

TOASTMASTERS INTERNATIONAL®

District 90 Hosting a Successful Hybrid or 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	pqd@d90toastmasters.org.au
Contest Budgets Officer	For help with Area and Division Budgets	budgets@d90toastmasters.org.au
Contests Officer	For help with running Area and Division Contests	contests@d90toastmasters.org.au
Chief Judge	For questions regarding speech contest rules and interpretation	judge@d90toastmasters.org.au

Table of Contents

Introduction -----	3
Contest Timeline -----	4
Contest Planning -----	5
Contest Resources -----	6
Program Planning -----	7
Contest Personnel Needed -----	8
General Notes for an Online/Hybrid Contest -----	9
Contest Chair Role-----	10
Chief Judge Role -----	14
Voting Judge Role -----	18
Tiebreaking Judge Role -----	19
Zoom Host Roles -----	20
Counter Role -----	22
Timer Roles -----	23
Script: Toastmaster Role for Online Table Topics Contest -----	26
Script: Toastmaster Role for Hybrid Table Topics Contest -----	28
Script: Toastmaster Role for Online Evaluation Contest -----	31
Script: Toastmaster Role for Hybrid Evaluation Contest-----	33
Script: Toastmaster Role for Online Humorous Speech Contest-----	36
Script: Toastmaster Role for Hybrid Humorous Speech Contest-----	38
Script: Toastmaster Role for Online International Speech Contest -----	41
Script: Toastmaster Role for Hybrid International Speech Contest -----	43

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.

Whether your contest is online or hybrid, you will need to read the virtual speech contest statement or include it in writing in a location that will be visible to all attendees and participants.

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.

Hybrid contest

A hybrid contest is defined as a contest in which some contestants and/or contest officials participate onsite and some participate online. Hybrid contests must allow each contestant to select the format in which they will participate (onsite or online). Contestants cannot be penalized for selecting one format versus another.

Contestants competing online must use equipment that they obtain themselves.

All contestants and contest officials must participate in the contest live, in real-time.

If a contest is hybrid, all briefings and rehearsals must also be covered in a hybrid format. As much as possible, it is recommended that judges for hybrid contests are split between the onsite and online audience.

Online contests

An online contest is defined as a contest in which all contestants and contest officials participate online from physically distant locations. Online contests do not provide the option for any in-person or onsite components.

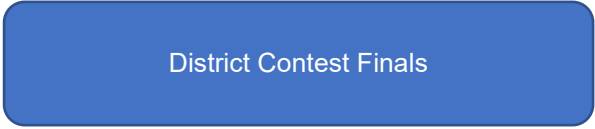

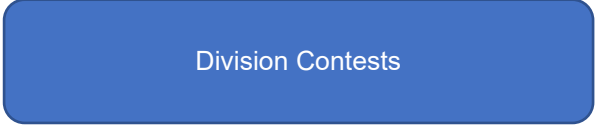

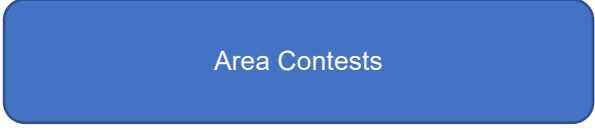

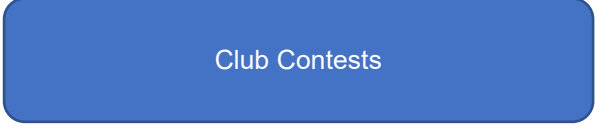
Contestants competing online must use equipment that they obtain themselves.

All contestants and contest officials must participate in the contest live, in real-time. Online contests can be live streamed to a fully online audience or recorded and streamed for the audience at a later date.

If a contest is online, all briefings and rehearsals must be conducted online.

