



Toastmasters New Zealand North
District 112

3/14/2022

Contest Zoom Master Guide

District 112

Toastmasters New Zealand North, District 112



Table of Contents

Before the contest.....	2
During the contest.....	9
After the contest... ..	13
Helpful tips.....	13
End note.....	14



Before the contest...

1. Check in with the meeting creator (or yourself if it's you) the day before and ensure the meeting room is set up with all the settings you need. This could be enabling breakout rooms (including setting the breakout rooms if they wish to pre-set), polls, password / passcode etc.

[Meeting Templates](#)

Edit meeting template

Template Name

Topic

[+ Add Description](#)

Time Zone

Recurring meeting

Registration Required

Security Passcode
Only users who have the passcode can join the meeting

Waiting Room
Only users admitted by the host can join the meeting

Require authentication to join

Video Host on off

Participant on off

Audio Telephone Computer Audio Telephone and Computer Audio 3rd Party Audio

Dial from New Zealand

Options [Hide](#)
 Allow participants to join before start time

Mute participants upon entry

Breakout Room pre-assign

5 Breakout Rooms [Edit](#)

Request permission to unmute participants

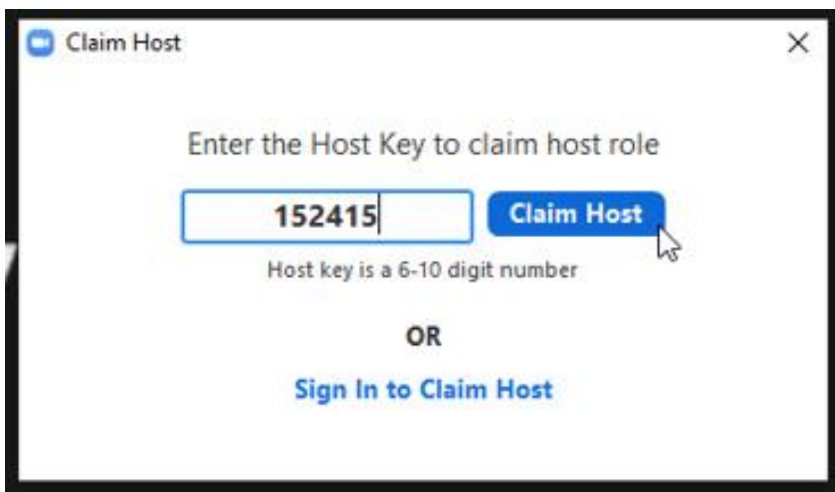
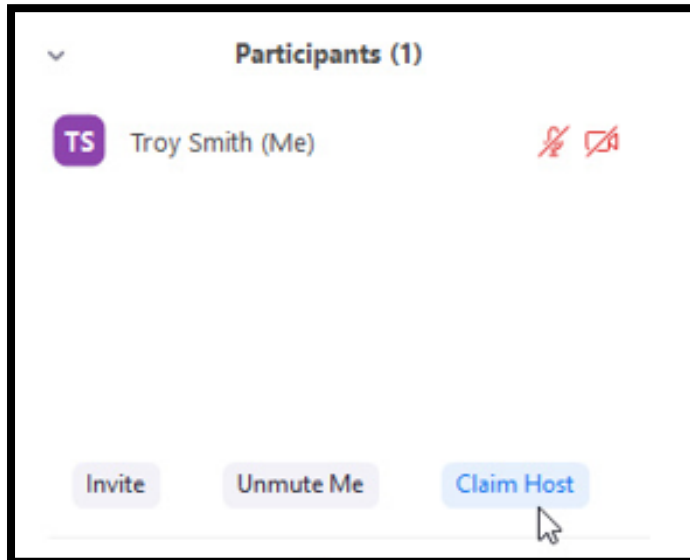
Automatically record meeting

Enable focus mode when meeting starts

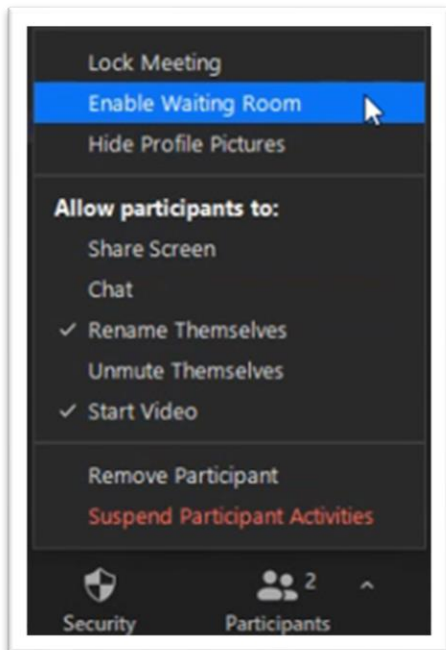
Approve or block entry to users from specific regions/countries



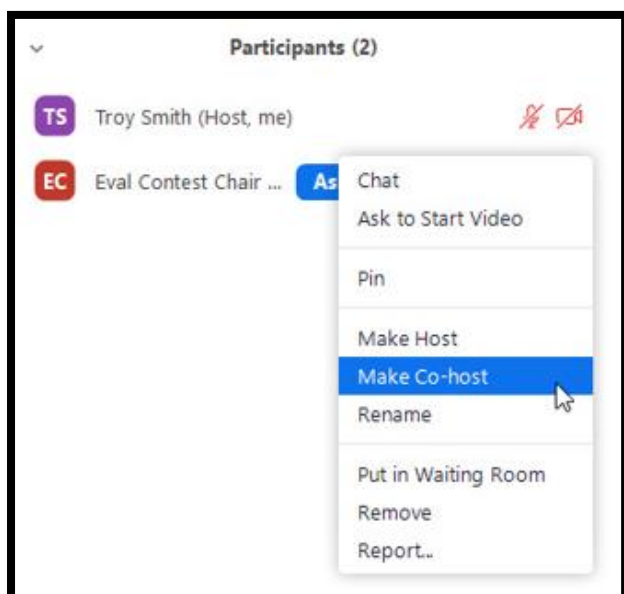
2. If the meeting creator is not attending, you will need to “claim the host” permissions. This can be done through the participants tab on your tool bar, by entering a host key that will be provided by the meeting creator.



