

Table Topics & International Speech Contest – D100 Areas

AGENDA AND SCRIPT Virtual Contest

Saturday, March 13, 2021 – At your scheduled time

(For a 2 hour contest with an hour prep)

7:00am **Prep** – All contestants and functionaries check in Main Contest room for audio / visual check prior to pre-contest briefings.

7:30am **PRE-CONTEST BRIEFINGS:**

- **Chief Judge:**

Meet with judging officials, except Tie Breaker Judge whom is briefed separately. Use the Judges Briefing Guide (Download from <https://bit.ly/372fwog>) and inform the judges of their role. Be certain to collect Judges Eligibility Forms from each judge and provide the necessary paperwork.

- **Contest Chair:**

- Meet with contestants.
- Remind contestants that the use of digital devices for an unfair advantage is prohibited.
- Draw for speaking order. Each Area draws separately for order. Order cannot be changed. If a contestant is not present for the drawing, they receive the slot remaining or draw from remaining cards if 8 or less contestants drew for speaking order.
 - To draw, have 10 playing cards (Ace through 10). Shuffle the cards on camera in front of the contestants. In alphabetical order by contestant last name, pull cards from the top of the shuffled deck to select the order. Do the speaking order for each area and contest separately.
 - **Table Topics (Area __, Area __, Area __, Area __)**
 - Area – contestant names
 - Area – contestant names
 - Area – contestant names
 - Area – contestant names
 - **International (Area __, Area __, Area __, Area __)**
 - Area – contestant names
 - Area – contestant names
 - Area – contestant names
 - Area – contestant names
 - Example: Area L1 Table Topics in order are: (names of contestants).
- Define speaking area, check sound again.
 - Contestant advises Contest Chair if they will be using props (a person can be a prop or a card pulled out of your pocket).
 - Speaking area in this contest is determined by the contestant's camera. (3 to 4 feet from camera) Can you sufficiently see the

contestant and their gestures? Can you hear the contestant's voice? Problems, ask for help from the Contest Technical Support,

- Timers review timing rules - collect contestant speaking order info for the Chief Judge.
- Note title of speech and verify name pronunciation.

7:55am FIVE MINUTE WARNING FROM SAA:

8:00am OPEN CONTEST

- **SERGEANT AT ARMS:**
 - Call audience to assemble.
 - Ask **SSA** to review housekeeping
 - Everyone mute
 - We ask that everyone but contestants, Contest Chair,, Chief Judge, and Timers turn off video to conserve bandwidth. Your best viewing would be to select your view box and choose "speaker view"
 - Virtual room will be locked during speeches
 - Respect requests concerning turning on and off cameras
 - All questions and concerns should go into chat. If there is a protest for originality, ask for Chief Judge Contact information.
 - SAA introduces Contest Chair: *suggested intro:*

Ladies and Gentleman, it is my pleasure to introduce the Contest Chair of this Event.

8:05am CONTEST CHAIR: _____

- Welcome members, guests, first timers, dignitaries, contestants.
- Announce District 100 dignitaries.

8:07am CONTEST CHAIR/TOASTMASTER: _____

- **ANNOUNCE:** that the virtual room will remain locked during the contests.
- **ANNOUNCE:** Please pay close attention while I read this Online Speech Contest Statement:
"By attending this remote Area/Division/District speech contest you agree to the privacy policy of Toastmasters International as well as the unassociated remote hosting service. Some of your personal information, such as name, image, and any shared messages may be shared with other meeting participants and will be recorded by Toastmasters International who may use the recording in the future as it sees fit. Your remote attendance hereby discharges Toastmasters International from all claims, demands, rights,

promises, damages and liabilities arising out of or in connection with the use or distribution of said video recordings, including, but not limited to any claims for invasion of privacy, appropriation of likeness or defamation.”

- Inform audience that “***no photos/videos can be taken unless previously authorized by the contestants.”*** Remind audience of the ***Four Core Values of Toastmasters – Integrity, Respect, Service, and Excellence. We expect everyone at the contest to uphold these values.***
- Warm up the audience. 1 minutes.
- Inform audience we will conduct the Table Topics Contest immediately followed by the International Speech Contest.