Contest Timeline

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

	<p>Held in May</p>
	<ul style="list-style-type: none"> • Minimum 2 weeks between Division and District Contest. • Winner (or highest available placegetter) from each Division Contest competes.
	<p>Held in February – April as a single Contest day</p>
	<ul style="list-style-type: none"> • Minimum 2 weeks between Area and Division Contest. • The winner (or highest available placegetter) from each Area Contest competes. • Refer to Speech Contest Rulebook for Areas with less than 4 clubs.
	<p>Held as one of the following:</p> <ul style="list-style-type: none"> • As two separate events • As a single Contest day. <p>To be completed at least 2 weeks prior to Division Contest.</p>
	<ul style="list-style-type: none"> • Recommend a minimum of TWO weeks between Club and Area Contest. • One of the following: <ul style="list-style-type: none"> • The winner (or highest available placegetter) from each Club Contest competes. • Club selects representative to compete. • Refer to Speech Contest Rulebook for Areas with less than 4 clubs.
	<p>Held any time before the Area Contest.</p> <p>Note: 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 What's On and through club contacts. Include zoom registration link	Contest Chair	Area and Division
14 days before contest	Hybrid Confirm if online or in-person presence	Promote Contest via D90 website What's On and through club contacts. Include zoom registration link	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 (per rule book)	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-eight words	Contest Chair	All
	All paperwork received	Signed Eligibility Form for each Judge and biographies from each Speaker	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 guide and ballot forms.
- Timers Report.
- Counters Tally form.
- Tiebreaking Judge guide and ballot form.
- Notification of Contest Winner form.
- Evaluation contestant notes form.
- Contestants Speech Contestant Profile and Eligibility Form.
- Participation Certificates.
- First, Second and Third Place certificates.

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. Download Names Wheel https://wheelofnames.com/ or https://ahaslides.com/features/spinner-wheel/name-wheel-spinner/ or 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
Online Contest Personnel Needed	
All levels	<ul style="list-style-type: none"> • One (1) Contest Chair • Contest Toastmaster (usually one for each Contest) • Two (2) Zoom Hosts • One (1) Tiebreaking Judge • Two (2) Timers • Two (2) Counters • 1 SAAs
Club	<ul style="list-style-type: none"> • At least five (5) Voting Judges where possible
Area	<ul style="list-style-type: none"> • A minimum of five (5) Voting Judges
Division	<ul style="list-style-type: none"> • A minimum of seven (7) Voting Judges (2 extra, if possible, in case of technical issues)
District	<ul style="list-style-type: none"> • A minimum of seven (7) Voting Judges (2 extra, if possible, in case of technical issues) • Three (3) Counters
Hybrid Contest Personnel Needed As per Online plus	<ul style="list-style-type: none"> • 2 timers for in-person timing, plus 1 timer online • 1 counter must be in room • 3 SAA, 2 in room 1 online
<h2>Hybrid Equipment Needed</h2>	
Chief Judge	<ul style="list-style-type: none"> • Device to be in contact with zoom personnel if in-person room
Chief judge, judges, counters, timers zoom hosts and contest chair	<ul style="list-style-type: none"> • Mobile phone that can send and receive group SMS
In-person Breakout room	<ul style="list-style-type: none"> • Device logged into zoom in case of protest or required by counters.
Venue	<ul style="list-style-type: none"> • Ensure Data or TV screen at venue. • A projector to enable projection of online contestants. • In room speaker connected to zoom. • Microphone connected to zoom. • Internet connection. Either venues or separate mobile internet connection device • Multiple power outlets or power boards.

General Notes for an Online/Hybrid Contest

- Expect the logistics and transitions of your online Contest to take longer than in an in-person Contest.
- Recommended that all audience members arrive 20 early to 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 and Co-Hosts. Set chat to 'Hosts and Co-Hosts' by opening chat, click on the 3 dots at the bottom left of screen. Participants can still contact hosts/co-hosts, while not interrupting the contestant.
- 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, only the **Chief Judge** can make the decision to stop the Contest and resume when the issues are resolved.
- Provide each Contestant with an opportunity to practice 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 allow for the clearest sound.
- If using a mobile phone, ask Contestant to practice 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 the 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, medals, or certificates to Contestants.
- In zoom video settings, tick 'hide non-video participants'.