3. Enable the waiting room feature if it isn't already. This can be done through the security tab on your tool bar
4. While inside the security tab, you can also disable the showing of any / all participant's profile pictures. This can be done by enabling the "hide profile pictures" feature and is particularly helpful for maintaining judge anonymity in case they have a recognisable picture.

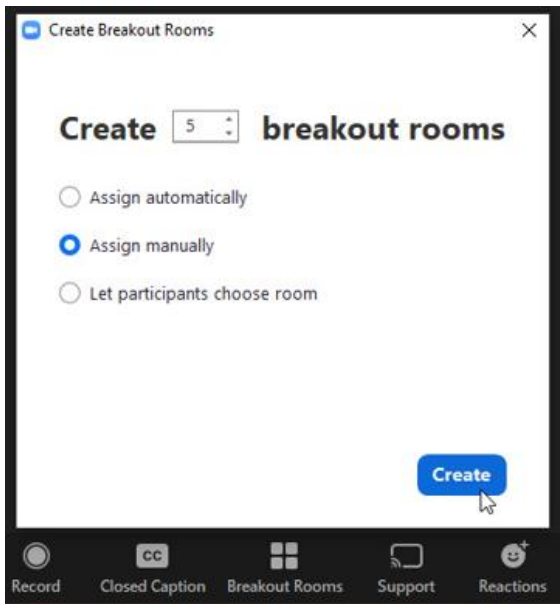


5. Assign co-hosts as soon as possible (You cannot assign the co-host powers when in a breakout room, so this must be done before they leave the main session). Generally, the co-hosts are:
 - a. Contest Chairs
 - b. Chief Judge
 - c. Sergeant at arms



