

**TOASTMASTERS**  
INTERNATIONAL®

---

# **Online Contests: Lessons Learned/Best Practices**

Peggy E Seymour, DTM  
D83 Contest Officials Training  
October 12, 2020

# Virtual / Zoom Contest Tips

---

- Registration via Zoom in advance of contest  
Zoom will send 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

\* - Zoom master can turn off video and audio

# Contestant Tips

---

- Make sure you have downloaded the contest platform (i.e. Zoom)
- Determine how make the best use 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 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> 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)



# Table Topics & Evaluation Contestants Breakout

- Sergeant-At-Arms – keep contestants engaged
  - Contestants show that phones are turned off
  - Keep hands and eyes visible to SAA
- Contest Chair will text the SAA to send in the next contestant
- SAA re-joins main room with final contestant



# Virtual Contest Resources & Training

---

- <https://tm83.org/index.php/contests/virtual-contests/running-virtual-contests>
- From Toastmasters International:
- [Best Practices for Online Speech Contests](#)
- [Online Speech Contest Best Practices presentation slides](#)
- [Digital Speech Contest Certificates](#)
- [Video Recording Guidelines for Online Speech Contests](#)
- <https://www.toastmasters.org/resources/Timer%20Zoom%20Backgrounds>

# Questions?

---

# How to Pick the Order of Speakers

- The following two slides can be used to pick the order of speakers.
- One can be used for the Humorous Speech Contest
- The other can be used for the Table Topics Contest
- There are two slides, since someone may be representing in both the Humorous and Table Topics Contests.

**GREEN**

**YELLOW**

**PURPLE**

**RED**

**BLUE**

**GREEN**

**YELLOW**

**PURPLE**

**RED**

**BLUE**