Reflections on Hosting the 2020 National Online Forensics Festival

Danny Cantrell, Mt. San Antonio College
Tournament Homepage
Overview
Brief explanation of the tournament

Preparation
Differences in preparing to host

The Weekend
Differences while hosting

TABLE OF CONTENTS

01
Overview

02
Preparation

03
The Weekend

04
Awards
How we handled the awards ceremony and student awards

05
Survey Feedback
Results from a competitor and judge post-tournament survey

06
Final Thoughts
Moving forward with online synchronous tournaments

https://cornerstone.lib.mnsu.edu/ndcieproceedings/vol6/iss1/14
01 Overview

Why we decided we should host the online tournament
Goals for the tournament

- NOT trying to replace a traditional national face-to-face tournament
- Provide students a chance to present their pieces one last time on a national stage
- Proof of concept that an online synchronous tournament could work
- Generate Videos of synchronous online rounds for review
- Iterate and receive feedback from students, judges, and coaches on how to improve
Preparation

Work needed before the tournament starts
Coaches
- Updating student and judge contact information to include email and/or text
- Practicing with students on best way to deliver in an online format

Competitors
- Verifying email/phone contact information
- Becoming comfortable with online software
- Understanding how to get help
- Understanding alternative to video conference

Judges
- Verifying email/phone contact information
- Becoming comfortable with changes in workflow/tournament procedures
- Understanding how to complete the eBallot
- Understanding how to get help
- Understanding alternative to video conference
Thanks to Jedi Curva (East Los Angeles College) & Brianna Broady (Pasadena City College)
BEFORE THE ROUND

WHAT YOU WILL NEED

A Private Room

Simulate an in-person round, as you have to be in a setting where interruptions may not occur.

Laptop

A highly recommended using laptops or desktops with a microphone and webcam. Tablets and phones are the next preferred option if a few seconds positioning the camera can be a little tricky. The microphone might be too sensitive; it requires a few more unoccupied people when using this. Yet another option is Voir's software which can be used on the devices.

Headphones & Microphones

Students are encouraged to use in-ear headphones or headsets better than those external. Judges are instructed students using headphones on.

*Do Not Start*

If you receive a notification, press pause to turn it off.

Plain Background

A visually busy background may distract your judge and fellow competitors.

RECOMMENDATION

Test your equipment in one of the online warm-up rooms.

BEFORE THE ROUND

WHAT YOU WILL NEED

A Private Room

Simulate an in-person round, as you have to be in a setting where interruptions may not occur.

Laptop

A highly recommended using laptops or desktops with a microphone and webcam. Tablets and phones are the next preferred option if a few seconds positioning the camera can be a little tricky. The microphone might be too sensitive; it requires a few more unoccupied people when using this. Yet another option is Voir's software which can be used on the devices.

Headphones & Microphones

Students are encouraged to use in-ear headphones or headsets better than those external. Judges are instructed students using headphones on.

*Do Not Start*

If you receive a notification, press pause to turn it off.

Plain Background

A visually busy background may distract your judge and fellow competitors.

RECOMMENDATION

Test your equipment in one of the online warm-up rooms.

BEFORE THE ROUND

WHAT YOU WILL NEED

A Private Room

Simulate an in-person round, as you have to be in a setting where interruptions may not occur.

Laptop

A highly recommended using laptops or desktops with a microphone and webcam. Tablets and phones are the next preferred option if a few seconds positioning the camera can be a little tricky. The microphone might be too sensitive; it requires a few more unoccupied people when using this. Yet another option is Voir's software which can be used on the devices.

Headphones & Microphones

Students are encouraged to use in-ear headphones or headsets better than those external. Judges are instructed students using headphones on.

*Do Not Start*

If you receive a notification, press pause to turn it off.

Plain Background

A visually busy background may distract your judge and fellow competitors.

RECOMMENDATION

Test your equipment in one of the online warm-up rooms.

BEFORE THE ROUND

WHAT YOU WILL NEED

A Private Room

Simulate an in-person round, as you have to be in a setting where interruptions may not occur.