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 if all Contestants are current financial members in a club in good standing at the time of Contest.
- Ensure that Voting Judges are not members in the same club as Contestants, for Division or District.
- Ensure that you are aware of any adjustments that must be made for Contestants who have a disability (e.g., impaired vision or hearing). Allow opportunity for practice with any alternate signaling methods. Ask contestants what they prefer.

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 as in an in-person Contest.
- Explain protests and disqualifications.
- Establish that all Contest Officials and Contestants have mobile phones and can send and receive SMS (text message), this is to be used 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.

Hybrid

- Counters collect judges' Ballots in the room and receive SMS from online judges.
- Chief Judge and counters if in room adjourn to physical break out room. Follow online Guide.
- If either Chief Judge or counters are in person, then they need to use device in physical briefing/separate room to connect to zoom breakout room.

Contestants, Chief Judge, Toastmasters, Timers, Zoom Hosts

- Draw speaking order.
- Evaluate Contestants' technology (including audio, camera, lighting, speaking area).
- Recommend that Contestants contact Zoom Host if necessary.
- Explain how Timer 1 and Timer 2 will be displayed on the screen.
- Use this opportunity for any Contestant who has a disability to practice 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, Counters and Contestants: role + name.
- 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.

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.
- Zoom Host, and Timers to attend briefing to find a solution that works for all Contestants. Chief Judge to attend.
- This may be organised in the week before, 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.

Hybrid

- 2 briefings should be held for contestants, one in-person at the venue and one online for any online participants.

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 to be visible from the hips up.
- Mark out the speaking area on the floor.
- Test your audio.

Hybrid

- In-person contestants be aware of the speaking area designated by tape on floor of stage to remain in camera range.
- Toastmaster will request microphone check for in person contestant, as part of introduction.

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.

Hybrid

- For in-person contestants Toastmasters to conduct a sound check that contestant can be heard on zoom.
- Toastmaster will request microphone check for in person contestant, as part of introduction.

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 their 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 their camera.

Breakout Room instructions

- SAA 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 phones must be turned face down).
- Notes must be handwritten on the official Evaluation Contestant Notes Sheet, not typed on a computer.
- After the 5 minutes are 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.
- Please remain silent during waiting time

Hybrid

- For in-room contestants, you will be escorted to physical briefing/separate room by SAA.
- Silence is required as respect for other Contestants.
- No additional devices are to be used (e.g., smart watches or mobile phones not to be taken to breakout room).
- Notes must be handwritten on the official Evaluation Contestant Notes Sheet.
- After the 5 minutes are up: you will be asked to hand your evaluation notes to the SAA.
- You will be fetched by second SAA when it is your turn to speak.
- Please maintain silence during waiting time.

Table Topics Contest Introduction

- **Online** Your name – The Topic – The Topic – Your name.
- The topic may be displayed via “Screen Share” while the Toastmaster reads the topic to the contestants and will be removed prior to contestant’s name being announced the second time.
- Allow a few seconds before you start for the Toastmaster to mute and turn off their camera.

In Person

- Your name – The Topic – The Topic – Your name.
- The topic will be displayed to contestants by the Toastmaster while as they read the topic and will be removed prior to contestant’s name being announced the second time.
- Toastmaster will request microphone check for in person contestant, as part of introduction.

Online Breakout Room instructions

- SAA will remain in the Contestant breakout room with you.
- 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 broadcast a message to all in the breakout room for the next Contestant.
- Please maintain silence during waiting time.

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

In person instructions

- For in-room contestants, you will be escorted to physical briefing/separate room by SAA.
- No additional devices are to be used (e.g., smart watches or mobile phones not to be taken to breakout room).
- You will be called by second SAA when it is your turn to speak.
- Please maintain silence during waiting time.

After you have finished your speech, return to your seat.

