



**District 95 Division G  
Online Contest  
May 02, 2020**

## **General Procedures for Online Contest**

Please familiarize yourself in advance with some basic procedures for online contests. This will make the event run much more smoothly.

- **Zoom**

In order to attend this event, **you will need to download the Zoom software in advance**. Go to [www.zoom.us](https://zoom.us) or click on the meeting link and follow the instructions.

You can find detailed Webinar in below link (Look in the FAQ section)

<https://toastmasters-95.org/d95-live/covid-19/>

If you want to try out all the different functions, do this in advance and not during the contest!

- **Technical Difficulties**

You will be provided contact information of people to contact in case you have technical difficulties during the event.

- **Arrival**

When you connect to the meeting, you will have to wait until the Zoom Master lets you in. If you arrive after the event starts (or if you get dropped from the meeting due to internet problems and need to reconnect), you will need to wait until you are let in again. Just as with in-person contests, nobody is allowed to enter or leave the stage room while somebody is speaking. The Zoom Master will check between speakers if anyone is waiting to come in.

- **Breakout Rooms**

There will be several breakout rooms for various activities during the contest. The Zoom Master will move you into the appropriate room at the right time. You will see a popup window and will need to click in order to accept being moved to another room. Do this immediately as soon as you are moved. **Do not try to change rooms on your own**. The Zoom Master will make sure you are in the correct room. At the beginning of the event, you will be given information about who to contact for help if you believe you are in the incorrect room.

- **Naming Yourself**

Once are in the meeting, make sure your real name is displayed so that the Zoom Master can check for your name in the registration list. Contestants, judges and other functionaries will be renamed by the Zoom Master. Audience members will keep their names displayed.

- **Audio and Video**

**During the contests, make sure that your audio and video are turned off.**

- **Applause**

We as Toastmasters place great value in acknowledging speakers by applauding when they come to the stage and when they finish speaking. We want all our contestants to also have this experience, Zoom master will play a Applause clip after each speaker! We ask you **to Turn Off your audio all the time as it will be difficult to manage otherwise wise with a huge audience**.

- **Recording**

It is not permitted to record photos or videos during the contests. We will take "official" photos (screenshots) during the event that may be used on social media. If you do not want to be photographed, let us know.

- **Contestants, Judges and Other Helpers**

You will receive a separate email with additional information. Contestants will have a chance to test your audio and video setup during a Zoom meeting on Thursday or Friday before the contest.