Laptop

A highly recommended using laptops or desktops with a microphone and webcam. Tablets and phones are the next preferred option if a few seconds positioning the camera can be a little tricky. The microphone might be too sensitive; it requires a few more unoccupied people when using this. Yet another option is Voir's software which can be used on the devices.

Headphones & Microphones

Students are encouraged to use in-ear headphones or headsets better than those external. Judges are instructed students using headphones on.

*Do Not Start*

If you receive a notification, press pause to turn it off.

Plain Background

A visually busy background may distract your judge and fellow competitors.

RECOMMENDATION

Test your equipment in one of the online warm-up rooms.

BEFORE THE ROUND

WHAT YOU WILL NEED

A Private Room

Simulate an in-person round, as you have to be in a setting where interruptions may not occur.

Laptop

A highly recommended using laptops or desktops with a microphone and webcam. Tablets and phones are the next preferred option if a few seconds positioning the camera can be a little tricky. The microphone might be too sensitive; it requires a few more unoccupied people when using this. Yet another option is Voir's software which can be used on the devices.

Headphones & Microphones

Students are encouraged to use in-ear headphones or headsets better than those external. Judges are instructed students using headphones on.

*Do Not Start*

If you receive a notification, press pause to turn it off.

Plain Background

A visually busy background may distract your judge and fellow competitors.

RECOMMENDATION

Test your equipment in one of the online warm-up rooms.

BEFORE THE ROUND

WHAT YOU WILL NEED

A Private Room

Simulate an in-person round, as you have to be in a setting where interruptions may not occur.

Laptop

A highly recommended using laptops or desktops with a microphone and webcam. Tablets and phones are the next preferred option if a few seconds positioning the camera can be a little tricky. The microphone might be too sensitive; it requires a few more unoccupied people when using this. Yet another option is Voir's software which can be used on the devices.

Headphones & Microphones

Students are encouraged to use in-ear headphones or headsets better than those external. Judges are instructed students using headphones on.

*Do Not Start*

If you receive a notification, press pause to turn it off.

Plain Background

A visually busy background may distract your judge and fellow competitors.

RECOMMENDATION

Test your equipment in one of the online warm-up rooms.

BEFORE THE ROUND

WHAT YOU WILL NEED

A Private Room

Simulate an in-person round, as you have to be in a setting where interruptions may not occur.

Laptop

A highly recommended using laptops or desktops with a microphone and webcam. Tablets and phones are the next preferred option if a few seconds positioning the camera can be a little tricky. The microphone might be too sensitive; it requires a few more unoccupied people when using this. Yet another option is Voir's software which can be used on the devices.

Headphones & Microphones

Students are encouraged to use in-ear headphones or headsets better than those external. Judges are instructed students using headphones on.

*Do Not Start*

If you receive a notification, press pause to turn it off.

Plain Background

A visually busy background may distract your judge and fellow competitors.

RECOMMENDATION

Test your equipment in one of the online warm-up rooms.

BEFORE THE ROUND

WHAT YOU WILL NEED

A Private Room

Simulate an in-person round, as you have to be in a setting where interruptions may not occur.

Laptop

A highly recommended using laptops or desktops with a microphone and webcam. Tablets and phones are the next preferred option if a few seconds positioning the camera can be a little tricky. The microphone might be too sensitive; it requires a few more unoccupied people when using this. Yet another option is Voir's software which can be used on the devices.

Headphones & Microphones

Students are encouraged to use in-ear headphones or headsets better than those external. Judges are instructed students using headphones on.

*Do Not Start*

If you receive a notification, press pause to turn it off.

Plain Background

A visually busy background may distract your judge and fellow competitors.