After Contest

Contestant Interviews

Online

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

Hybrid

- The Toastmaster will call in-person contestants to stage and ask online contestants to turn their video on. Contestants to be interviewed in speaking order. Online contestants turn microphone on when it is their turn to be interviewed.
- The Toastmaster will introduce all Contestants to the audience, first by name, then mention what club / Area the Contestant is representing and ask one question.
- The Zoom Host 1 will arrange for a Contestant photograph to be taken.

Suggestions for Presenting (online only)

- 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.
- The Contest Chair will inform the Timers that 1 minute will be allowed for the Contestants to activate their Screen Share after the minute silence.
- 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 the 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 financial members of the club where they won at club level and that the club is in good standing.
- Organize with the Contest Chair for the briefing a day before the Contest, and 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 time signaling adaptations that must be made. e.g., impaired sight.

Hybrid

- Have device for logging into zoom on day of contest and zoom link.

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.
- The Tiebreaking Judge is only known to you and 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.

Hybrid

- May need to hold a second briefing on contest day for in-person judges, counters and timers.

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 setup a group message and send a test text message to the Counters and chief judge.
- Test text messages to read:

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

Judge's Name and number

1st Contestant Name

2nd Contestant Name

3rd Contestant Name

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

Judges

- Judges to be given a 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/text message if they have a protest.
- Judges will be sent to a breakout room after the last Contestant to finalize scoring and complete ballot.
- To set up a group text for Counters and Chief Judge to send results
- When all ballots have been received, Voting Judges return to the main room. Ensure video off and muted.

Hybrid

- In-person judges if Chief Judge in-person complete ballots and place in envelopes and hold in air for counters to collect.
- If Chief Judge online all judges to send result text to Chief Judge and counters.

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 time record sheet to Chief Judge.

Hybrid

- For online contestants, online timers required as above
- In-person contestants 2 timers, and 2 timing devices as per face-to-face contests.
- In-person timers to hand timing record sheet and online timers text times/photo of record 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 the Judges have left the breakout room.

Hybrid

- As above except Judges do not leave main physical room unless a protest.

SAA

Table Topics Contest

Online

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

In Person

- In-person SAA 1 escorts Contestants except for the first Speaker to the physical briefing/separate room.
- SAA 2 remains in main room until ~~after~~ the speaker finishes and then escorts next contestant to main room advising them to wait until Toastmaster calls them forward. Repeat for all contestants.

Evaluation Contest

Online

- All Contestants will join SAA in the breakout room.
- Only official Evaluation Contestant Notes sheets are allowed for writing on.
- No laptops or other devices to be used. I.e smart watches and mobile phones
- 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 SAA can see them. Contestants to keep their hands in view.
- Ensure that Contestants do not talk to each other in the breakout room.

In person

- SAA 1 to escort Contestants to physical briefing/separate room.
- Only official Evaluation Contestant Notes sheets are allowed for writing on.
- No laptops or other devices to be used. ie smart watches or mobile phones.
- 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 hand notes to SAA 2 clearly marked with contestants' name.
- SAA 1 remains in room and SAA 2 escorts first speaker to main room after the 5 minutes. Hand back notes on entry to main room. SAA 2 remains in the main room till contestant finishes speaking. Repeats for all contestants.

Chief Judge During Contest

- Chief Judge is the only one to stop a contest due to any technical issues. Eg microphones, zoom connection
- Send text to all judges and timers requesting confirm ready. Do this prior to each 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.

Hybrid

- If in-person and can see judges and timers in room no need to text them to confirm if ready. Text to online only.

After Contest

- After last Contestant, you will go to the breakout room with Judges and Counters.
- Judges to finalise their scoring and complete their ballots.
- The Timer will send you a photo of the Timing Record 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 to note on ballot/text message if there are any protests.

If there are protests

- Chief Judge will request counters return to main room for judges to discuss.
- The Contestant will 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 after completing their ballot and sending text message.
- Chief Judge to text zoom host 1 to return counters to breakout room

Hybrid

- In-person Chief Judge and counters. The Chief Judge requests counters to leave physical briefing/separate room and invite Judges to come to physical briefing/separate room. Counters to remain waiting outside. The Chief Judge will be logged into zoom already, texts Zoom Host 1 to send to send online judges to virtual breakout room.
- Follow process as above.

