Welcome to the Big Remote Tournament of Love Recap!

In this packet, you will find parking instructions, places to eat, and a campus map.

No? This tournament was virtual?

Ah – right. In this packet you will find a tournament schedule, an introduction to Yaatly, best practices for virtual performances, and much more. Please bear in mind that this tournament was part of a *piloting process* in anticipation of restricted collegiate travel in Fall 2020.

Please see below for our tournament packet

Tournament Schedule

We ask that you please enter your virtual room five minutes before your round. For example, if you have a 1:45pm POE round, please enter the breakout room at 1:40pm.

8:30 AM	Extemp/IPDA Prep
9:00 AM	**Round 1A**: ADS, CA, DI, EXT, POI, PRO **Round 1:** IPDA
10:15 AM	**Round 1B:** IMP, INF, PER, POE **Round 2:** IPDA
12:00 PM	Extemp/IPDA Prep
12:30 PM	**Round 2A:** ADS, CA, DI, EXT, POI, PRO **Round 3:** IPDA
1:45 PM	**Round 2B:** IMP, INF, PER, POE **Round 4:** IPDA
3:15 PM	Extemp/IPDA Prep
3:30 PM	**Final A:** ADS, CA, DI, EXT, POI, PRO **Semi-Final:** IPDA
4:30 PM	IPDA Prep
4:45 PM	**Final B:** IMP, INF, PER, POE **Final:** IPDA
6:30 PM	Awards in Yaatly Auditorium

Essential Tournament Information

This tournament will be quite unlike previous speech tournaments! You can say that again...

This tournament will be quite unlike previous speech tournaments. (For emphasis).

We are experimenting with Yaatly, a platform that we believe presents the best opportunity to scale up to larger tournaments. Rather than have the tournament host create breakout rooms and move you manually, the system is designed to create virtual rooms that you can enter and exit as you please. Schematics will be posted a full day in advance of the competition. Rooms will be labelled so it is clear which to enter (for example: "Round 1 | Flight B | INFO | Room A").

Note that Yaatly requires **Google Chrome** running on a **Windows, Mac or Chromebook computer**. Yaatly will not work on a phone/tablet, and will not run on Firefox, Safari, Edge, Internet Explorer or other internet browsers.

When you enter a room, check in by writing your name, school code, and whether you are double entered in the room's "chat" feature.

If you are double entered, the procedure is similar to an in-person tournament: when you finish your speech, ask the judge to be excused and click the 'exit room' feature on the bottom right of the screen. Since there is no way to listen for the audience clapping while 'waiting in the hallway,' just enter your next room irrespective of whether a speech is going on - the default is to have audio and video turned off. Only when the speaker is finished with their speech should you turn your video feed on.

> Impromptu - Competitors should check in in their assigned impromptu rounds before it begins. When the round is set to begin (10:15, 1:45, 4:45), all competitors should leave their assigned impromptu room. There will be an "impromptu waiting room" - this is akin to the hallway outside all the impromptu rooms. When a competitor is finished with their impromptu speech, they should briefly exit their assigned impromptu room, enter the waiting room ('peek into the hallway'), and ask for the next speaker to join them in their original impromptu room.

> Extemp - There will be a virtual 'Extemp prep room' that functions the exact same as the in-person equivalent - it is also here where competitors will check in. When competitors are finished prepping, they should leave the 'Extemp prep room' and enter the "Extemp waiting room" - this is akin to the hallway outside all the extemp rooms. Please keep your audio muted in this room as you practice your speech. When a competitor is finished with their extemp speech, they should briefly exit their assigned extemp room, enter the waiting room ('peek into the hallway'), and ask for the next speaker to join them in their assigned extemp room.

> IPDA - Competitors will enter their assigned competition room before the start of prep time. Competitors will be prompted to join a team (AFF or NEG). When both competitors are present, the IDPA Coordinator will enter the room and use the chat function to present the five motions. Competitors should strike motions as normal. Once a motion is agreed upon, competitors should mute audio and begin prep. The judge will enter the room and begin the round as normal.

