



Zoom Master Considerations & Contest Tips

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D83 Contest Officials Training
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Virtual / Zoom Contest Tips

- Registration via tm83.org in advance of contest
Registrant will receive email with Zoom connection information
- Hold a practice run with your key team members
So everyone knows how things will be run
- Contestant Briefing
Conduct it in a breakout room; away from your main Contest room

Virtual / Zoom Contest Tips (continued)

- Prior to the contest, provide the email and cell phone number of the Chief Judge to:
 - Judges
 - Ballot counters
 - Tiebreaking judge
 - Timers (for time disqualifications)
- Judges' briefing
 - Conduct it in a breakout room (separate from contestants) or a day prior
 - Assign Judges screen names in advance:
“Guest – Initials - assigned number”

Virtual / Zoom Contest Tips (continued)

- Disable chat during contest.
 - Advise **ALL** participants to keep their cameras off and audio muted for the entire contest*
 - Exceptions:
 - The Timer
 - Contestants when they are speaking
 - Contest Chair and Chief Judge when speaking during contest
 - Do not admit anyone during a speech
 - Have a process for what to do in case of glitches and ensure it's known between the Chief Judge, Contest Chair, Zoom Master, Timer, contestants and judges.
- * - Zoom master can turn off video and audio

Contestant Tips

- Make sure you have downloaded the most recent version of the contest platform (i.e., Zoom)
- Determine how to make the best use of your speaking window.
- When using props and gestures, ensure they can be viewed/seen by your audience.
- Test your speech with family, friends and club members so that you can perfect your timing and use of the space.

Contestant Tips (continued)

- Sit or stand? - It's up to you
- Lighting - make sure your face is well lit, don't have shadows.
- Vocal Variety
- Eye Contact - know where your camera is and look directly into it
- Watch Margarita Estrada's "The Camera Loves You" - <https://www.thewellconnectedwriter.com/copy-of-webinars-seminars-2>

Judges Tips

- Change screen name to “Guest – Initials - assigned number”
- TEXT Chief Judge and Ballot counters your 1st, 2nd and 3rd place winners.
- DO NOT USE CHAT to transmit judging results

Judges Tips (continued)

- Complete the Official Ballot Tear-Off Form
 - Print and sign your name, include your results
 - Take a picture of ballot
 - TEXT image to Chief Judge, via cell phone, to certify ballot

(Detach and submit to counters)

Judge's Official Ballot - Humorous Speech Contest

Name of Contestant

First Place:

Second Place:

Third Place:

(Signature of Judge)

NOTE: Votes must be cast for first, second and third place or the ballot will be voided.

PLACE	RANKING POINTS (for counters' use only)
First Place	3 points
Second Place	2 points
Third Place	1 point

(Judge's Name; Please Print)

Evaluation Contestants Breakout

- Sergeant-At-Arms – keep contestants engaged
- Contestants
 - Show that phones are turned off
 - Only write on one side of notepaper; fold notes pages in half, with written side on inside
 - Hold up paper in window during waiting time
 - Keep hands and eyes visible to SAA
- Contest Chair texts the SAA to send in the next contestant
- SAA re-joins main room with final contestant



Reminders – Top Tips

- **READ THE RULEBOOK!**
- Review and rehearse how to properly introduce contestants
- **NO** contestant credentials on the agenda and introductions
- **NO** name of test speaker on the agenda – anonymous until they speak
- Maintain anonymity of judges at **ALL** times (including **AFTER** the contest)!
- List contestants in alphabetical order by last name on the agenda, with no designations of 1, 2, etc.
- Share a **DRAFT** of the agenda with Division Director and Chief Judge prior to the contest for a quality check **BEFORE** sharing.

More Top Tips

- While the Chief Judge will review high-level rules at the beginning of each contest, the Contest Chair reviews contest rules with contestants during the pre-contest briefing.
- Test audio BEFORE introducing the speaker.
- Allow 1-minute of silence between each contestant to allow judges time to mark their ballots. Allow 2-minutes of silence at the end of each contest to enable judges to mark their ballots and tally their votes.
- The District will provide trophies for all Area and Division Contests. We have not yet received them. Once we have the physical trophies, we'll arrange to get them to Division Directors and Area Directors to distribute to winners.

Questions?
