**CONTESTANT BRIEFING by CONTEST CHAIR**

**FOR ONLINE CONTEST**

**\*\*The following settings and recommendations are in accordance with zoom application.**

**BEFORE THE CONTEST**

1. The Contest Chair will make a whatsapp group or use email to reach out to contestants.

2. Get a written confirmation of participation from the contestant at least 7 days before the contest

3. Eligibility and Biographical Information Forms – to be given to contestants, filled, signed and collected via email.

4. Obtain Speech titles for International and Humorous Speech Contests from Contestants

5. The Contest Chair and the contestants must do a trial and testing of technical features at least one day before the contest. **DRAW OF LOTS FOR SPEAKING POSITION** 60 mins before the contest, the Contest Chair and all contestants will come together over a video call. The process will be as follows

There will be chits on which A, B, C, D…. Will be written. Inside these chits are numbers randomly written, 1, 2, 3, 4 …. A contestant is asked to choose any letter, say B. Once chit B is opened, the speaking order 4 is written inside it. This is his speaking position.

**GENERAL BRIEFING**

1. As this is an online contest, there are a few important guidelines.

2. Download the Zoom app on your device (Laptop / Desktop / Tablet) via https://zoom.us/download

3. As a contestant, it is your responsibility to make your own audio and video arrangements. **Some recommendations:**

a. Have Enough Bandwidth (1 or 2 mbps) constantly throughout the meeting

b. Make sure to have enough battery backup to last 2.5 to 3 hours.

c. If you are going to use any Bluetooth device, please check its connectivity with your device, prior to meeting. Once you join the meeting, another test will be done before you deliver your speech.

d. Before I announce your Speech Title, you will get 30 sec to check your audio and Video. e. Posture / Speech delivery: Participants have a choice:

(i.) Sitting - Make sure you have a plain background. Also, have enough light on your face so that you are clearly visible.

(ii). Standing (Half Torso / Full Torso ) - Make sure you have a plain background . Also, have enough light on your face so that you are clearly visible. Avoid moving out of the Camera Frame during your speech delivery.

f. You MUST ensure that you are in a quiet place with NO noise in the background nor any other distracting elements.

g. Contestants should turn on “Hide Non-Camera Participant’s option” and “Gallery View” to see Timer 1. Pin Timer 1 so that his frame is visible to you at all times.

**4. Once the contest starts, the meeting room will be locked. If you leave, you will not be able to return to the Main meeting room.**

5. Badge(s) showing educational levels are not allowed.

6. You CANNOT mention the Club you are from.

7. You may set props during the one minute of silence. In case you wish to share your screen (have a presentation), please inform me right now.

8. You will be invited by your name, speech title, speech title, name.

9. Once your speech has finished you will mute your audio immediately.

10. Once the contest has finished, you will be asked a couple of questions by the Contest Chair. At that time, you will be asked to turn on your video and audio..

11. You will receive your Digital certificates later.

**TIMING GUIDELINES**

**In case of any Technical Glitch, you will be allowed 30 seconds extra before being disqualified. If the fault is from your end, kindly inform me.**

1. **International Speech** – Contestant no. 1, Name, Title, Title, Name Timing 5-7 minutes. Minimum time 4.30 and maximum 7.30. Green at 5, Yellow at 6 and Red at 7 with 30 sec grace, no indication for over time. Props to be set up in the 1-minute interval.
2. **Humorous Speech** – Contestant no. 1, Name, Title, Title, Name Timing 5-7 minutes. Minimum time 4.30 and maximum 7.30. Green at 5, Yellow at 6 and Red at 7 with 30 sec grace, no indication for over time. Props to be set up in the 1-minute interval.
3. **Table Topics** – Contestant No. 1, Name, Topic, Topic. Name Timing 1-2 minutes. Minimum is 1 minute, and maximum is 2:30. Green at 1, Yellow at 1:30 and Red at 2 with 30 sec grace, no indication for over time. All contestants will get the same topic which will be general in nature.
4. **Evaluation Speech** – Contestant No. 1, Name, Topic, Topic. Name Timing 1-2 minutes. Minimum is 1 minute, and maximum is 2:30. Green at 1, Yellow at 1:30 and Red at 2 with 30 sec grace, no indication for over time. All contestants will Evaluate the Test Speaker.

**All contestants will be sent to a Breakout Room along with a SAA, after the topic has been drawn, except Contestant #1. They will have to keep their video and audio ON inside the breakout room. In addition, they will have to show their hands by placing them in visibility range to the SAA inside the breakout room. They will be told by the SAA to leave the breakout room and move to the main meeting room, as per their speaking order.**

**PROTESTS**

Only Contestants and Judges may lodge protests with the Chief Judge and/or the Contest

Chair, before the winners are announced.

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You may do so by sending a **private message** to the Chief Judge or Contest chair.

The Chief Judge will resolve protests as per current Toastmasters International Rule Book under section “PROTESTS AND DISQUALIFICATIONS”. All decisions of the judges are final.

**DISQUALIFICATION**

Contestants can be disqualified based on Time, eligibility or originality

D125 Training