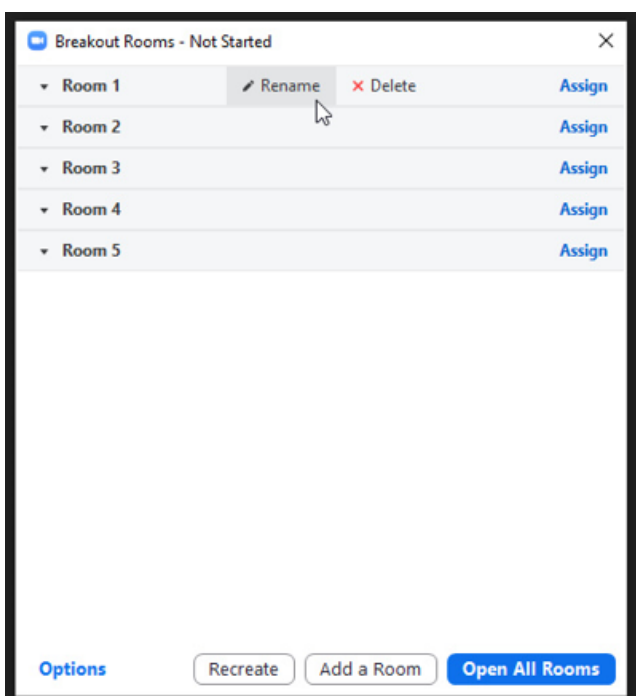


6. If breakout rooms are not pre-set, open the breakout room window and create 5 rooms with the assign manually option.

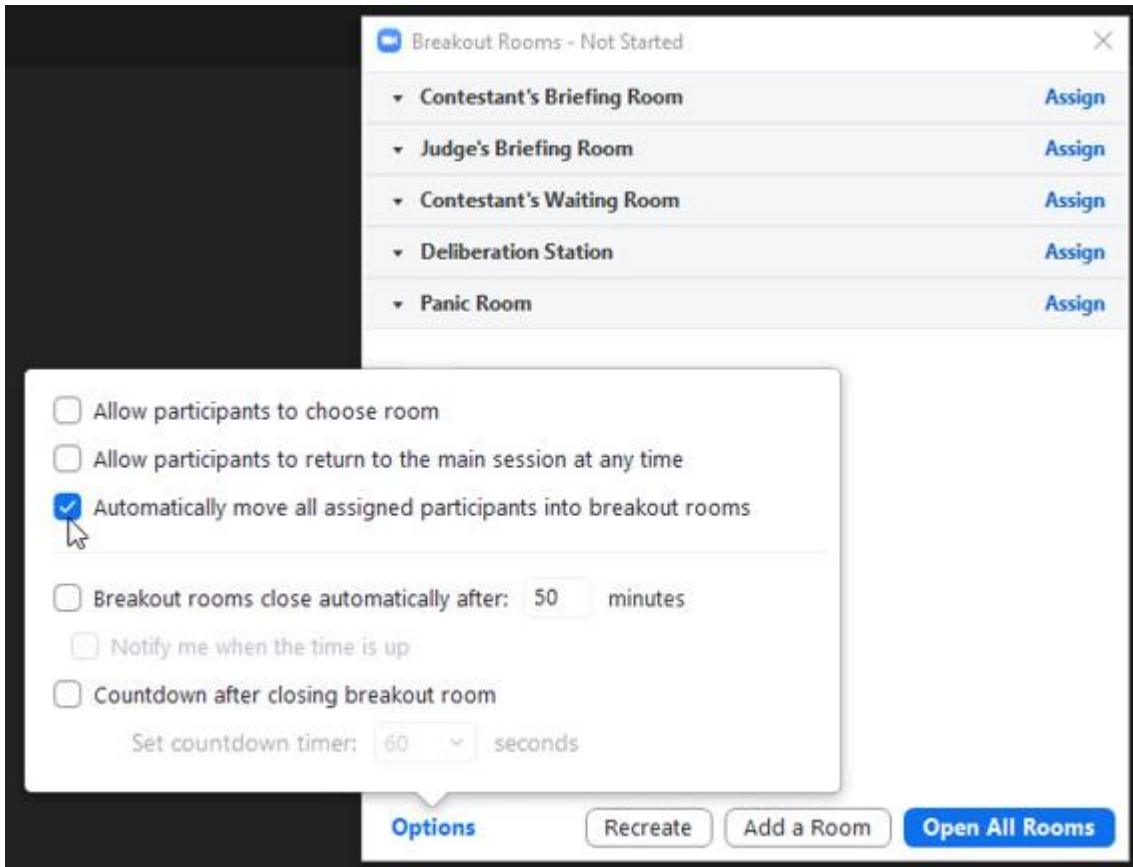


7. Once created, rename the breakout rooms.

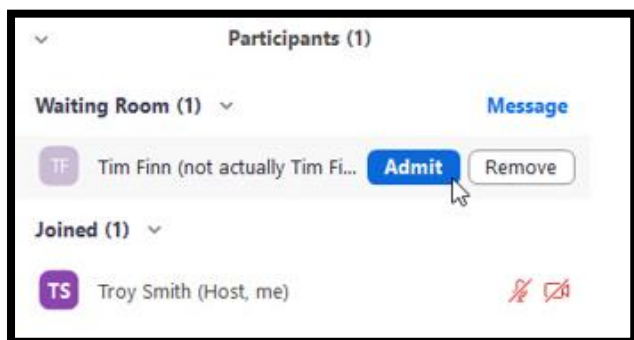
- a. Contestant’s Briefing Room
- b. Judge’s Briefing Room
- c. Contestant’s Waiting Room
- d. Deliberation Room (Deliberation Station)
- e. Spare Room (Panic Room)

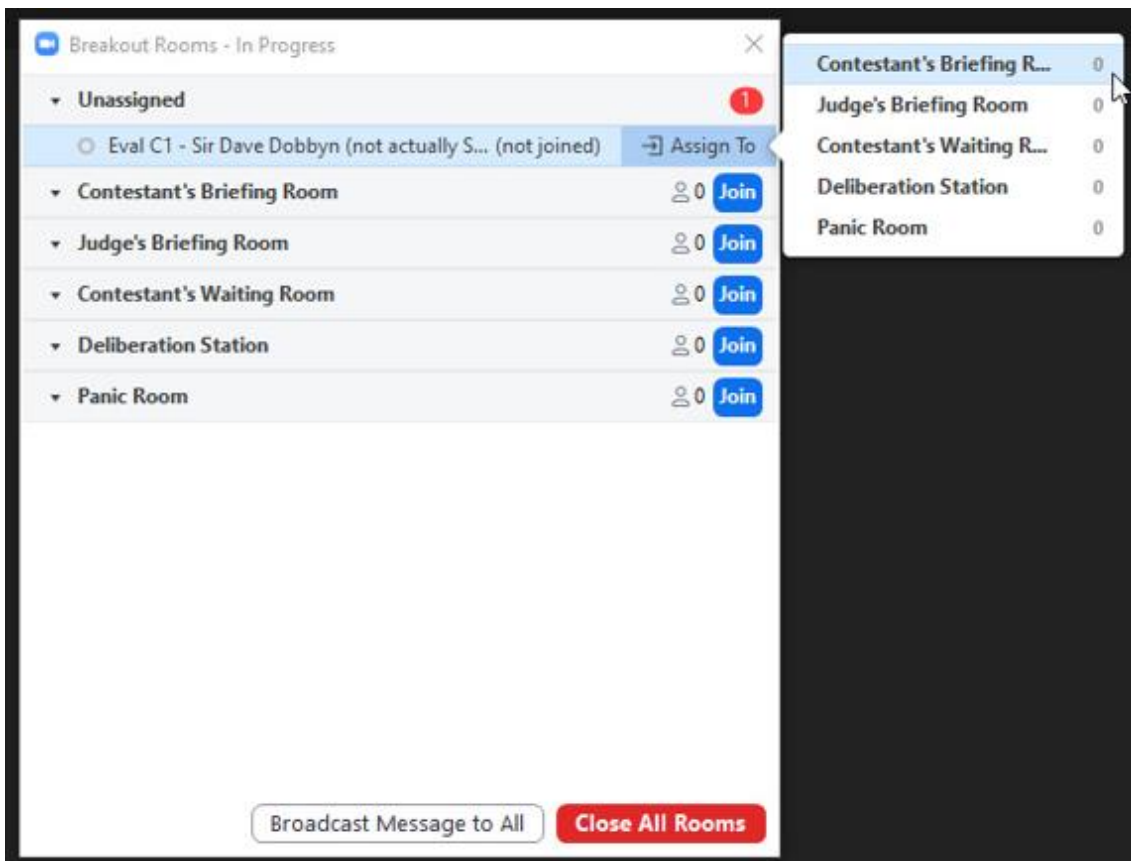
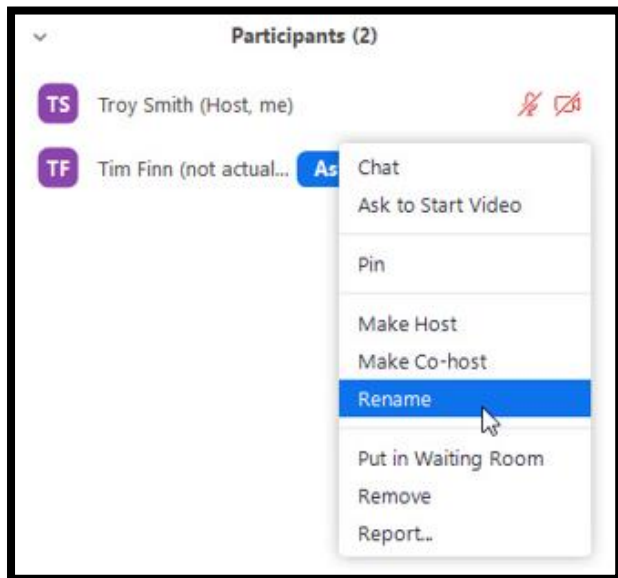