Contingency plan: we have created a "**BRTOL Emergency Link**" on Zoom in case we experience issues with Yaatly. In the event that your room experiences a chronic problem - it crashes and cannot be made to work - wait one minute and then open the Zoom link below. It is a general emergency main session where a tournament staffer can create a breakout room and move competitors and judges manually to finish the round.

Big Remote Tournament of Love Emergency Link
https://cornell.zoom.us/j/93019261500; Meeting ID: 930 1926 1500

Introduction to Yaatly for Coaches

To register your team as an Organization on the Yaatly service, follow these steps:

1) Create an Organization on Yaatly.The coach, team leader, or club president should go to app.yaatly.com and click on Sign up/Login in the top right corner.

   a) Fill in the registration form and click 'Register'.

   b) Input the name of your Organization and click 'Create'.

2) Add members to your Organization.

   a) On your Organization's home page, click on 'Invite Members'.

   b) Enter your student's email addresses, click 'Next', review the invitations, and click 'Send Invitations'.

   c) Your students will receive an email prompting them to join Yaatly as a Participant.

3) Invite your members to the Big Remote Tournament of Love.

   a) Receive a tournament invitation URL from cornelltournament@gmail.com or check SpeechWire.

   b) Select your organization and click 'Invite'.

   c) Once your members create their Participant accounts, have them RSVP on their account's Event page (see below for more details).

4) Manage your Organization.

   a) From your Organization's home page, you can view your members and assign them admin status if desired.

   b) From the Settings page, you can upload a logo for your team.

5) Reminder: Yaatly is only guaranteed to run with **Google Chrome** on a **Windows, Mac, or Chromebook** computer. Please check with your members and aid in any technology issues.

Please note that only ONE person from your team should create your team's Organization. Members should be invited through the Organization's home page.

> For the full Organization Manager guide, go to this URL: https://info.yaatly.com/user-guides/guide-for-organization-managers

Introduction to Yaatly for Competitors and Participants

Joining Yaatly and competing virtually is simple! Follow the steps below to create and use your Participant account.

1) 'Robots' will send you an email invitation asking you to join your Organization. Don't worry - we recognize that an invitation from robots is *usually* bad news. We promise, this time it's ok.

   a) Click on the link in the email invitation.

   b) Follow the instructions to create your account and affiliate with your Organization.

2) RSVP for the Big Remote Tournament of Love.

    a) Navigate to your account's Event page.

    b) Next to the Big Remote Tournament of Love event, click RSVP.

    c) To enter the event, click 'Enter'.

3) Check your audio, video, and internet connection. See "Best Practices for Virtual Performances" for more detail.

4) Familiarize yourself with the Event homepage and Competition Rooms. See "Essential Tournament Information" for more detail.

5) Reminder: Yaatly is only guaranteed to run with **Google Chrome** on a **Windows, Mac, or Chromebook** computer. Please check with your teammates and aid in any technology issues.

For the full Participant guide, go to this URL: https://info.yaatly.com/user-guides/guide-for-participants-competitors-judges-observers

Best Practices for Virtual Performances

The pandemic has forced us to reconsider collegiate speech in many ways. Online competitions are new to us as well, so we empathize with the frustration that comes with trying to move such a major part of our lives on to a computer screen. With that said, we've compiled a few tips that will hopefully make this experience a little more streamlined.

First, it's recommended that you **test your WiFi connection before the tournament begins**. Explore Yaatley to better understand the method to our madness - we'll open it on Friday morning. If possible, connect to the tournament using an **Ethernet** cable, which will make the connection more reliable.

We want rounds to move as smoothly as possible. **Keep your audio on mute when you're not speaking**, but always keep your video feed on; it's part of being a good competitor and audience member. It is not recommended that you use earbuds or other listening devices that have a microphone attachment as these more frequently cause problems with your audio feed.

When you're competing, use of the laptop camera is totally fine - no need to worry about connecting with another video camera. Please set up your camera so that your face and upper body/torso are visible. Judging body language and facial expressions would be otherwise impossible. Please wear pants.

