional speaking time before being disqualified.”

## Timing

- “The timing will be a green light at 5 minutes, a yellow light at 6 minutes, and a red light at 7 minutes. The red light remains on until the Contestant finishes.”
- “The Contestant will be disqualified if they speak for less than 4 minutes 30 seconds or more than 7 minutes 30 seconds.”

## Introduction of Speakers

- “Each Contestant is to put their video on and unmute just before their speech.”
- “I will ask each Speaker:”
  - “Can you hear me?”
  - “Can you see the Timer?”
  - “Are you ready?”
- “If there are any difficulties, I will call on the Zoom Host 1 to assist.”
- “I will introduce each Speaker by saying: Their Name – Title of Speech – Title of Speech – Their Name.”
- “Allow a few seconds before you start for the Toastmaster to mute themselves and turn off their camera.”
- “After each Speaker, there will be a ‘One minute silence’ for the Judges to complete their ballot.”

## Speaking Order

“The speaking order of the Contestants is:”

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.

## Chief Judge

- “Chief Judge – Are the Judges and Timers ready?”
- “Let the Contest begin.”

# Introduction of Speakers

## First Speaker

- “Our first Speaker is – Contestant Name.”
- “Contestant Name:”
  - “Can you hear me?”
  - “Can you see the Timer?”
  - “Are you ready?”
- “Please welcome – Contestant Name – Title of Speech – Title of Speech – Contestant Name.”
- Turn your video off and mute yourself.
- When the Speaker is finished.
  - Turn your video on and unmute yourself.
  - If the Speaker hasn’t already done so, remind them to put themselves on mute with video off.
- “We will now have one minutes silence.”
- “Timer, please turn off the red light when the one minute is up.”

## Subsequent Speakers

- All other Speaker will be introduced the same way.
- After the last Speaker, announce that there will be silence until the Chief Judge, Voting Judges, and Counters have left the room.
- Zoom Host 1 will announce when all have left the main room.

# Interview each of the Speakers

- Interview the Contestants in order of speaking, one at a time.
- Announce their Name and the club they represent.
- Ask them ONE question from something they have written on the Speech Contestant Profile.
- The Zoom Host 1 may place all the Speakers next to each other on the screen for a screen photo.
- Ask the Speakers to turn their videos on for the screen photo.

# Conclusion of Contest

- You would have received the results from the Chief Judge, ask Zoom Host 1 if they are ready.
- Announce the results 3<sup>rd</sup>, 2<sup>nd</sup>, 1<sup>st</sup>.
- Your role is now finished.
- Thank everyone and hand over to the Zoom Host 2, who will call a break.

**Congratulations ... Smile ... You have done a magnificent job to help make the Contest a success.**

# Script: Toastmaster Role for International Speech Contest

- Introduce yourself and explain your role.

## The Purpose of the International Speech Contest

- Explain the purpose of the Contest.
  - “To provide an opportunity for Speakers to improve their speaking abilities and to recognise the best as encouragement to all.”
  - “To provide an opportunity to learn by observing the more proficient Speakers who have benefited from their Toastmasters training.”

## Video and Microphone

- “During the contest, everyone will be muted, except for the Toastmaster and current Speaker.”
- “All videos are to be off except for the Toastmaster, Contestant, and Timer.”

## Contestant Internet Issues

- “If a Contestant has an issue with their internet connection, they are allowed 3 minutes maximum to reconnect and resume from where they were.”
- “They will be allowed 30 seconds additional speaking time before being disqualified.”

## Timing

- “The timing will be a green light at 5 minutes, a yellow light at 6 minutes, and a red light at 7 minutes. The red light remains on until the Contestant finishes.”
- “The Contestant will be disqualified if they speak for less than 4 minutes 30 seconds or more than 7 minutes 30 seconds.”

## Introduction of Speaker

- “Each Contestant is to put their video on and unmute just before their speech.”
- “I will ask each Speaker:”
  - “Can you hear me?”
  - “Can you see the Timer?”
  - “Are you ready?”
- “If there are any difficulties, I will call on the Zoom Host 1 to assist.”
- “I will introduce each Speaker by saying: Their Name – Title of Speech – Title of Speech – Their Name.”
- “Allow a few seconds before you start for the Toastmaster to mute themselves and turn off their camera.”
- “After each Speaker, there will be a ‘One minute silence’ for the Judges to complete their ballot.”

## Speaking Order

“The speaking order of the Contestants is:”

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.

## Chief Judge

- “Chief Judge – Are the Judges and Timers ready?”
- “Let the Contest begin.”

# Introduction of Speakers

## First Speaker

- “Our first Speaker is – Contestant Name.”
- “Contestant Name:”
  - “Can you hear me?”
  - “Can you see the Timer?”
  - “Are you ready?”
- “Please welcome – Contestant Name – Title of Speech – Title of Speech – Contestant Name.”
- Turn your video off and mute yourself.
- When the Speaker is finished.
  - Turn your video on and unmute yourself.
  - If the Speaker hasn’t already done so, remind them to put themselves on mute with video off.
- “We will now have one minutes silence.”
- “Timer, please turn off the red light when the one minute is up.”

## Subsequent Speakers

- All other Speaker will be introduced the same way.
- After the last Speaker, announce that there will be silence until the Chief Judge, Voting Judges, and Counters have left the room.
- Zoom Host 1 will announce when all have left the main room.

# Interview each of the Speakers

- Interview the Contestants in order of speaking, one at a time.
- Announce their Name and the club they represent.
- Ask them ONE question from something they have written on the Speech Contestant Profile.
- The Zoom Host 1 may place all the Speakers next to each other on the screen for a screen photo.
- Ask the Speakers to turn their videos on for the screen photo.

# Conclusion of Contest

- You would have received the results from the Chief Judge, ask Zoom Host 1 if they are ready.
- Announce results 3<sup>rd</sup>, 2<sup>nd</sup>, 1<sup>st</sup>.
- Your role is now finished.
- Thank everyone and hand over to the Zoom Host 2, who will call a break.

**Congratulations ... Smile ... You have done a magnificent job to help make the Contest a success.**