- Be sure to enable the “automatically move assigned participants into breakout rooms” ability through the options tab (may be signified by a gear icon) in the breakout room window. For extra caution during the Evaluation and Table Topics Contests, you can also disable the ability for participants to leave a breakout room on their own. Co-hosts and the host can still move freely.



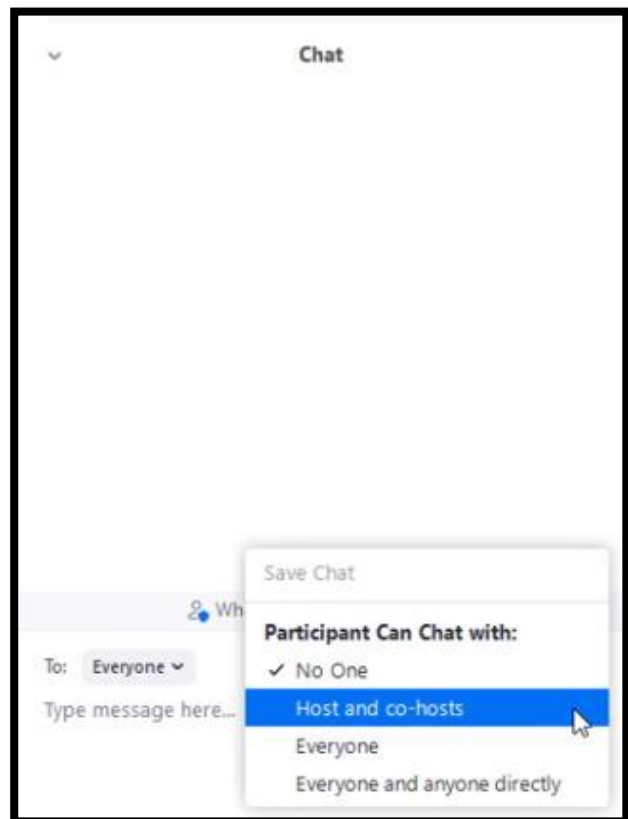
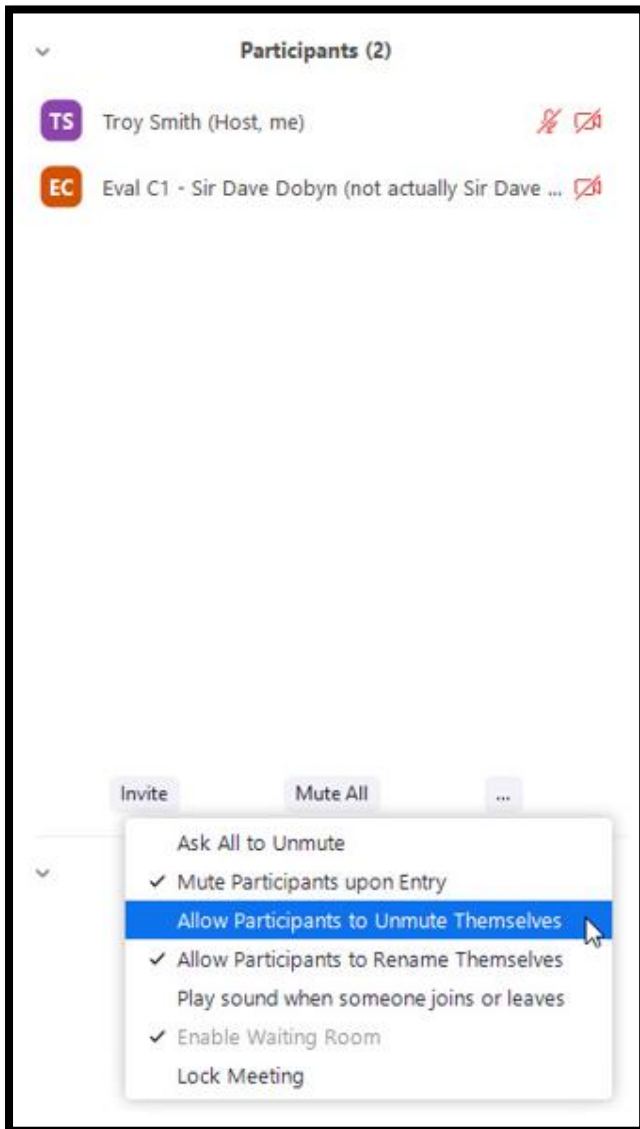
- Once the options are set, open the breakout rooms. This is in preparation for when participants start to arrive and need to be moved to their associated rooms swiftly.
- Slowly admit officials and contestants in from the waiting room, renaming and assigning them to their associated rooms as you go. Have a list of the contest officials and contestants to ensure you can put everyone in the right place, and not accidentally send a contestant into the Judge’s Briefing Room instead!





