

Online Contest Chair's Briefing Guide for Contestants

To be conducted by the Contest Chair and the Contest Toastmaster.

Verify the presence of all contestants. If one or more contestants have not yet arrived, include their alternates in the briefing. See Contest Rulebook Section 5C for the protocol when a contestant is absent for the briefing.

Verify the pronunciation of all contestants' names.

Determine the speaking order in a fair manner. You may use an online randomization app so long as it is visible to all contestants using Screen Share. NOTE: if time permits, as soon as the speaking order is determined, convey it to the Chief Judge so the order may be given to all judges and functionaries.

Review the rules of the speech contest with all speakers, especially the rules regarding originality and referring to another contestant or another contestant's speech.

Verify that all contestants have submitted signed Certifications of Eligibility and Originality and a contestant profile. Remind the contestants that by signing the eligibility form, they certify that they have read and understand all rules regarding their eligibility and the originality of their speeches.

Review the timing protocol with the speakers. Pay special attention to their need to clearly indicate the beginning and end of their speeches by word or action.

Make sure that all contestants know how to pin the timer's display so they can see it throughout their speech. Give each contestant an opportunity to test their video and audio as well as determine where to stand and how to adjust their camera to show them clearly while they are speaking. Have the timer display the colored green, yellow, and red backgrounds for this purpose.

We will not be recording this online event. If a contestant wishes to record their presentation, they may do so using a separate device such as a cell phone, and we ask that you only record your own presentation.

Verify that all contestants understand the rules and timing protocols for their contest and have no questions before they are released from the briefing.

On Technical Difficulties

*(Note: this is taken directly from the Contest Rulebook. **Please read this entire section verbatim.**)*

If a contestant experiences a technical difficulty in which their audio, video, or both are severely weakened or completely lost during the contest, here is what will happen:

The Chief Judge and the Contest Chair will confer and determine whether to pause the contest.

If the contest is paused, the impacted contestant is allowed no more than ten (10) minutes to attempt to reestablish a secure connection to the contest.

If the contestant is able to reestablish a secure connection with the ten (10) minutes, the Contest Chair will indicate the last word or sentence that was heard, and the contestant will continue their speech from that point with no additional time allowance.

If the contestant is unable to reestablish a secure connection within the ten (10) minutes allowed, the contest will continue with the next contestant in the speaking order.

If a voting judge experiences a technical difficulty in which they are unable to hear or see a contestant well enough to complete their responsibilities, they must notify the Chief Judge immediately and their ballot will NOT be included in the final results of the contest.

If a Timer experiences a technical difficulty in which they are unable to hear or see a contestant well enough to complete their responsibilities, they must notify the Chief Judge immediately.

If enough contest participants experience a technical difficulty in which the contest is unable to proceed, the Chief Judge and Contest Chair will confer and determine whether to pause the contest. If the contest is paused, it must be resumed within one (1) hour, or the remainder of the contest must be rescheduled.

The Chief Judge or Contest Chair must announce a decision to pause the contest to all participants as soon as it is practical.

If the contest is paused and can be resumed within one (1) hour and a contestant was partway through their speech at the time of the pause, the Contest Chair will indicate the last word or sentence that was heard, and the contestant will continue their speech from that point with no additional time allowance.

If the contest is rescheduled, only contestants who have not yet presented will present during the rescheduled contest. If a contestant was partway through a speech when the disruption occurred, they can begin their speech from the start during the rescheduled contest.

Contest officials will send all partially completed forms (Judges' Ballots, Time Record) to the Chief Judge to be kept until the rescheduled contest.

Announcement of Contest Winners by the Contest Chair

Thank the Contest Toastmaster by name and lead applause.

Contest Toastmaster _____

*Acknowledge all the contest functionaries (**Reminder:** do not name the judges), and comment on the teamwork and dedication required to achieve a quality contest. Each will be receiving a certificate of participation with heartfelt thanks for their service.*

Lead the applause for the team.

Note: *if you have any announcements to make other than the names of the winners, do so now.*

Before we announce the winners, I would like to invite you all to stay for a while after the contest concludes. The Zoom host will leave the meeting room open, so that we can all chat and celebrate with all our participants.

Announce: And now the moment we have all been waiting for: the announcement of the winners.

At this time, we will announce the winners of the (state club name, or Area, or Division, or District that the contest is for) Online Speech Contest.

- 1. If there have been any disqualifications for timing, say so now.*
- 2. Announce the order of winners for the contest **in reverse order** (3rd place, 2nd place, 1st place).*
- 3. Use the completed results form and read the names exactly as written.*
- 4. **Only one announcement is to be made following the announcement of winners:***

This contest is adjourned.