RECOMMENDATION

Test your equipment in one of the online warm-up rooms.
The Weekend

How the Tournament Weekend was different than a traditional tournament
Differences During the Tournament

Exhausting
“Zoom Fatigue” from staring at a computer all day

Communication
The need to constantly be communicating and available for all competitors and judges

Pushed Ballots
Judges may have found it easier to duck ballots - we had a tremendous number of pushed ballots

Help Room
Video Conference room exclusively for answering questions and solving problems (equivalent to ballot table)

Round Length
Long round times on the schedule seemed to encourage more time to get started and fill out ballots - recommended NOT to pad round times

Email Overload
Tons of emails from coaches, competitors, and judges. The need to respond immediately to issues
Student Awards

- Went with Superior, Excellence, and Honors as three categories of awards (roughly equivalent to Gold, Silver, Bronze)
- Raised funds through GoFundMe to buy gift cards for all award winners
- Sent electronic Gift cards or venmo
- Used Google Form sent to coaches to collect information from students

Awards Ceremony

- Used YouTube livestream to broadcast awards ceremony
- Included students in special rooms that we “jumped to” to allow them to receive individual recognition
- Available to view on YouTube (https://youtu.be/vke2DIs115M)
Sweepstakes

- Used Google Form sent to coaches to collect information on where to send sweepstakes awards
- Decided on Canvas Prints
- Mailed directly to each school from the vendor to save money and time
Survey Feedback

Quick summary of survey results
33 people filled out our survey including 17 judges and 16 competitors.
Total Responses

8.0 average rating for the tournament experience
Total Responses

8.5 average for competing in another virtual tournament
Strengths of this virtual tournament feedback

1) Existence, 2) Organization, 3) Help support, 4) Administration, 5) Practically Everything!

The ease of switching between events when double entered.

Especially considering the circumstances and timeframe this was extremely well set up. More timely than most tournaments! Shocking especially considering the added confounding element of tech problems. It was an awesome way to wrap things up for those of us who are graduating. I got to live out a National Tournament experience after all. That was very neat for me and my team.

Things ran relatively smoothly. I didn’t have to keep going back and forth to a table to find out whether or not I was judging something, and it was nice being able to do stuff around my house during rounds off. I guess I liked that I wasn’t a “true” tournament experience, because that experience comes with all of this dead time and quintuple-checking and looking for rooms that ruin the fun of it.
Weaknesses of this virtual tournament feedback

Things that weren’t able to be controlled - internet connection, audio quality differences, outside distractions.

Stress of looking for links, or any normal tech issues. It was also difficult to not see Judges all the time in order to get nonverbal feedback.

fewer opportunities for community building, short window of time to accept ballots, no coffee and donuts!

Livestream malfunction. Family and friends who wanted to spectate were disappointed. It was tough to juggle many tabs at one time- I had to teach myself a new skill set of computer skills including tab muting and that didn’t always go so well. It was tough to manage many things on one or two scenes. Also long days in front of a computer- hard on the eyes and back.

Nothing I expect y’all to fix except hopefully the live-streaming, since it worked for all but one of my team members rounds. I hope this isn’t a permanent shift. This isn’t preferable to a regular tournament setting. It was a very good patch up given the circumstances. In no way should it be a replacement.
Final Thoughts
Final Thoughts

Not a Replacement
Virtual tournaments should not replace traditional forensics tournaments. We lose too much of what makes our community great.

Opportunity
Competitors and programs who otherwise could not compete may be able to since travel costs are reduced to $0.

Bandwidth
The only real issue we faced was slow internet connections. There is just no way around this issue. Telephone option was not widely used.

Communication
Need for multiple ways to communicate with tournament staff. Exhausting but critical. Help room, email, text...

Need for Breaks
Back-to-Back rounds are incredibly taxing. But long rounds seemed to encourage delays. Suggest adding in scheduled lunch / dinner / afternoon breaks to schedules.

Software
Make sure coaches, competitors, and judges have opportunity to practice and familiarize themselves with the software.
THANKS

Contact:
Danny Cantrell
dcantrell3@mtsac.edu

https://cornerstone.lib.mnsu.edu/ndcieproceedings/vol6/iss1/14
Dear Forensics Community,

Thank you so much for keeping our wonderful activity alive in these times of social distancing. The OFRED was created to educate participants on best practices when it comes to being both a competitor and judge in online virtual tournaments. May the Lord open your minds to the virtual world of competitive speech and debate.

In this document, you’ll find tables and suggestions for judges to help you best navigate and participate in the 1st Annual National Online Collegiate Forensics Festival. As mentioned in the invitation, this will be a synchronous video conference style festival held Sat April 25-Sun April 26. In order to accomplish such a task, it will require both competitors and judges to follow the best practices we have suggested.