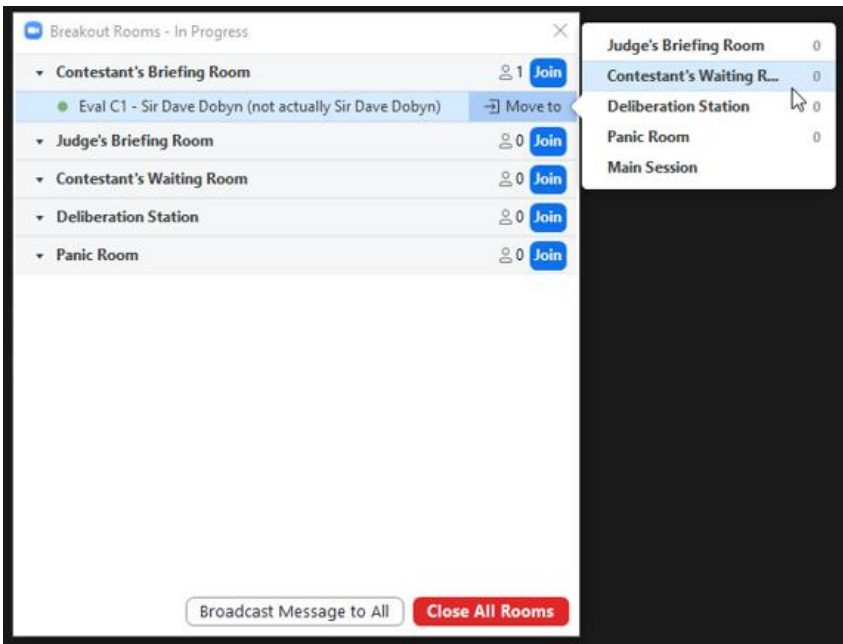
11. When renaming, be sure to put the role abbreviation first and then their name. This helps you find them in the long list of participants when in the breakout window and moving people around. Format could be TT (contest type, table topics) C3 (contestant #) – Troy Smith (Name).
- f. E.g. Zoom Master – Troy Smith, Eval C1 – Sir Dave Dobbyn, SAA – Neil Finn, TC – Tim Finn (Tally Counter), and so on

12. Just before the contest begins, it may be helpful to change the chat settings to “Host and co-host only”. This will allow participants to only message a host or co-host, therefore minimising any potential disruptions / distractions for our contestants. This can be done by clicking the more options button in the chat panel, next to the chat box (may be signified by 3 dots or an ellipsis). It is also helpful to disable the participant’s ability to unmute themselves. Any participant will then need to be asked to unmute with the “ask to unmute” button, allowing them to unmute.