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.

Hybrid

- As above whether online or in-person using the logged in zoom device logged in in the in-person break out room.

Contest Toastmaster to Announce Results

- Share the results with the Contest Toastmaster and Zoom Host 1 via text message. Send in order of 3rd, 2nd, 1st.
- Announce any disqualifications first.
- Toastmaster to announce 3rd, 2nd, and 1st place getters.
- Zoom Host 1 will 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. Also include names of any Disqualifications.

Hybrid

- Share the results with Zoom Host 1 via text message if any contestants are online.
- If Chief Judge online advise calligrapher for in-person certificates.
- Hand or text the Toastmaster the results
- Toastmaster announces any disqualifications first.
- Then announce 3rd, 2nd, and 1st place getters.
- Zoom Host 1 will be able to screen share any online certificates and Toastmaster presents in-person certificates and Trophies.
- 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. Also include names of any Disqualifications.

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 will 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/hybrid environment.
- You will be provided with the phone numbers of Chief Judge and Counters.
- Add the phone numbers to your contacts. Send a group text message to confirm correct number.
- Use group messaging if possible (in the "send" or "new Group" 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 that 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/number
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 asked to move back to main room until the protest is resolved. They will then be moved back to the counting breakout room by Zoom Host 1.
- 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.

Hybrid

- If chief Judge is online counters to be online as well. Any in-person judges to text their results to Chief Judge and Counters.
- If a protest in-person judges will be requested by text message from Chief Judge to go to in-person physical briefing/separate room where they will find a pre connected device to use and online steps followed.

Tiebreaking Judge Role

Before Contest

- The same as the Voting Judges, using the Tiebreaking paperwork.
- The Chief Judge will brief you. You are only known to the Chief Judge

Briefing

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

During Contest

- The same as the Voting Judges.

After Contest

- Finalize your Ballot.
- Send a text message or a photo of your results to the Chief Judge Only.
- The text to the Chief Judge should read.

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

Your Name/tie breaker

1st Contestant Name

2nd Contestant Name

3rd Contestant Name

4th Contestant Name

5th Contestant Name

6th Contestant Name ...

etc. (all Contestants are given a place)

Hybrid

- If Chief Judge and Tiebreaker Judge both in-person, then Chief Judge to collect Tie Breaker ballot.

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.
- Spotlight
- Lock timers in place
- 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 (Zoom Host 2) to monitor the chat.
- Have a slide of the Table Topic in PowerPoint Presentation Mode. Practice 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 practice PowerPoint Presentation.

Briefing

- Set up breakout rooms.
- Room 1: for Judges, Counters, and Timers.
- Room 2: for Contestants, Toastmasters, and SAA.
- 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 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 order' in the View options.
- Should a Contestant have technical difficulties, ask everyone else to keep silent. Zoom Host 1 will handle this.
- Only the 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

- Pin Timer 1 in top left-hand corner.
- Pin Timer 2 in 2nd position next to Timer 1 (top left). Select 'follow host order' in view options.
- 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 SAA 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 SAA 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 SAA go to breakout room after the Test Speaker has finished their speech.
- 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.

Hybrid

- As above but dependent on number of online contestants and contest personnel

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.
- Monitor participant list for other videos on/people not muted.
- ensure 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 for each contest.

Briefing

- This may be organised a day prior to, or an hour before the Contest.
- You will join the Chief Judge, Voting Judges 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 test 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 return to main room until it is resolve, and then return to resume count.
- Each Counter separately tallies their results and calculates a total.
- If all agree, then the count is confirmed (subject to protest or time disqualifications) and the 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.

Hybrid

- As above if online.
- If in-person collect ballots from in-person judges and have mobile phone active for online judges texts. Once you have collected all in-person judges ballots advise Chief Judge and leave the room.
- Once in in-person breakout room follow process as above.