Each table is a stage in the Online National Forensics Festival process. Each suggestion is a step within that stage. The following pages include guidelines designed to ensure your online round goes as smoothly as possible.

Table of Contents:
1) Key Points
2) System Requirements
3) Understanding 8x8
4) Before the Round
5) During the Round
6) After the Round

Key Points:
- The items in **RED** are highly recommended, and the others are optional but very helpful.
- We recommend going through each stage, step-by-step, in order. Otherwise, you risk overwhelming yourself and forgetting crucial steps.
- During the tournament, Jedi and Bri will be on call and ready to help with any issues you might encounter. You may reach them at: jedicurva@gmail.com & brianna.broady.22@gmail.com

We thank you all for your participation in this 1st Annual National Online Collegiate Forensics Festival. It is a wonderful way to keep the community connected and still allow our students to share the events they have been working on throughout the year.

Under His Eye,

**Jedi Curva** (East Los Angeles College) & **Brianna Broady** (Pasadena City College)

Student and Judge Liaisons
# SYSTEM REQUIREMENTS

## WHAT YOU WILL NEED

<table>
<thead>
<tr>
<th>ITEMS</th>
<th>NOTES</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Laptop</strong></td>
<td>We highly recommend using laptops or desktops w/ microphone &amp; webcam. Tablets and phones are the least preferred options for a few reasons: positioning the camera can be a little tricky; the connection might be less robust; it requires a few more on-screen prompts when using the 8x8 Video Meetings app; moving the device creates a lot of movement on the screen.</td>
</tr>
<tr>
<td><strong>Headphones &amp; Microphones</strong></td>
<td>Students are also encouraged to use a mic/headphones since audio quality is much better than with an external mic. <strong>Judges are instructed not to penalize students for having mics/headphones on.</strong></td>
</tr>
<tr>
<td><strong>Internet Connection</strong></td>
<td>In order for the video conference to work, your internet should be at least 6 Mbps. You can check your internet speed <a href="#">here</a>.</td>
</tr>
<tr>
<td><strong>Ethernet Cable - Maximize Connectivity</strong></td>
<td>Plug the computer into the router (i.e. the network device that provides Internet connection) with an ethernet cable. The computer may need an adapter to make this possible.</td>
</tr>
<tr>
<td><strong>Google Chrome</strong></td>
<td>All guidelines were created using this web browser.</td>
</tr>
<tr>
<td><strong>Video Communication Software</strong></td>
<td>This tournament will be using the program 8x8. You can download the program <a href="#">here</a>.</td>
</tr>
</tbody>
</table>
# UNDERSTANDING 8x8

## WELCOME TO YOUR FIRST ONLINE ROUND

<table>
<thead>
<tr>
<th></th>
<th>NOTES</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Raise/Lower Your Hand</td>
</tr>
</tbody>
</table>
| 2 | Open/Close Chat  
  (Part of the double entry process. Covered in “During the Round.”) |
| 3 | Turn On/Turn Off Audio  
  (Student’s mic will be off when they are not speaking.) |
| 4 | Leave/Cancel Call |
| 5 | Turn On/Turn Off Video  
  (Turning this off may improve the bandwidth of the video room - only use when necessary) |
| 6 | Toggle Tile View  
  (Recommend for DEBATE/DUO viewing. Covered in “During the Round.”) |
| 7 | Share Link/Dial-in Information |
| 8 | More Actions... |
### Setting Up 8x8 Account

<table>
<thead>
<tr>
<th>Step-by-Step</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>If your name is displayed as “Guest,” then consider the following:</td>
<td></td>
</tr>
<tr>
<td>1. Click “More Actions” (#8)</td>
<td></td>
</tr>
<tr>
<td>2. Click “Setting”</td>
<td></td>
</tr>
<tr>
<td>3. Click “Profile”</td>
<td></td>
</tr>
<tr>
<td>4. Set Your Display Name</td>
<td></td>
</tr>
</tbody>
</table>

