

TOASTMASTERS
INTERNATIONAL®

Online Speech Contests Best Practices

Question and Answer Panel



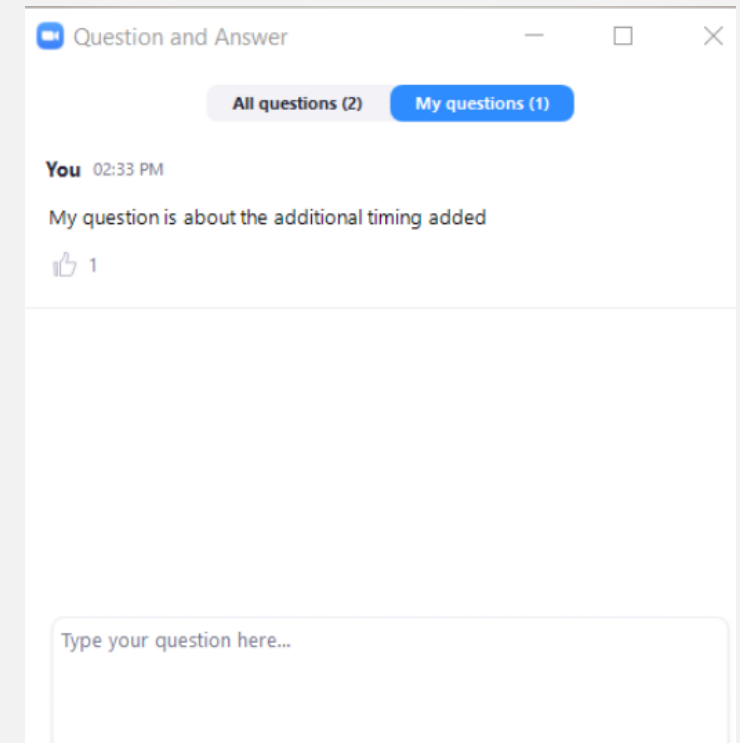
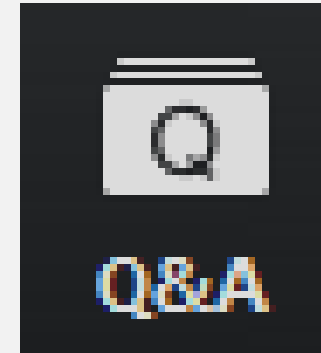
TOASTMASTERS INTERNATIONAL

Online Speech Contests Best Practices

Audio Settings ^ Chat Raise Hand Q&A Leave Meeting

Exit Full Screen

The screenshot shows a Zoom meeting interface. The main content area displays the Toastmasters International logo and the title 'Online Speech Contests Best Practices'. At the bottom, the Zoom toolbar is visible, with the 'Q&A' icon circled in yellow. A yellow arrow points from this icon to the Q&A panel on the right.



Question and Answer

All questions (2) My questions (1)

You 02:33 PM

My question is about the additional timing added

👍 1

Type your question here...

The screenshot shows the Zoom 'Question and Answer' panel. It has a title bar with a close button. Below the title, there are two buttons: 'All questions (2)' and 'My questions (1)'. A question is listed with the author 'You' and the time '02:33 PM'. The question text is 'My question is about the additional timing added'. Below the question is a thumbs-up icon and the number '1'. At the bottom, there is a text input field with the placeholder 'Type your question here...'.

What We Will Discuss

- Contest logistics
- Contestant preparation
- Tips for during and after contest
- Q&A



Before Contest Day

Platform and Logistics



- Determine online platform
- Practice with your contest team
- Consider what additional volunteers you will need
- Choose a separate instant messaging service

Pre-contest Communications

Audience members, Contestants, and Contest Officials:

- Reminder to download platform
- Links to tutorials or helpful resources
- Expectations of audience members

Pre-contest Communications

Contest Officials:

- Return required forms
- Determine fair method for determining speaking order
- Expectations of audience members

Pre-contest Communications

Contestants:

- Return required forms
- Explain how speaking order will be determined

Conduct Briefings



- Set expectations and explain rules
- Ensure comfort level with platform
- Schedule more time than usual
- Practice before day of contest

Timers Briefing

- Roles for each timer
- Method for signaling device
- Method for indicating minute of silence
- Opportunity to practice signaling
- Backup procedures if timing device or technology fails
- Method for submitting timing sheet to chief judge
- Practice at contestants briefing



Timer 2



Jessie Lester



Kate Wingrove



Lena Crabtree

Contestant Briefing

- Logistics (including speaking area criteria)
- Protests
- Technology failures
- Final audio and video check
- Practice with audio and video (and timer's signaling device)

Contestant Briefing Recap

- Lighting
- Background
- Audio and Speaking Area
- Clothing
- Camera Set Up



Judges Briefing

- Speaking area criteria
- Eye contact means looking at the camera
- Technology set up will differ for each contestant
 - Adhere to judge's guide and ballot
 - Contestant's audio and video should not be considered
 - Chief judge makes decisions about technology issues

Judges Briefing (continued)

- Judges are anonymous (Judge 1, Judge 2, etc.)
- Protests
- Signing electronic ballots
- Submitting electronic ballots

On Contest Day

Audience Member Reminders

- Stay muted
- Leave webcam off
- Read Online Speech Contest Statement
(see *Best Practices for Online Speech Contests*)

Awards

- Practice contestant interviews (if applicable)
- Ensure contest chair is prepared to fill time
- Make award process fun
 - Show certificates to audience
 - Contestants turn on cameras for results announcement
 - Allow audience to briefly unmute for applause

Awards



WHERE LEADERS ARE MADE

TOASTMASTERS
INTERNATIONAL®

SPEECH CONTEST FIRST PLACE

Presented to

Lena Crabtree

For

Speech Contest Demonstration

April 8, 2020

Date

Ralph Smedley

Presenter

Item 510A

After the Contest

After the Contest

- Email digital certificates to contestants
- Ensure contest officials permanently delete all contest files
- Prepare to submit video of first-place winner
 - Detailed instructions will be provided two weeks prior
 - Review and follow all instructions

Questions?

Thank you for joining us.

Email questions to
regionquarterfinals@toastmasters.org

Email the date of your contest to
districts@toastmasters.org