Briefing Speech Contestants

- **Contest Chair (CC) with Toastmaster (TM):**

  - Let all know what will happen in case of a technical difficulty – make sure all have contact information for the Contest Chair and the Chief Judge (CJ).

  - Brief Toastmaster – *Can be done before contest briefing*
    - Give the TM the Contestant Profiles to facilitate interviews.
    - Give the TM the question for Table Topics Speech Contest (TT).
    - They should ensure all TT contestants are out of the room except for the first contestant before introducing the first contestant.
    - If a TT contestant has a connection issue while reading the question, they can ask for it to be repeated
    - Check audio and visual connection

  - Sergeants at Arms (SAA)/Zoom Hosts (ZH) - They should have cell numbers for each other
    - During TT
      - ZH1
        - Creates breakout room for contestants
        - will stay in the main room and communicate when the minute of silence begins to ZH2 and calls the next contestant to the main room
        - will not allow people in the room during speeches.
        - Enables and Disables chat during contest
      - ZH2
        - will be responsible for sitting with the contestants in the breakout room.
        - Communicates with ZH1 if there is a problem
    - During International Speech (ISC) – Both will make sure no one enters the room while someone is competing
      - ZH1 spotlights the contestants & Disables and Enables Chat
      - (If CC chooses - ZH2 Will share winners certificates)
    - One will stay at the contestant briefing to get speaking order and take to functionary briefing
    - Make sure ZHs can both create breakout rooms, spotlight a person, mute an attendee, and share their screen.

  - Brief Contestants
    - Ask for any forms that have not been turned in.
    - They should reach out to Contest Chair if they have connection issues
    - Define speaking area (Full screen)
    - Their cameras should not zoom or pan – they should be mounted and stationary
    - Review rules
      - No Call Backs
      - Originality – 25% rule, must be identified during speech.
      - Give Timing of Speech and review timing signals – if you see red, wrap it up within 30 seconds to avoid time disqualification
      - What happens if there is a connection issue/room disturbance
      - Place camera at eye level –make sure it does not auto focus
    - Confirm pronunciation of names – (both for the TM and CC).
    - Instruct TT Contestants that they will be put in a breakout room while they are waiting for their turn, they will be brought back to the main room during the 1 minute of silence. They should check to make sure they are muted upon entry, if the contest is in person they should remain silent.
      - Leave camera off until addressed by the Toastmaster

- If there is a connection issue during the reading of the question they may ask for it to be repeated
- Ensure contestants know how speaking order will be determined. Draw speaking order (Send SAA to functionary briefing with list).
- Let them know when they will be interviewed and when the winners will be announced
- Allow contestants time to check their video – including background for distractions, suggest they do not use a virtual background, lighting (to avoid shadows) and speaking space.
- Have them practice pining the timer, going to a breakout room and returning to the main room
- Allow contestants time to check their audio and practice muting and unmuting themselves. Ensure they can be heard.