

Contestant, Timer and Sergeant-at-Arms Briefing on Contest Rules

Fall 2020 Online Speech Contest

District 106

Revised September 2024

		Role	Tech-Producer Tasks
	<p>Welcome to the Contestants Briefing.</p> <p>Hosting a speech contest can be both exciting and nerve wracking. Although Online contests have different formats from live contests, the principle of communication is consistent with speaking in person.</p> <p>It is important to know your audience, know the technical equipment like microphones, and connect with your audience.</p> <p>Today, we are in Zoom and it is important to be familiar with the tools and understand how well you are seen and heard. Shortly, we will ask each participant to test the audio and video setup in Zoom.</p> <p>If at any point, there is any technical issue, please message directly to the Technical Producer <Name> with your feedback.</p>	Toastmaster	Prior to meeting start Breakout room need to be set up for the Judges and the Contestants. Do not "Automatically Assign Users". Upon Entry to the Main Meeting room, Contestants need to be Manually assigned to the Contestant room, and Judges manually assigned to the Judges room.
	<p>Tonight, I will brief you on contests rules:</p> <p>First, I will verify that you are all listed on the agenda I have been given and that no last-minute changes have occurred.</p> <p>Can I verify the pronunciation of each name, as well as the title of each speech please?</p> <p>I am also verifying that I have certificates of eligibility for all Contestants, as well as the biographical information that I will use after the contest to ask you questions while ballots are being counted.</p>	Toastmaster	Remember that you need to assign people to the specific rooms that they are able to move into.
	<ul style="list-style-type: none"> • Each contestant selects their own speech topics. Some of the content may be personal in nature and contain language, ideas, or beliefs that some audiences may consider sensitive. • Your material must be substantially your own creation and credit must be given for any quotes. • For the Online speech contest, the minimum time is 4 minutes 30 seconds, the green will be shown at 5 minutes, yellow at 6 minutes, red at 7 minutes and the maximum time is 7 minutes and 30 seconds. • Protests can only be submitted by contestants and the judges before the winners have been announced. Protests for originality of the speech or eligibility of a speaker must be launched with the Chief Judge and/or Contest Chair before awards are presented. <p>Speech Contest Rulebook July 1, 2024, to June 30, 2025, states in Section 7, (Page 17):</p> <p>Protest and Disqualifications:</p> <p style="padding-left: 40px;">“Before a contestant can be disqualified on the basis of originality, or for referencing another contestant’s speech, the contestant must be given an opportunity to respond to the voting judges. A majority of the voting judges must concur in the decision to disqualify.”</p>	Toastmaster	
	<p>Let’s randomly select the order of speakers. (Note: this is at the discretion of the Toastmaster. You can pick cards on line and on camera, use a random picker app, etc.</p>	Toastmaster	
	<p>We will not record your Online contest presentation unless you expressly wish to be recorded and will advise all attendees that recording is prohibited.</p>		Tech Producer, be sure to track the contestants that want to be recorded.

	<p>At this time, we would like to provide each contestant an opportunity to test your speaking area and set up. 2-3 minutes per contestant, check lighting, camera shot and audio.</p> <p>We will now look at how the Timer will provide feedback in Zoom.</p> <p>Timer, can you please demonstrate for the contestants Green, Yellow, and Red backgrounds.</p> <p>Notice the Timer can be found as they have amended their name with "TIMER". By using the "raise hand" feature of Zoom, the timer rectangle will appear at the upper left side of all gallery views.</p> <p>To ensure you can see the Timer, you can also "Pin" the Timer in the Gallery view. To un-pin the Timer, the option is in the upper left corner of the screen.</p>		<p>Tech Producer - need Timer in Contestants briefing after they are done in the Judging briefing</p>
	<p>Technical Difficulties:</p> <p>Please see the Appendix at the end of this document. The rules have changed slightly, please review them. We won't go through them verbatim now.</p>		
	<p>When it is your turn to speak, I will introduce you as follows: Speaker's Name, Speech Title, Speaker's Name.</p> <p>Please be standing in your Speaking Space as I introduce you. I will ask that you unmute your microphone prior to your introduction. I will ask you to speak to confirm that your audio is being heard. Please re-mute your microphone at the conclusion of your speech. Except for the time when you are speaking, your microphone must be muted during the contest.</p> <p>Please remember to login no later than 15 minutes early the day of the Speech Contest.</p> <p>If there are no more questions, this briefing is concluded.</p> <p>Good Luck in the Contest!</p>		