### If Internet Connection Drops/Poor Quality

<table>
<thead>
<tr>
<th>Step-by-Step</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Click “Dial-in Information” (#7)</td>
<td></td>
</tr>
<tr>
<td>2. With a cellular device, dial the dial-in number.</td>
<td></td>
</tr>
<tr>
<td>3. Input pin number</td>
<td></td>
</tr>
<tr>
<td>(The pin number is unique for each 8x8 room)</td>
<td></td>
</tr>
</tbody>
</table>

If a student’s/judge’s internet connection drops or audio quality is poor, they will be **required** to call into the video conference room and give their speech with audio only. While not ideal, it will ensure all student’s speeches are listened to by a judge. You can get the dial-in information from the info icon in the bottom right of the screen.
## BEFORE THE ROUND

### WHAT YOU WILL NEED

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>A Private Room</strong></td>
<td>Similar to an in-person round, do your best to be in a setting where interruptions may not occur.</td>
</tr>
<tr>
<td><strong>Laptop</strong></td>
<td>We highly recommend (especially all judges) to use laptops or desktops w/ microphone &amp; webcam. Tablets and phones are the least preferred options for a few reasons: positioning the camera can be a little tricky; the connection might be less robust; it requires a few more on-screen prompts when using the 8x8 Video Meetings app; moving the device creates a lot of movement on the screen.</td>
</tr>
<tr>
<td><strong>Headphones &amp; Microphones</strong></td>
<td>Students are also encouraged to use a mic/headphones since audio quality is much better than with an external mic. <strong>Judges are instructed not to penalize students for having mics/headphones on.</strong></td>
</tr>
<tr>
<td><strong>“Do Not Disturb”</strong></td>
<td>If your device receives notifications, then consider turning on the “Do Not Disturb” option.</td>
</tr>
<tr>
<td><strong>Plain Background</strong></td>
<td>A visually loud background may distract your judge and fellow students.</td>
</tr>
<tr>
<td></td>
<td>Keep an extra notepad to write on and keep track of rankings for each competitor. If you type loudly, then consider writing on the notepad first. Then, once the students are dismissed, <strong>quickly transfer your notes to the eBallot.</strong></td>
</tr>
</tbody>
</table>
If you choose to use your mobile device to watch the speeches, please download the 8x8 video app

---

**eBALLOTS**

<table>
<thead>
<tr>
<th>CHECK YOUR...</th>
<th>NOTES</th>
</tr>
</thead>
<tbody>
<tr>
<td>JUDGES will receive a text/email with their eBallot link. Judges should click on that link within 5 minutes of receiving it to indicate that they have “picked up” their ballot.</td>
<td>CONSIDER CHECKING THE SPAM FOLDER AS WELL.</td>
</tr>
</tbody>
</table>

15 mins before round

---

**LP/DEBATE SETUP**

<table>
<thead>
<tr>
<th>QUESTION?</th>
<th>ANSWER!</th>
</tr>
</thead>
<tbody>
<tr>
<td>How can I view limited prep topics?</td>
<td>You will have the impromptu quotations on their eBallot. For each competitor, you will copy/paste the prompts into the chat window in the Live Video Room. For Extemp - you will have the topics on your eBallot to view.</td>
</tr>
<tr>
<td>How will we strike IPDA topics?</td>
<td>You will have all five IPDA topics on your eBallot. At the start of the round go to your Live Video Room. Copy/paste the resolutions into the chat window. Each team will strike as normal. Turn off your audio/visual feeds in the room during prep. 30 minutes later the round will commence.</td>
</tr>
</tbody>
</table>
## DURING THE ROUND