Notes

- All Ballot results should be deleted from Counter's mobile phone after calculations are agreed upon and 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’ or one minute silence 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.

Hybrid

- There should be 4 timers for Hybrid contests 2 online and 2 in-person. If both timers are in person linked to zoom, then can act as online timers.
- Obtain the Timer Record Sheet (one for each Contest).
- Obtain a stopwatch or other reliable timing device. Have set of timing lights and backup cards or lights.
- Obtain the mobile phone numbers for other, Contest Chair, Chief Judge, and Zoom Hosts if not in person.

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, including Test Speaker in Evaluation Contest.
- 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 or one minute silence during the 1-minute silence between Speakers, change back to blue/timer 1 after the one minute.

Hybrid

- 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, hand timing sheet to Chief Judge if in-person or send a photo of your timing sheet to the Chief Judge if online
- Display the red light or one minute silence during the 1-minute silence between Speakers,

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 that 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.

Should Timer 1 lose Internet Connection

- Zoom will automatically move you to position 1 on top left of screen.
- Continue timing each speech and operate the signaling device.
- Display the red light or one minute silence during the 1-minute silence between Speakers, change back to blue/timer 2 after one minute.

Hybrid

- 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).

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 i.e. 7:30 or 7:31 as follows:

Contest	Green Light	Yellow Light	Red Light	Disqualified
International Speech	5 minutes	6 minutes	7 minutes	Less than 4 mins 30 secs More than 7mins 30secs
Evaluation	2 minutes	2mins 30secs	3 minutes	Less than 1 min 30 secs More than 3 mins 30 secs
Humorous Speech	5 minutes	6 minutes	7 minutes	Less than 4 mins 30 secs More than 7 mins 30 secs
Table Topics	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 Online 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 practice 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, online attendees will be muted, except for Toastmaster and the current Speaker***
- ***All videos are to be off except for the Toastmaster, Speaker and Timers***

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 the SAA***
- ***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***

Speaking Order

The speaking order of the Contestants is (zoom host 1 will also screenshare)

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

- **Chief Judge – Are the Judges and Timers ready?**
- **Let the Contest begin**
- **Would the Zoom Host 1 please open the breakout room for our Contestants and SAA**
- **The first Speaker is to stay in the main room.**
- **Zoom Host 1 – Have the Contestants and the SAA have 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.
- Toastmaster to turn your video off and mute yourself.
- When the Speaker is finished:
 - Toastmaster to 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/one minute silence 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. Ask each speaker to turn video on.
- Announce their Name and the club/area they represent.
- Ask them ONE question from something they have written on the Speech Contestant Profile.
- After all interviews, ask the Speakers to turn their videos on for the screen photo. Zoom host 1 to spotlight all speakers and take screenshot.

Conclusion of Contest

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

Script: Toastmaster Role for Hybrid Table Topics Contest

- In-person Toastmaster
- 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 practice 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

(if online contestants)

- ***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

- ***Online If an Online 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

Online and In-person

- ***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

Online

- ***All Speakers except for the first Speaker will go into the breakout room with SAA***
- ***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***

In-person contestants

- **All Speakers except for the first Speaker will go into the physical briefing/separate room with SAA**
- The Speakers will be called back to the main room one at a time
- **I will ask each Speaker:**
 - **Please check your microphone by counting 1,2,3**
 - **Can you see the Timer?**
 - **Are you ready?**
- **If there are any difficulties, I will call on the Sound Team or 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 shown to the contestant as it is read out**
- **Allow a few seconds before you start for the Toastmaster to exit stage**

Speaking Order

The speaking order of the Contestants is

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

- **Chief Judge – Are the Judges and Timers ready?**
- **Let the Contest begin**

If online contestant

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

In-person contestants

- **SAA please escort contestants to breakout room**
- **The first speaker is to stay in the main room**

Introduction of Speakers

First Speaker

Online

- 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.
- Toastmaster to turn your video off and mute yourself.