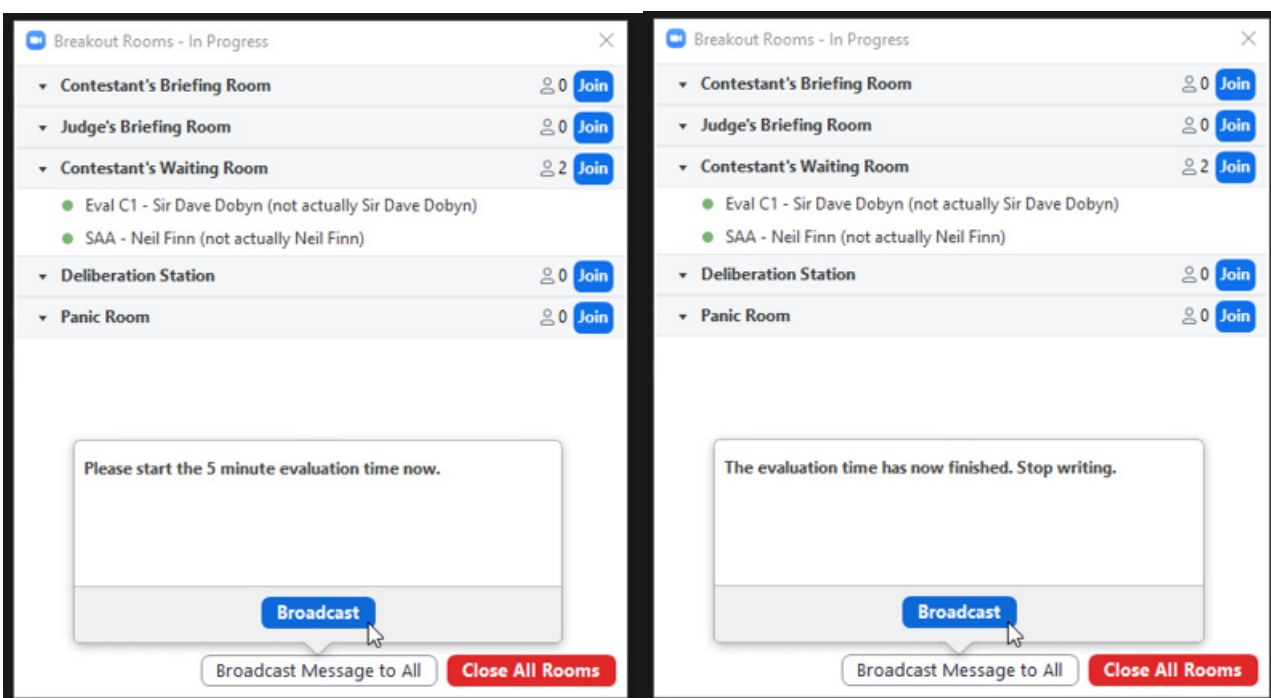


During the contest...

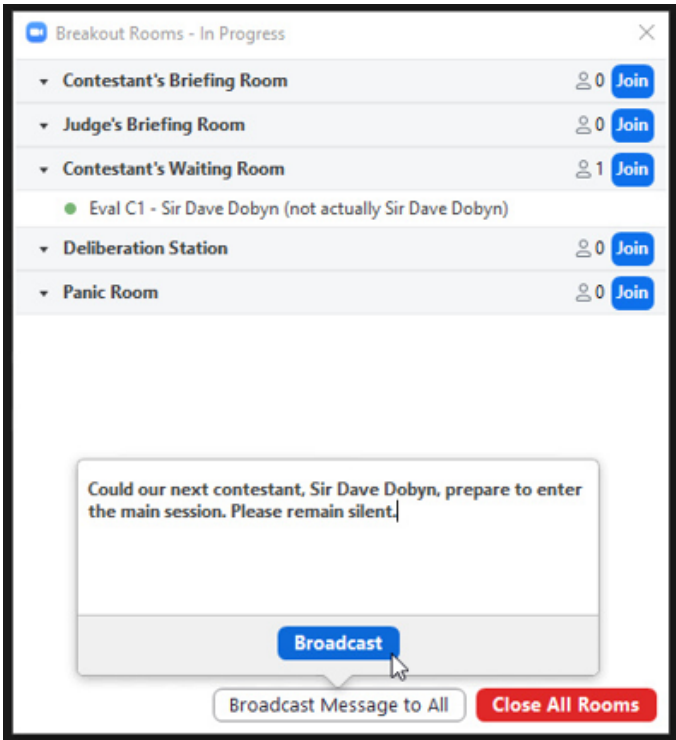
1. When a contestant/s need to go into the contestant's waiting room, after the contest chair has read through the rules and such, move the contestant/s as well as the Sergeant at Arms into the Contestant's Waiting Room through the breakout room window.



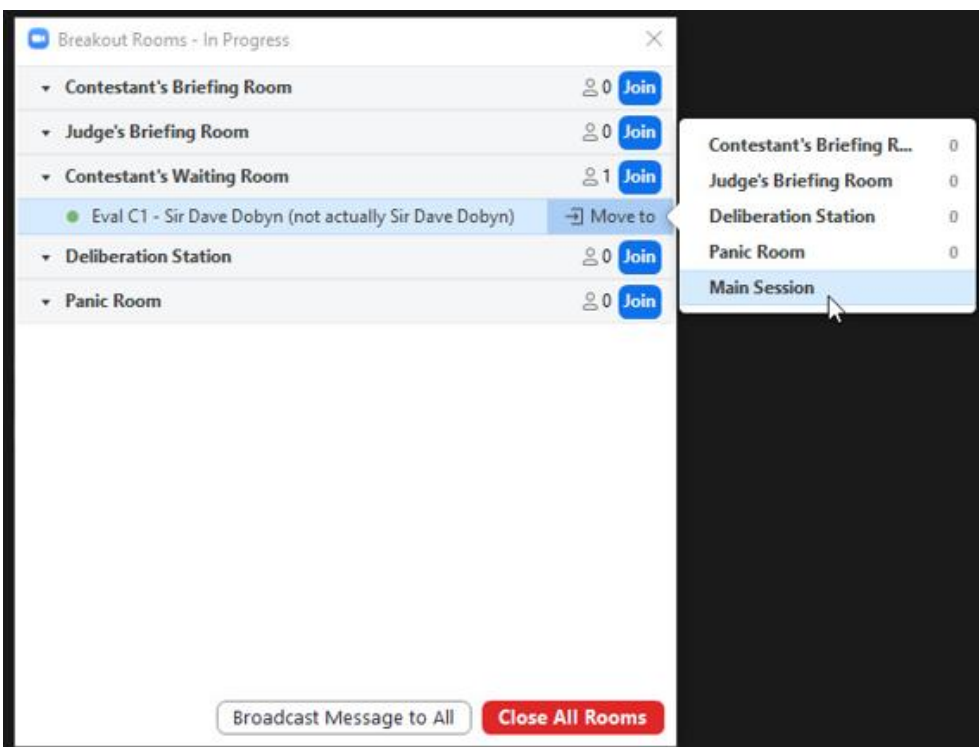
2. Specifically for the Speech Evaluation Contest, the Sergeant at Arms must have the contestants wait until the Zoom Master broadcasts a request to begin the evaluation time. This will allow the rooms to stay synchronised with the 5-minute evaluation time, with the Zoom Master also broadcasting when the 5-minute time ends. Note the Sergeant at Arms should also be timing once the evaluation time begins.