### Judges

<table>
<thead>
<tr>
<th>Guidelines</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Roll Call</strong></td>
<td>Judges please be sure that all competitors are in the room or have signed in if they are double entered</td>
</tr>
<tr>
<td><strong>Open Chat</strong></td>
<td>Click #2 to open chat. Double entered students are instructed to leave a message on chat indicating that they are double entered.</td>
</tr>
<tr>
<td><strong>Split Screen</strong></td>
<td>Split the computer screen with two tabs (your round and the eBallot).</td>
</tr>
<tr>
<td><strong>Have Notepad</strong></td>
<td>Take notes of competitor rankings to make it easier to fill out the ballot at the end of the round</td>
</tr>
<tr>
<td><strong>Turn Off Microphones</strong></td>
<td>Check that all but the FIRST speaker have their microphones off</td>
</tr>
<tr>
<td><strong>Raise Your Hand</strong></td>
<td>When a student clicks #1, you will see a blue hand icon on the top left of their frame. You will also receive a notification on the bottom left of your screen. You may address their inquiry between speeches.</td>
</tr>
<tr>
<td><strong>Dismiss Students</strong></td>
<td>Please instruct students to return back to their 8x8 competitor room. The link will be emailed to them (it may be in the spam folder).</td>
</tr>
</tbody>
</table>
When judging NPDA/BP/DUO, please click #6. You want to match the viewing setting shown at the above image.
# After the Round

## Accessible Rooms

<table>
<thead>
<tr>
<th>Online Student and Judge Lounges Will Be Available.</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Filling out your ballot</th>
<th>As soon as all of the competitors in your room have spoken, you can go ahead and release them from the round.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Fill in the rank, rate, time topic, as well as feedback.</td>
</tr>
<tr>
<td></td>
<td>Once you have completed the entire e-ballot, you then want to click confirm. Then it will take you to the page where you can check all of the scores you have entered. Finally, click submit and once you see the palm trees, you know that your ballot has been turned in.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Next Round?</th>
<th>Keep the tournament schedule nearby.</th>
</tr>
</thead>
</table>

| Judges Room | Please check your email for the link to the judges’ room to hang out in between rounds. |
Dear Forensics Community,

Thank you so much for keeping our wonderful activity alive in these times of social distancing. The OFRED was created to educate participants on best practices when it comes to being both a competitor and judge in online virtual tournaments. May the Lord open your minds to the virtual world of competitive speech and debate.

In this document, you’ll find tables and suggestions for competitors to help you best navigate and participate in the 1st Annual National Online Collegiate Forensics Festival. As mentioned in the invitation, this will be a synchronous video conference style festival held Sat April 25-Sun April 26. In order to accomplish such a task, it will require both competitors and judges to follow the best practices we have suggested.

Each table is a stage in the Online National Forensics Festival process. Each suggestion is a step within that stage. The following pages include guidelines designed to ensure your online round goes as smoothly as possible.

Table of Contents:
1) System Requirements
2) Understanding 8x8
3) Before the Round
4) During the Round
5) After the Round

Key Points:
● The items in RED are highly recommended, and the others are optional but very helpful.
● We recommend going through each stage, step-by-step, in order. Otherwise, you risk overwhelming yourself and forgetting crucial steps.
● During the tournament, Jedi and Bri will be on call and ready to help with any issues you might encounter. You may reach them at: jedicurva@gmail.com & brianna.broady.22@gmail.com

We thank you all for your participation in this 1st Annual National Online Collegiate Forensics Festival. It is a wonderful way to keep the community connected and still allow our students to share the events they have been working on throughout the year.

Under His Eye,
Jedi Curva (East Los Angeles College) & Brianna Broady (Pasadena City College)
Student and Judge Liaisons
# SYSTEM REQUIREMENTS