8:10am Call the Table Topics Contest to order

- Introduce Area Table Topics Contest contestants in speaking order from all the participating Areas
- Review the contestant names and speaking order for each Area for the audience and the judges.
- Inform the audience that the rules regarding eligibility, timing and speaking area have been reviewed with the contestants and judges.
- Inform the audience that their response time is a **1-2 minutes**.
- Ask: **Timer 2** : _____, to please show the timing background or cards
 - Ask contestant: can you see the timing background or cards?
- Ask: **Chief Judge**: _____ are the judges ready?”
- Inform the audience that there will be **ONE** minute of silence between speakers..

SAA MOVES TABLE TOPIC CONTESTANTS TO BREAKOUT ROOM Except Speaker 1.

- Inform the audience that the Table Topic contestants will move from this contest room and log into a separate breakout room.
- **Ask speaker 1 for a sound check.** “Can you hear me.” “Yes, I can.”
- **Speaker’s Name**
- Ask the question or give topic
- Ask the question or give topic
- **Speaker’s Name**

Repeat for each contestant.

This concludes Area____. We will continue to Area____.

CONTEST CHAIR/TOASTMASTER:_____ After the last contestant, we will have silence until all ballots have been collected. (There is no time limit.)

Chief Judge: "All the ballots have been collected. You can proceed."

"The Table Topics Contest is now closed."

8:30am CALL THE INTERNATIONAL CONTEST TO ORDER

- If desired, warm up audience 1-2 minutes.
- Invite all Area contest contestants to speaking area.
- Review the contestant names and order of speaking by Area for the audience and the judges. Announce the name of each contestant.
- Inform the audience that the rules regarding eligibility, timing and speaking area have been reviewed with the contestants and judges.
- Inform the audience that this speech is a **5-7** minute speech.
- Ask: **Timer 2:**_____, to please show the timing cards.
- Ask contestants: can you see the timing cards?
- Ask: **Chief Judge:**_____are the judges ready?"
- Inform the audience that there will be **ONE** minute of silence between speakers.
- Inform the audience that after all speakers have completed their speeches, there will be **silence** until the Chief Judge indicates to the **Toastmaster** that all of the ballots have been collected. (There is no time limit).

INTRODUCE INTERNATIONAL CONTESTANTS:

- Name
 - Title of Speech
 - Title of Speech
 - Name
 - Reminder: One minute of silence between contestants.
 - Continue until all contestants have completed for an Area.
- Close that Area Contest and open the next Area Contest.**
- After final contestant, **SILENCE** while the ballots are completed and wait until the Chief Judge indicates to continue.

9:25am INTERVIEW CONTESTANTS

- Call up all contestants, Table Topics and International.
- **Contest Tech Support** will request all other video cameras except Toastmaster and contestants should be turned off. Audio may be turned on for applause. If there is too much background noise, tech support will attempt to only mute the noisemaker. If the noisemaker cannot be quickly determined, everyone will be muted so the interviews can continue.

- Give virtual handshake and congratulate each Contestant. Screen share the electronic certificates after all contestants have been interviewed. Remind each contestant that their certificates of participation will be sent and briefly interview each contestant while ballots are counted.
- Announce candidates who are present and running for district office.
- *Virtual Photo Opportunity now open. ScreenShots now permitted.*

AWARDS AND CLOSING

- Give virtual handshake and thank Toastmaster (if applicable), Timers, SAAs, Registration, etc. Judges are not announced but thanked for their service as “those who must, by the contest rules, remain anonymous”. Remind all functionaries their certificates of participation will be sent.
- Ask for brief announcements (Timer – 1 minute each).
- Thank you to audience and guests.
- Chief Judge presents the lists of winners to Contest Chair through private text.
- **PRESENT THE MEDALS AND CERTIFICATES TO CONTESTANTS: Contest Chair and AREA DIRECTORS if available**
- Remind runner(s) up and winners to remain on screen for photos *after the contest has been adjourned*.
- Remind contestants that medals and certificates will be sent to each winner.
 - Announce if there was a timing disqualification or not.
 - Announce 3rd, 2nd, and 1st place.
 - Announce that the 1st place winners move onto the Division Contests, March 27 online. 2nd and 3rd place winners should be available as back-up.
 - Announce that the winners of the International Contest at the Division level will move to the District contest online on April 24. Winner of the District level will move onto the International Regional Finals Judged virtually and then could move to the Semi-Finals wherever they are held, in August!

10:00 am Immediately Adjourn the Contests.

- Photo Time moderated by Contest Tech Support