

Hosting an Oratorical Contest via Zoom, Steps and Technical Info

Before the Meeting

Note:

- Judges and contestants should login to Zoom.us, create a profile and download the Zoom agent prior to the day of the meeting. Authentication to Zoom should be required to protect the security of the session.
- A Paid account should be used in order to allow for co-hosts and registration.

Option 1- Have students join and leave meeting as they are scheduled to speak in order. This requires multiple meetings but provides more control for those not comfortable with advanced functions.

Option 2 – Use breakout rooms to provide student and judge instruction and allow students the opportunity to watch each other and learn from each other.

Set the Meeting Settings – Set for both Option 1 and 2 for security purposes.

1. Go to Zoom.us and login
 2. Click on Account
 3. Click on Settings and adjust as indicated. (Only relevant settings are shown below. The others are not applicable or optional. ***indicated setting required for security purposes.**)
- Schedule Meeting
 - Join before host <NO>
 - ***Use PMI when scheduling a meeting <NO>**
 - ***Use PMI when starting an instant Meeting <NO>**
 - ***Require a password when scheduling new meetings <YES>**
 - ***Embed password in meeting link for one-click join <NO>**
 - Mute participants upon entry <YES>
 - Upcoming Meeting Reminder <YES>
 - In Meeting (Basic)
 - ***Require Encryption for 3rd Party Endpoints (H323/SIP) <YES>**
 - Play sound when participants join or leave <YES>
 - Heard by host only
 - Co-host <YES> (*Only available for Paid Accounts*)
 - Allow host to put attendee on Hold <YES>
 - Disable desktop/screen share for users <YES>
 - Allow removed participants to rejoin <NO>
 - In Meeting (Advanced)
 - Waiting Room <YES>
 - All participants

Recording Settings

- Local Recording <YES>
 - Hosts can give participants the permission to record locally
- Cloud Recording <YES>
 - Record active speaker, gallery view and shared screen separately <YES>
 - Active Speaker <YES>
 - Gallery view
 - Shared Screen
 - Save chat messages from the meeting <YES>
 - Add a timestamp to the recording <YES>
 - Display participants names in the recording <YES>
 - Optimize the recording for 3rd party editor <YES>

- Save panelist chat to the recording <NO>
- Recording disclaimer <YES>
 - Ask participants for consent when a recording starts

Scheduling the Meetings

- The Oratorical Chair should set as a co-host for all meetings.
- *Turn Registration on for meetings and send registration links to all participants. (Only available for Paid Accounts – Registration is key in protection your meeting from unwanted bad actors)
- Add custom registration questions to Contest meetings.
 - Role (Judge, Contestant A,B,C, Scorekeeper, audience, etc.)
 - Sponsor Club
- The Chair should ask participants to register in advance (not right before the meeting) to avoid delay in receiving the login email. Chair should include instructions for authentication.

The Contest using Break-out Rooms

- Plan the first 10-15 minutes for Introductions and Zoom instruction
 - Mute/unmute
 - Speaker vs Gallery View
 - Being a Good Listener
 - No Chat except to Hosts (chats are recorded)
- Host will assign Oratorical Chair as Co-Host for meeting
- Host will Mute all except Chair
- Host will Set Focus to speaker view for recording purpose
- Host will Unmute contestant and Chair as needed
- Chair will check sound etc. with contestant and speak, ask if Contestant is Ready before each contestant begins
- Host will Start Recording and End Recording
- Chair to thank contestant and ask for a moment for judges to complete. Judges to indicate they are ready for the next contestant. Suggest non-verbal feedback as an option or simple nodding.

Breakout Room - Session 1 (could be done as separate meetings)

1. The Host will assign the Judges, Scorekeeper, Timekeeper, Host, and co-host (Oratorical Chair) to a Breakout Room called Judges
 - a. Chair will Instruct Judges on contest rules
 - i. Remain Muted
 - ii. Send Any questions via chat to Oratorical Chair or Host but not public
 - iii. Indicate when scoring a contestant is complete with a Yes in non-verbal feedback.
 - iv. Judges should remain muted throughout contest
 - v. Oratorical Chair will need to indicate to Host that instructions are complete (send text)
2. The Host will assign the Contestants, Host and Co-host (Oratorical Chair) to a Breakout Room called Students
 - a. Assign each student a letter to determine order
 - b. Host will rename each student as Contestant A, B, etc.
 - c. Instruct students on the rules
 - d. Remind students to center themselves in the screen, test sound, lighting, and background and to close all other applications on their device.
 - e. Allowing students to watch each other speak is a large part of the educational process. However, if the Oratorical Chair and Host have concerns about their ability to control the meeting, the students may be limited to joining only at the designated time.
 - f. Have each student check audio and video settings at location student will stand prior to meeting.
 - g. Students will do a video and sound check before beginning with Announcement of Topic.
 - h. Host will mute and unmute contestants as needed.

- i. There should be a monitor for the student room when the Chair is not in the room.
3. Remaining
 - a. All others will remain in the main room.
 - b. Assign an Emcee as a co-host for the audience while the judges and students are meeting. This person entertains, talks about Optimist International, the foundations, programs, etc.
 - c. Potentially schedule the start of the contest for audience to join 1 hour after judges and student join.
4. The Meeting Host will need to move the co-hosts in and out of breakout rooms so it is key that the Chair and host can communicate outside of Zoom, potentially text message.

The Contest

- Host will **Unmute** contestant and Chair as needed
- Chair will check sound etc. with contestant and speak, ask if Contestant is Ready before each contestant begins
- Chair to thank contestant and ask for a moment for judges to complete. Judges to indicate they are ready for the next contestant using non-verbal feedback.

Breakout Room - Session 2 (could be done as a break and invite all back for an announcement meeting)

- The Host will assign the Judges, Scorekeeper, Timekeeper, Host, and co-host (Oratorical Chair) to a Breakout Room called Judges
 - a After all are complete Host will move judges to the Judges break-out room. The student breakout room is no longer needed.
 - b Judges will relay scores to Scorekeeper, etc.
 - c Winners are determined.
- Main Room
 - a Emcee will entertain students and audience, discuss Optimist International, foundations, programs etc. This should be scripted if possible. Share Videos from Optimist International YouTube channel.

Announcement of Contest Winners Meeting

- Bring Judges Back to the main room (or start new meeting)
- Host will mute all except the Oratorical Chair.
- Chair will introduce judges, scorekeeper and time keeper.
- Chair will introduce contestants
- Chair will announce winners

After the Contest

- Make the recording available to all contestants
- Submit Press Release to announce winners
- Announce winners on social media with pictures and/or recording of speech.