## WHAT YOU WILL NEED

<table>
<thead>
<tr>
<th>ITEMS</th>
<th>NOTES</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Laptop</strong></td>
<td>We highly recommend to use laptops or desktops w/ microphone &amp; webcam. You may use a tablet/phone if it provides better video quality and internet connection. Tablet/phone users will need to download the 8x8 Video Meetings app. Looks like this in the App Store: ☰️</td>
</tr>
<tr>
<td><strong>Headphones &amp; Microphones</strong></td>
<td>Students are also encouraged to use a mic/headphones since audio quality is much better than with an external mic. <strong>Judges are instructed not to penalize students for having mics/headphones on.</strong></td>
</tr>
<tr>
<td><strong>Internet Connection</strong></td>
<td>In order for the video conference to work, your internet should be at least 6 Mbps. You can check your internet speed <a href="#">here</a>.</td>
</tr>
<tr>
<td><strong>Ethernet Cable - Maximize Connectivity</strong></td>
<td>Plug the computer into the router (i.e. the network device that provides Internet connection) with an ethernet cable. The computer may need an adapter to make this possible.</td>
</tr>
<tr>
<td><strong>Google Chrome</strong></td>
<td>All guidelines were created using this web browser.</td>
</tr>
<tr>
<td>#</td>
<td>NOTES</td>
</tr>
<tr>
<td>-----</td>
<td>----------------------------------------------------------------------</td>
</tr>
<tr>
<td>1</td>
<td>Raise/Lower Your Hand</td>
</tr>
<tr>
<td>2</td>
<td>Open/Close Chat&lt;br&gt;(Part of the double entry process. Covered in “During the Round.”)</td>
</tr>
<tr>
<td>3</td>
<td>Turn On/Turn Off Audio&lt;br&gt;(Student’s mic will be off when they are not speaking.)</td>
</tr>
<tr>
<td>4</td>
<td>Leave/Cancel Call</td>
</tr>
<tr>
<td>5</td>
<td>Turn On/Turn Off Video&lt;br&gt;(Turning this off may improve the bandwidth of the video room - only use when necessary)</td>
</tr>
<tr>
<td>6</td>
<td>Toggle Tile View&lt;br&gt;(Recommend for DEBATE/DUO viewing. Covered in “During the Round.”)</td>
</tr>
<tr>
<td>7</td>
<td>Share Link/Dial-in Information</td>
</tr>
<tr>
<td>8</td>
<td>More Actions...&lt;br&gt;(Part of account setup)</td>
</tr>
</tbody>
</table>
SETTING UP 8x8 ACCOUNT

<table>
<thead>
<tr>
<th>STEP-BY-STEP</th>
<th>NOTES</th>
</tr>
</thead>
<tbody>
<tr>
<td>If your name is displayed as “Guest,” then consider the following:</td>
<td><img src="image" alt="Setting Up 8x8 Account" /></td>
</tr>
<tr>
<td>1. Click “More Actions” (#8)</td>
<td></td>
</tr>
<tr>
<td>2. Click “Setting”</td>
<td></td>
</tr>
<tr>
<td>3. Click “Profile”</td>
<td></td>
</tr>
<tr>
<td>4. Set Your Display Name</td>
<td></td>
</tr>
</tbody>
</table>

IF INTERNET CONNECTION DROPS/POOR QUALITY

<table>
<thead>
<tr>
<th>STEP-BY-STEP</th>
<th>NOTES</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Click “Dial-in Information” (#7)</td>
<td>If a student’s/judge’s internet connection drops or audio quality is poor, they will be required to call into the video conference room and give their speech with audio only. While not ideal, it will ensure all student’s speeches are listened to by a judge. You can get the dial-in information from the info icon in the bottom right of the screen.</td>
</tr>
<tr>
<td>2. With a cellular device, dial 1-888-633-0347 (toll free)</td>
<td></td>
</tr>
<tr>
<td>3. Input pin number</td>
<td></td>
</tr>
<tr>
<td>(The pin number is unique for each 8x8 room)</td>
<td></td>
</tr>
</tbody>
</table>
# BEFORE THE ROUND

## WHAT YOU WILL NEED

<table>
<thead>
<tr>
<th>A Private Room</th>
<th>Similar to an in-person round, do your best to be in a setting where interruptions may not occur.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Laptop</strong></td>
<td>We highly recommend using laptops or desktops w/ microphone &amp; webcam. Tablets and phones are the least preferred options for a few reasons: positioning the camera can be a little tricky; the connection might be less robust; it requires a few more on-screen prompts when using the 8x8 Video Meetings app; moving the device creates a lot of movement on the screen.</td>
</tr>
<tr>
<td><strong>Headphones &amp; Microphones</strong></td>
<td>Students are also encouraged to use a mic/headphones since audio quality is much better than with an external mic. Judges are instructed not to penalize students for having mics/headphones on.</td>
</tr>
<tr>
<td><strong>“Do Not Disturb”</strong></td>
<td>If your device receives notifications, then consider turning on the “Do Not Disturb” option.</td>
</tr>
<tr>
<td><strong>Plain Background</strong></td>
<td>A visually loud background may distract your judge and fellow students.</td>
</tr>
</tbody>
</table>

## RECOMMENDATION

Test your equipment in one of the online warm-up rooms.