Yaatley provides a full set of recommendations that can be found here: https://info.yaatly.com/user-guides/technical-guide

Information for Judges

Judges will receive an email to join "Cornell Speech Unaffiliated" on Yaatley. Please follow the link and the instructions provided.

eBallots will be completed through SpeechWire. Judges should expect an email with further specific instructions about the process of submitting eBallots.

Please keep in mind that the Spring of 2020 has been an extremely dizzying semester for students. Students are asked to wear speech attire. However, in this semester (possibly as a result of abrupt departures from campus), not all students have access to their attire of choice. Please do not dock points for clothing or other matters of physical "professionalism."

Student competitors are asked to conduct themselves as if they were at a tournament in-person, but the pandemic also has a way of exposing inequities that have always lurked beneath the surface. Please do not dock points for the location in which the student is competing, i.e. a noisy or unclean room. Please do not dock points for matters of poor WiFi connectivity, poor video quality, or poor audio quality unless it absolutely cannot be ignored and materially affects the ability to perform the speech. In the event of an unwanted interruption at home, treat it as if a person accidentally walked into your competition room: continue on with the speech and do not apologize for the interruption.

If a student's connection cuts out entirely, immediately pause time and wait one minute in case the student is able to rejoin the room. After one minute, write down the time of the student's speech and call on the next speaker. When the original speaker returns with proper connection, use discretion to decide whether it is wise to restart the speech entirely or instruct the speaker to continue from the last part of the speech that was uttered before the connection cut out. As a general rule, if the student had already completed the intro, it is best to pick up where you left off. Do not dock points specifically for speeches interrupted by connectivity issues.

Final Notes

The most important thing was getting everyone registered both in speechwire and yaatly. That is something you definitely don't want to leave till the last minute. Since students and coaches have to become affiliated and registered on Yaatly, that can take some time. I would suggest pushing up all registration deadlines, which should include collecting everyone's contact information.

Collecting contact information is very important to making an online tournament run! You never know when you may need to get in immediate contact with a student or judge. Additionally hosting sites, (like Yaatly) requires people to register on their platforms, which requires contact information. If someone has issues registering it is easy to sign people up yourself. The same can be said for uploading judges contact information on Speechwire for eballots.

I highly recommend planning an opening ceremony or/and plan for tournament registration the day before. You want to give people an opportunity to test out their equipment BEFORE competition starts. The opening ceremony allows the tournament director to tell people what to expect and how they will receive communication from tab. Additionally I recommend having a plan for spectators and some "rules" or best practices for watching rounds. If you have registration the day before it allows coaches to make sure all their students are registered for the tournament and again gives everyone an opportunity to explore the platform.

I would recommend creating a breakout room for judges when they have an off round, encourage them to hang out so they don't miss pushed ballots. Creating different themed breakout rooms could help create the social environment for the tournament. Yaatly provides a preestablished auditorium and team room feature, the auditorium can be used for the opening ceremony and awards. The team room feature is made so that all judges and students affiliated your program will automatically have a room to debrief and do warmups! Yaatly provides a group chat feature, I would recommend having one for: TAB, Ballot Table, EXT/IMP/IPDA Prep, and Judges. This will make it easier to handle and troubleshoot issues! While the tournament was hosted on Yaatly, it is smart to have a separate zoom conference for tab staff. Since Speechwire allows you to see when rounds start with eballots, its easier for staff to oversee the tournament and troubleshoot problems. It also helps recreate the social experience in tab.

In a lot of ways, online tournaments require less stress and is easier to plan and be organized. Since a component of this relies on technology, you have to reconcile with the fact that some things will just be out of your control. Technology is tricky especially when you have to navigate tech in different places at a lot different levels. The Cornell Speech Team was sincerely thankful to dive into the unknown world of virtual competition. The participation and support we received was incredible and helped this tournament become a great community effort. It means a great deal to have confidence that, whatever life throws our way in the Fall of 2020, we will be ready to adapt and continue advocating for issues about which we care deeply. It is no small feat to change the nature of collegiate speech in such a short timeframe.

Love,

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