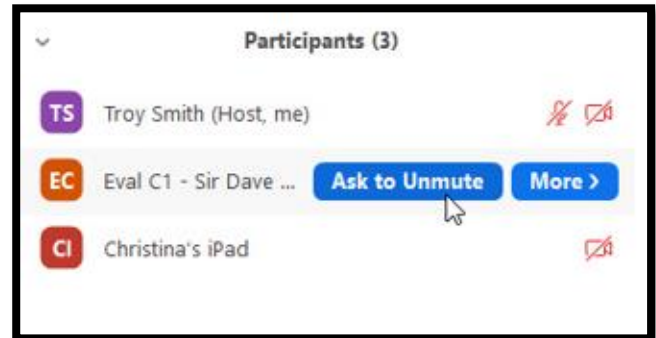
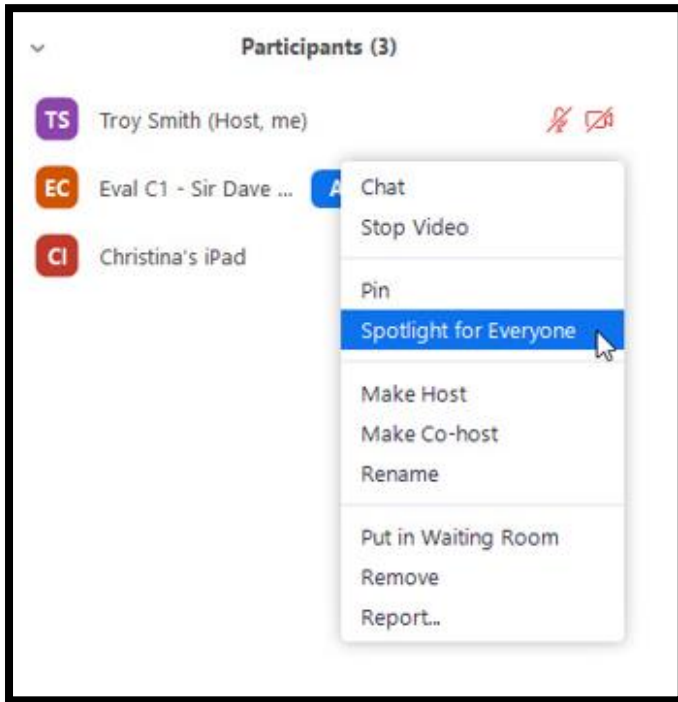
- Once the speaker has finished, or when the first speaker is required, send out a broadcast message to all via the breakout room window, E.g. "Could the next contestant, Sir Dave Dobyyn, prepare to enter the main session. Please remain silent."



- After sending out the broadcast, wait a few seconds to let them prepare and then move them back into the main session using the breakout window.



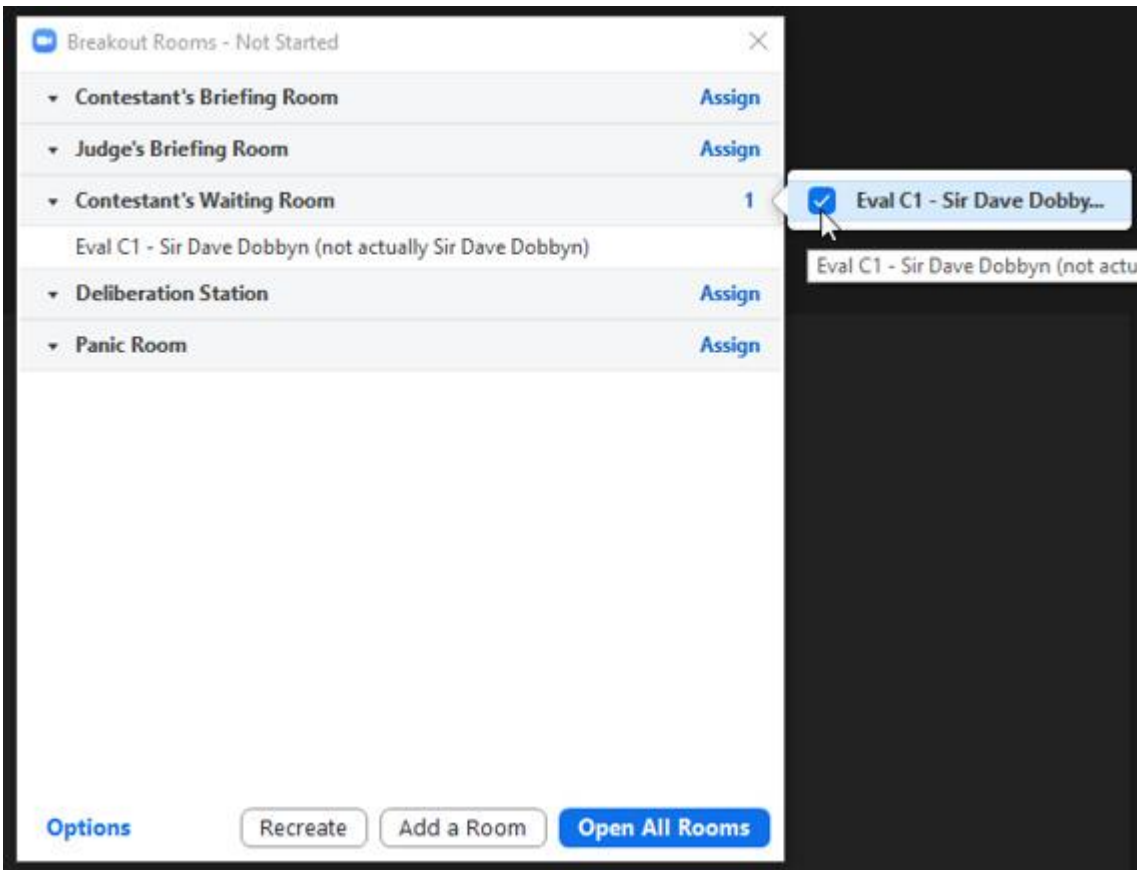
- Just before a contestant is about to be introduced, prompt them to unmute using the “ask to unmute” button and spotlight them. They can then find the timer (will be asked if they have pinned the timer in the introduction) and adjust to the new screen view before the get into their speech. This will be required at Division / District Contests, so it will be good to get use to this method.