**Friday, 4/24 @ 5:15pm:** We will be running a test round. Do join us for that!
## ePOSTINGS

<table>
<thead>
<tr>
<th>CHECK YOUR...</th>
<th>NOTES</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>STUDENTS</strong> will receive a text/email with their ePostings information. That message will have a link to view all postings for a particular round. Click that link to go to your round.</td>
<td></td>
</tr>
<tr>
<td>15 mins before round/prep</td>
<td></td>
</tr>
<tr>
<td><strong>CONSIDER CHECKING THE SPAM FOLDER AS WELL.</strong></td>
<td></td>
</tr>
</tbody>
</table>

## LP/DEBATE SETUP

<table>
<thead>
<tr>
<th>QUESTION?</th>
<th>ANSWER!</th>
</tr>
</thead>
<tbody>
<tr>
<td>Where is the Extemp Prep/NPDA/BP Topic announce Room?</td>
<td>As we get closer to the tournament links will be sent out to a special video room for these events.</td>
</tr>
<tr>
<td>How will I get my impromptu quotation?</td>
<td>The judge will have the impromptu quotations on their eBallot. When it’s your turn to speak your judge will copy/paste the prompts into the chat window in the Live Video Room.</td>
</tr>
<tr>
<td>How will we strike IPDA topics?</td>
<td>The judge will have all five IPDA topics on their eBallot. At the start of the round go to your Live Video Room. The judge will copy/paste the resolutions into the chat window. Each team will strike as normal. Turn off your audio/visual feeds in the room during prep. 30 minutes later the round will commence.</td>
</tr>
<tr>
<td>Where will we prep for NPDA/BP?</td>
<td>Each school has access to practice rooms through ForensicsTournament.net. Please use those rooms.</td>
</tr>
</tbody>
</table>
# DURING THE ROUND

## STUDENTS

<table>
<thead>
<tr>
<th>GUIDELINES</th>
<th>NOTES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Be On Time</td>
<td>Please be in your 8x8 round or sign in to the room before the round starts</td>
</tr>
<tr>
<td>Turn Off Audio</td>
<td>Click #3. To mitigate unexpected audio interruptions, we highly recommend for your mic to be off when you are not presenting.</td>
</tr>
<tr>
<td>Fixed Screen</td>
<td>Especially during someone’s performance, refrain from moving the camera. The movement of the camera can be very distracting.</td>
</tr>
<tr>
<td>Audience Reaction</td>
<td>With the audio off, all audience reactions will be non-verbal. Please keep in mind that everyone can still see you during the round.</td>
</tr>
<tr>
<td>Raise Your Hand</td>
<td>Click #1 if you have a question for the judge. They are instructed to address inquiries between speeches. Only utilize this option when necessary.</td>
</tr>
<tr>
<td>Wait to be Dismissed</td>
<td>...by the judge.</td>
</tr>
</tbody>
</table>

## IF DOUBLE ENTERED...

<table>
<thead>
<tr>
<th>GUIDELINES</th>
<th>NOTES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sign-in</td>
<td>Once you are in the online room, open chat (click #2) and leave a message informing the judge that you are double entered. EXIT THE ROOM (#4).</td>
</tr>
<tr>
<td>Perform Your First Event</td>
<td>Similar at an in-person round, ask the judge if you can leave for your other round. EXIT THE ROOM (#4).</td>
</tr>
<tr>
<td>Re-entering</td>
<td>Currently, there is no way we can replicate that in 8x8. The best recommendation is to re-enter the room and turn off your mic as soon as possible.</td>
</tr>
</tbody>
</table>
# AFTER THE ROUND

## ACCESSIBLE ROOMS

<table>
<thead>
<tr>
<th>Student Liaison</th>
<th>The tournament will have liaisons in the room ready to ask questions you may have</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Next Round?</strong></td>
<td>Keep the tournament schedule nearby</td>
</tr>
<tr>
<td><strong>Student Room</strong></td>
<td>Please check your email for the link to the competitors’ room to hang out in between rounds</td>
</tr>
</tbody>
</table>