In-person

- **Our first Speaker is – Contestant Name**
- **Contestant Name**
 - **Please check your microphone by counting 1, 2, 3**
 - **Can you see the Timer?**
 - **Are you ready?**
- **Please welcome – Contestant Name – Table Topic – Table Topic – Contestant Name**
Table Topic will be displayed by the Toastmaster with introduction of Speaker.
- **After each speaker: we will now have one minutes silence.**
- **Timer, please turn off the red light/one minute silence 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 for online Judges. Toastmaster use visual check for in room ballot collection and room exit.

Interview each of the Speakers

Online and In-person

- Interview the Contestants in order of speaking, one at a time.
- Announce their Name and the club/area they represent.
- Ask them ONE question from something they have written on the Speech Contestant Profile.
- After all interviews, In-person contestants to line up on stage next to screen, Online contestants turn their video on. Zoom host 1 spotlight all speakers and take screenshot.

Conclusion of Contest

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

Script: Toastmaster Role for Online 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 SAA, 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.*

Speaking Order

The speaking order of the Contestants is:

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

- *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 SAA.**
- **Zoom Host 1, let me know when all the Contestants and SAA, 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 SAA in breakout room), the first Speaker will return to 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 – 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/area they represent.
- Ask them ONE question from something they have written on the Speech Contestant Profile.
- After all interviews, ask the Speakers to turn their videos on for the screen photo. Zoom host 1 to spotlight all speakers and take screenshot.
-

Conclusion of Contest

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

Script: Toastmaster Role for Hybrid Evaluation Contest

- In-person Toastmaster
- 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

Online participants

- *During the contest, everyone will be muted, except for the online Speaker.*
- *All videos are to be off except for the online speaker, and Timer.*

Contestant Internet Issues

Online

- *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

Online and in-person

- *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 SAA, where they will have 5 minutes to prepare their evaluations.*
- *The Speakers will be called back to the main room one at a time.*
-

Online

- *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.*

In-person

"I will ask each Speaker:

- *Please test your Microphone by saying 1, 2, 3*
 - *Can you see the Timer?*
 - *Are you ready?*
 - *Please welcome – Contestant Name – brief pause – Contestant Name.*
- *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 – Are the Judges and Timers ready?*
- *Let the Contest begin.*

Introduction of Test Speaker

Online or In-person

- *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 SAA*
- *Ask in-person SAA to escort Contestants to breakout room*
- *Zoom Host 1, to let you know when all the Contestants and SAA, have left the main room.*
- *Toastmaster use visual check for when contestants and SAA have left the room*
- When the Contestants have left the main room, interview the Test Speaker
- Photo with Test speaker after the interview.

Introduction of Speakers

First Speaker

Online

- *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.*
- Toastmaster to turn your video off and mute yourself.
- When the Speaker is finished:
 - Toastmaster to 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.

In-person

- ***Our first Speaker is – Contestant Name.***
- ***Contestant Name:***
 - ***Please test your microphone by saying 1, 2, 3***
 - ***Can you see the Timer?***
 - ***Are you ready?***

Please welcome – Contestant Name – brief pause – Contestant Name.

When the Speaker is finished:

- ***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 or toastmaster to conduct visual for in-person personnel

Interview each of the Speakers

- Interview the Contestants in order of speaking, one at a time.
- Call all Contestants on stage and request online contestants to turn on video and unmute themselves.
- Announce their Name and the club/area they represent.
- Ask them ONE question from something they have written on the Speech Contestant Profile.
- After all interviews, In-person contestants to line up on stage next to screen, Online contestants turn their video on. Zoom host 1 spotlight all speakers and take screenshot.

Conclusion of Contest

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

Script: Toastmaster Role for Online 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 – 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.**
- Toastmaster to turn your video off and mute yourself.
- When the Speaker is finished.
 - Toastmaster to 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/one minute silence 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/area they represent.
- Ask them ONE question from something they have written on the Speech Contestant Profile.
- After all interviews, ask the Speakers to turn their videos on for the screen photo. Zoom host 1 to spotlight all speakers and take screenshot.