- Repeat Steps 3 to 5 until all the contestants have spoken. For the Table Topics and Speech Evaluation Contests, the Sergeant at Arms will also need to be moved to the main session at the same time as the final contestant.
- Once everyone has spoken at the contest, the Contest Chair will allow 1 minute of silence for the judges to turn off their computer sound, and for you to move the Chief Judge and Tally Counters into the Deliberation Room.
- A very similar process (minus the 5-minute evaluation time) can be used for the Table Topics Contest, and if any of the International or Humorous Speech contestants would like to be in a quiet space during the other speeches.



9. Depending on how many contests will be run in succession, it will be beneficial to close the breakout rooms in between contests and unassign the participants, allowing you to start from a clean slate. If you have repeat offenders (a Toastmaster in multiple contests in the same event), this is important as it will also allow you to automatically move them back into the same breakout if needed. This can be done through the breakout room window during a break and once closed, you can simply uncheck the assigned participants from their allocated room.





After the contest...

Just kidding, that's it! Congratulations!

Helpful tips

Keep Zoom up to date: Before scheduling or starting any contest, apply any Zoom updates (“Click your profile picture and select ‘Check for Updates’”). Although they are signalled, updates are not automatic as they were when Zoom was establishing encryption, and there have been some version conflicts. The same applies before joining meetings. For contests, it is suggested that this is covered as part of the contest briefings.

Keep breakout rooms open: Remember that we want to keep the breakout rooms open from the start of the meeting and during the first contest to avoid any accidental movements / interruptions. I would only advise to close them during a break, allowing the space to work without consequence. We do this because you can only open or close all the rooms at once, no middle ground. Contestants will stay assigned to their room after closing, so if you haven't unassigned anyone and go to re-open the rooms, you will resend everyone back into the breakouts, whether you wanted to or not!

Inclusion in contest briefings: It is recommended that the Zoom Master (like any Sergeant at Arms) is included in the contestant's briefing. This will allow the contestants to practise and get comfortable with the way the contest and breakout rooms will be run, including the method of restricting their movement between rooms, as this may be expected and could lead to problems (e.g. a contestant leaving the meeting entirely by accident) if not discussed. Also in the contestant's briefing, ensure that the Sergeant at Arms is capable to support the contestants inside the room should they encounter any problems.

Timer visibility: The contestants should know, or will be briefed, to pin the timer and / or hide the non-video participants to reduce what they can see on the screen. The Contest Chair will also check in with the contestant before they get introduced, ensuring they have pinned the timer. An alternative to pinning the timer that works well on phones; the timer uses the “Raise hand” response, which places them in the top left of any session where they are a participant.

Host and co-hosts mobility: The host and co-hosts are able to move between breakout rooms freely. They can all also help assign / move people to and from breakouts (once opened) and send out broadcast messages.

1 minute of silence: It's been observed that the 1-minute silence is at times either forgotten, or its purpose misunderstood. To ensure this is observed, its requirement for and purpose of this 1 minute of silence (as discussed in During the Contest, Item 7) should be discussed and clarified between the Chief Judge and the Contest Chair before the contest begins.

Judge's ballot completion / submission time: It is inconsistent around the District how one allows the judges the quiet time to complete their ballots and submit for counting. The recommended method to ensure legitimacy is to have the judges remain in the main session and provide the 1 minute of silence for the judges to turn off / down their sound volume. This will keep the judges separated and reasonably prevent any conversations or collaboration of results. Another method that has been observed is to send all the judges into a breakout room together and allow them to complete and submit their ballots from there. This adds complications to both the Zoom process and the legitimacy of the ballots, so is not recommended, however in the right circumstances, could provide a better environment for the judges. This method also allows for the direct support from the Chief Judge, should there be issues submitting the ballots.



End note

If you have any questions or need some extra practise for your virtual contests, please get in touch with Troy Smith our 2020-2022 District 112 Zoom Master (That's me!) through cupachino94@gmail.com. Also keep your eye on the D112 Calendar (<https://d112tm.org.nz/district-calendar/>) for extra Zoom Training Sessions and lots of other exciting events with your fellow Toastmasters!

This document has been created by Troy Smith 2021-2022 District 112 Zoom Master, with plenty of input, support and feedback from the District 112, District Officers, particularly Mike Diggins 2021-2022 District Webmaster, and Wendy Wickliffe 2021-2022 District Programme Quality Director. Thank you for your valuable knowledge in this creation.