Contest Begins

<p>Call to Order</p>	<p>Good evening ladies and gentlemen. My name is <Sergeant at Arms> and I will serve as one of the Sergeant-at Arms for tonight's Online Speech Contest. I call this Speech Contest to order.</p> <p>Let me give each of you a warm welcome to the <Club/Area/Division> 2024 Online Speech Contest. I want to call attention to how online participants will applaud today. All your microphones are muted and should remain so for the duration of the Speech Contest. If you have the current full version of Zoom, you will notice the Reaction Icon on your screen. If you click on the reaction icon, you can send an applause reaction. Let us try that now. It is my pleasure to introduce tonight's Contest Chair, <Contest Chair></p> <p>(Note: Sergeant at Arms leads the audience into applause.)</p>	<p>Sgt. At Arms</p>	<p>Mute <All Attendees> Unmute <SAA></p>
<p>Welcome</p>	<p>Contest Chair's Brief Personal Welcome and Toastmaster Introduction (1-2 minutes)</p>	<p>Contest Chair</p>	<p>Mute <All Attendees> Unmute <Contest Chair></p>
<p>Contest Chair</p>	<p>Welcome Toastmaster Dignitaries, fellow Toastmasters, and honored guests to the <Club/Area/Division/District> 2024 Online Speech Contest.</p> <p>(Add a short personal statement.)</p> <p>(Note: Toastmaster Dignitaries will be introduced by names at the end of the contest.)</p> <p>(Start with a short personal introduction, provided by the Toastmaster and end with:)</p> <p>It's my pleasure to introduce tonight's Toastmaster, <Name></p>	<p>Contest Chair</p>	<p>Mute <All Attendees> Unmute <Contest Chair></p>
<p>Introduction and Contest Purpose</p>	<p>Thank you <Contest Chair>.</p> <p>(Note: Toastmaster's Opening Remarks and Brief Personal Welcome (1-2 minutes)</p> <p>Speech contests are an important part of the Toastmasters International educational program.</p> <p>They provide:</p> <ul style="list-style-type: none"> An opportunity for speakers to gain contest experience and recognize the best speakers as an encouragement to everyone. <p>An opportunity to learn by observing the more proficient speakers who have benefitted from their Toastmasters journey.</p>	<p>Toastmaster</p>	<p>Mute <All Attendees> Unmute <Toastmaster></p>

Details on Zoom Operations	<p>Guidelines about the contest:</p> <p>Online participants can control the view of the contest by selecting either the Gallery View, which shows all the participants or Speaker View, which highlights the active speaker. On a desktop/laptop computer, click the button in the top right corner to alternate between “Gallery View” and “Speaker View.”</p> <p>Let’s try that now.</p> <p>While the contest is underway, please remain muted and DO NOT TURN ON YOUR VIDEO. Our Producer(s) <Producer(s)> will mute and turn off video of any participants that accidentally turned on their video or unmute themselves. If necessary, the Producer(s) may remove audience members if they are disruptive. If you have a question or concerns, privately chat with the/a Producer. Please give your full attention to the contestants and limit distractions. This includes chats to everyone. Please hold your virtual congratulations for the end of each contest.</p>	Toastmaster	Mute <All Attendees> Unmute <Toastmaster>
Details on Zoom Operations	<p>After the final speaker in a contest finishes, we will observe an indefinite period of silence. There is NO audio or video recording permitted without prior consent of the contestants. Protests about speeches may ONLY be made by the Contestants or Judges and must be presented to either the Contest Chair or the Chief Judge before winners are announced. Both the Judges and the contestants have the protocol to do this in an online format.</p> <p>I would like to let you know that the speaking area has been defined as the visible area of the camera.</p> <p>Timing of the Speeches are as follows: The minimum time is 4 minutes 30 seconds, the green will be shown at 5 minutes, yellow at 6 minutes, red at 7 minutes and the maximum time is 7 minutes and 30 seconds.</p> <p>Can I please ask the timer <Timer> to display the green, yellow and red</p>	Toastmaster	Mute <All Attendees> Unmute <Toastmaster>
TMI Disclaimer	<p>By attending this online Area, Division, or District speech contest, you agree to the privacy policy of Toastmasters International as well as the unassociated online 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 online 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.</p>	Toastmaster	Mute <All Attendees> Unmute <Toastmaster>
Explanation of Speaker Intros	<p>Explain that this contest ends at the division level, not district.</p> <p>I will introduce each contestant by announcing the contestant’s name, followed by the title of their speech. I will repeat the title of their speech, followed by their name. We will give a virtual applause after that sequence. When the speaker finishes, then we will give the contestant another virtual round of applause as we have our moment of silence.</p>	Toastmaster	Mute <All Attendees> Unmute <Toastmaster>
Intro Chief Judge	<p>Please provide a virtual round of applause to our contest Chief Judge, <Chief Judge>. <Chief Judge>, have all timers, ballot counters and judges been briefed about the contest rules?</p>	Toastmaster	Mute <All Attendees> Unmute <Toastmaster>
Chief Judge	<p>Yes, <Toastmaster>, all timers, ballot counters and judges have been briefed.</p>	Chief Judge	Mute <All Attendees> Unmute <Chief Judge>