Conclusion of Contest

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

Script: Toastmaster Role for Hybrid Humorous Speech Contest

- In-person Toastmaster
- 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

Online contestants only.

- *During the contest, everyone will be muted, except for the current online Speaker.*
- *All videos are to be off except for the Online Speaker, 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

Online and in-person

- *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

Online

- *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.*

In person

- *I will ask each Speaker:*
 - *Please test microphone by saying 1, 2, 3*
 - *Can you see the Timer?*
 - *Are you ready?*
- *I will introduce each Speaker by saying: Their Name – Title of Speech – Title of Speech – Their Name.*
- *After each Speaker, there will be a 'One minute silence' for the Judges to complete their ballot.*
- *Timer, please turn off the red light when the one minute is up.*

Speaking Order

The speaking order of the Contestants is:

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

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

Introduction of Speakers

First Speaker

Online

- ***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.***
- Toastmaster to turn your video off and mute yourself.
- When the Speaker is finished.
 - Toastmaster to 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.

In-person

- ***Our first Speaker is – Contestant Name.***
- ***Contestant Name:***
 - ***Please test your microphone by saying 1, 2, 3***
 - ***Can you see the Timer?***
 - ***Are you ready?***
- ***Please welcome – Contestant Name – Title of Speech – Title of Speech – Contestant Name.***
- When the Speaker is finished.
- ***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 or toastmaster to use visual for in room personnel.

Interview each of the Speakers

- Call all in-person contestants to stage and request online contestants to unmute and turn on their videos.
- Interview the Contestants in order of speaking, one at a time.
- Announce their Name and the club/area they represent.
- Ask them ONE question from something they have written on the Speech Contestant Profile.
- After all interviews, In person contestants to line up on stage next to screen, Online contestants turn their video on. Zoom host 1 spotlight all speakers and take screenshot.

Conclusion of Contest

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

Script: Toastmaster Role for Online 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 – 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.**
- Toastmaster to turn your video off and mute yourself.
- When the Speaker is finished.
 - Toastmaster to 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/one minute silence 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 3rd, 2nd, 1st.
- Your role is now finished.
- Thank everyone and hand over to the SAA who will call a break.

Script: Toastmaster Role for Hybrid International Speech Contest

- In-person Toastmaster
- 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

Online

- *During the contest, everyone will be muted, except for the current online Speaker.*
- *All videos are to be off except for the 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

Online and In-person

- *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

Online

- *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.*

In-person

- *I will ask each Speaker:*
 - *Please test your microphones by saying 1, 2, 3*
 - *Can you see the Timer?*
 - *Are you ready?*
- *If there are any difficulties, I will call on the Zoom Host 1 or Sound Team to assist.*
- *I will introduce each Speaker by saying: Their Name – Title of Speech – Title of Speech – Their Name.*
- *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 – Are the Judges and Timers ready?***
- ***Let the Contest begin.***

Introduction of Speakers

First Speaker

Online

- ***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.***
- Toastmaster to turn your video off and mute yourself.
- When the Speaker is finished.
 - Toastmaster to 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.

In-person

- ***Our first Speaker is – Contestant Name.***
- ***Contestant Name:***
 - ***Please test your microphone?***
 - ***Can you see the Timer?***
 - ***Are you ready?***
- ***Please welcome – Contestant Name – Title of Speech – Title of Speech – Contestant Name.***

When the Speaker is finished.

- ***We will now have one minutes silence.***
- ***Timer, please turn off the red light/one minute silence 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. Toastmaster to use visual for in-person personnel

Interview each of the Speakers

- Call in-person Contestants to stage and request online Contestants to turn on video and unmute.
- Interview the Contestants in order of speaking, one at a time.
- Announce their Name and the club/ Area they represent.
- Ask them ONE question from something they have written on the Speech Contestant Profile.
- After all interviews, In person contestants to line up on stage next to screen, Online contestants turn their video on. Zoom host 1 spotlight all speakers and take screenshot.

Conclusion of Contest

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