TM response	Thank you, Chief Judge, <Chief Judge>.	Toastmaster	Mute <All Attendees> Unmute <Toastmaster>
Speaking Order	<p>I'll now announce the speaking order in tonight's <Club/Area/Division> Online Speech contest. (Note: Fill this in ahead of time)</p> <p>_____ will be speaking first _____ will be speaking second _____ will be speaking third _____ will be speaking fourth _____ will be speaking fifth _____ will be speaking sixth</p> <p>To review: (Note: reread the order from above)</p> <p>_____ will be speaking first _____ will be speaking second _____ will be speaking third _____ will be speaking fourth _____ will be speaking fifth _____ will be speaking sixth</p>	Toastmaster	Mute <All Attendees> Unmute <Toastmaster>
Contestant 1	<p>Let's begin our <Club/Area/Division> 2024 Online Speech Contest. May I have the first contestant join me? Contestant 1. We can see you. Can we hear you? (Note: Fill this in ahead of time) _____ (Note: 1st Contestant Name) Note: Speech Title Note: Speech Title _____ (Note: 1st Contestant Name) (Note: Turn off your video and mute yourself)</p>	Toastmaster	Mute <All Attendees> Unmute <Toastmaster> Unmute <1 st Contestant>
Silence	We will now observe one minute of silence. (1 minute)	Toastmaster	Mute <All Attendees> Unmute <Toastmaster>
Contestant 2	<p>Contestant 2. We can see you. Can we hear you? (Note: Fill this in ahead of time) _____ (Note: 2nd Contestant Name) Note: Speech Title Note: Speech Title _____ (Note: 2nd Contestant Name) (Note: Turn off your video and mute yourself)</p>	Toastmaster	Mute <All Attendees> Unmute <Toastmaster> Unmute <2nd Contestant>
Silence	We will now observe one minute of silence. (1 minute)	Toastmaster	Mute <All Attendees> Unmute <Toastmaster>
Contestant 3	<p>Contestant 3. We can see you. Can we hear you? (Note: Fill this in ahead of time) _____ (Note: 3rd Contestant Name) Note: Speech Title Note: Speech Title _____ (Note: 3rd Contestant Name) (Note: Turn off your video and mute yourself)</p>	Toastmaster	Mute <All Attendees> Unmute <Toastmaster> Unmute <3rd Contestant>
Silence	We will now observe one minute of silence. (1 minute)	Toastmaster	Mute <All Attendees> Unmute <Toastmaster>

Contestant 4	Contestant 4. We can see you. Can we hear you? (Note: Fill this in ahead of time) _____ (Note: 4 th Contestant Name) Note: Speech Title Note: Speech Title. _____ (Note: 4th Contestant Name) (Note: Turn off your video and mute yourself)	Toastmaster	Mute <All Attendees> Unmute <Toastmaster> Unmute <4th Contestant>
Silence	We will now observe one minute of silence. (1 minute)	Toastmaster	Mute <All Attendees> Unmute <Toastmaster>
Contestant 5	Contestant 5. We can see you. Can we hear you? (Note: Fill this in ahead of time) _____ (Note: 5th Contestant Name) Note: Speech Title Note: Speech Title. _____ (Note: 5th Contestant Name) (Note: Turn off your video and mute yourself)	Toastmaster	Mute <All Attendees> Unmute <Toastmaster> Unmute <5th Contestant>
Silence	We will now observe one minute of silence. (1 minute)	Toastmaster	Mute <All Attendees> Unmute <Toastmaster>
Contestant 6	Contestant 6. We can see you. Can we hear you? (Note: Fill this in ahead of time) _____ (Note: 6th Contestant Name) Note: Speech Title Note: Speech Title. _____ (Note: 6th Contestant Name) (Note: Turn off your video and mute yourself)	Toastmaster	Mute <All Attendees> Unmute <Toastmaster> Unmute <6th Contestant>
Silence	We will now observe an indefinite period of silence for our judges to complete their ballots and the ballot counters to collect the ballots. During this time, the judges will be sending their ballots to the ballot counters and the Chief Judge. Thank you for your patience.	Toastmaster	Mute <All Attendees> Unmute <Toastmaster>
Chief Judge	Toastmaster <Toastmaster>, all ballots have been collected>	Chief Judge	Mute <All Attendees> Unmute <Chief Judge>
Conclusion	Let us turn on our cameras and unmute ourselves to give a generous round of applause for the contestants. Each of them did a fantastic job!	Toastmaster	Unmute <All Attendees>
Interviews	Now is the time for us to get to know our Contestants. Welcome <Contestant>! What is the name of your club, and which area and division do you belong to? (Note: Ask only 1-2 questions from the contestant's bio. If they answer quickly, then ask one more question.) (Note: A second round of interview questions may be needed if at the end of interviewing the contestants you do not see the Chief Judge in the room)	Toastmaster	Mute <All Attendees> Unmute <Toastmaster> Unmute <Contestants> Put on Speaker Mode.
Final Toastmaster Comments	Now that the contest is complete, I'll ask our Contest Chair to continue with the rest of tonight's program. Please help me welcome tonight's chair, <Contest Chair>		Mute <All Attendees> Unmute <Toastmaster>

Conclude Contest	<p>Note: Introduction of Dignitaries based on Zoom registration for Division Contest only in this order:</p> <ul style="list-style-type: none"> ● Past District Directors ● Current Trio (DD, PQD, CGD) ● Current Division Directors ● Current Area Directors) <p>Thank you for your past and current service to the district. (Note: Skip introduction if your area/division/district dignitaries are not in attendance and cover it yourself) Next, we will have our District Announcements presented by <District Announcement>.</p>	Contest Chair	Mute <All Attendees>Unmute <Contest Chair>
District Announcements	<p>(Note: Begin with brief (1-2 min) District Highlights and end with script) Please go to D106tm.org's calendar to register for <Next level speech contest> on <Date/Time> to support the winner of these outstanding contests today. Again, a reminder that the Online contest ends at the division level Also mark your calendars to attend the Annual Spring Conference May 2nd and 3rd 2025 in Thunder Bay.</p>	Next Level's leader	Mute <All Attendees> Unmute <Next Level Leader & Trio>
Winners Announced	<p>(Note: Announce Online Contest Winners in 3rd, 2nd, 1st order if there were more than 3 contestants. If not announce 2nd, 1st only.</p>	Next Level's leader	Mute <All Attendees> Unmute <Next Level Leader & Trio>
Thank you	<p>(Note: Briefly Thank all participants, all contest helpers, and attendees)</p>	Contest Chair	Mute <All Attendees> Unmute <Contest Chair>
Done	<p>Adjourns Meeting. (Note: Remember to submit your winners to the next level leader)</p>	Contest Chair	Mute <All Attendees> Unmute <Contest Chair

Appendix: Technical Difficulties (From the Speech Contest Rulebook, July 1, 2024 to June 30, 2025, pages 22 & 23)

7. If a contestant experiences a technical difficulty in which their audio, video, or both are severely weakened or completely lost during the contest:
 - a. The chief judge and contest chair confer and determine whether the contest is paused.
 - A. If the contest is paused, the impacted contestant is allowed no more than 10 minutes to attempt to reestablish a secure connection to the contest. If the contestant is able to reestablish a secure connection within the 10 minutes, the contest chair indicates the last word or sentence that was heard and the contestant continues their speech from that point with no additional time allowance.
 - B. If the contestant is unable to reestablish a secure connection within the 10 minutes, the contest continues with the next contestant.
8. 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.
 - a. Backup judges may be appointed prior to the contest to serve as a judge in the event of a technical difficulty. If backup judges are appointed, they must judge the entire contest, but their ballot will only be consulted if a primary judge was unable to complete their role.
9. 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.
 - a. The backup timer must time all speeches, but their time record sheet will only be consulted from the point at which the primary timer completing the Time Record Sheet was unable to complete their role.
 - b. If there is only one backup timer, they must also be ready to operate the signaling device should the primary timer operating the signaling device be unable to complete their role.
10. If enough contest participants experience a technical difficulty in which the contest is unable to proceed, the chief judge and contest chair 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.
 - a. The chief judge and/or contest chair must communicate their decision to all contest participants in a timely fashion.
 - A. If the contest is paused and can be resumed within one (1) hour, if a contestant was partway through a speech when the disruption occurred, the contest chair indicates the last word or sentence that was heard and the contestant continues their speech from that point with no additional time allowance.
 - B. If the contest must be 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 must send all partially completed forms (Judge's Guide and Ballot, Time Record Sheet, etc.) to the chief judge to be stored until the rescheduled contest.