

Extemporaneous Speaking using Zoom

Please see the video at this link for an example of how Extemporaneous speakers can be transferred from one room to another. Make sure your room monitors/judges know they will need to be on the computer and attentive the entire time.

PRIOR TO YOUR EVENT

- Have all participants (students and judges/room monitors) test their computer prior to your scheduled time: zoom.us/test
- We tested it out and the chat feature DOES NOT WORK between the breakout rooms and the host, so please make sure you have a plan for communication prior to the start of your event.
- We would suggest that you hold a trial run meeting with your room monitors/timekeepers prior to the actual event.

Official Zoom Tips for assigning break out rooms can be found here: <https://support.zoom.us/hc/en-us/articles/360032752671-Pre-assigning-participants-to-breakout-rooms>

VIDEO EXAMPLE OF SETTING UP BREAK OUT ROOMS CAN BE FOUND HERE:

https://drive.google.com/open?id=1GcLNdbIkQJAnu_X8FLPVkPRAismjlhH0

The Host of the meeting will be the only one who is able to complete the following steps:

1. Participants of the Meeting

- Zoom Host
 - Will have the main administrator privileges to set up the breakout rooms
 - Welcome all speakers into the Holding Room (main Zoom meeting room) and answer any questions the speaker may have
 - Will have the ability to move speakers from one room to another
- Room Monitor
 - Will be responsible for ensuring speakers are not talking to anyone else in the actual room they are in
- Timekeeper
 - Will be responsible for keeping track of speech/Q&A time
 - Will be responsible for communicating with Host once the speaker has finished and left the room, so the host can move the next speaker from the Warm Up room to the Performance room
- Judges
 - Will be responsible for scoring the spoken speech and asking Q&A
- Speakers
 - Upon their arrival into the Holding Room (the main Zoom meeting room), the room host will rename the speaker (Speaker #1, Contestant #1, etc.)

2. Name Breakout Rooms

Select the "Breakout Rooms" option from the bottom of the Zoom meeting Host page. You will want to rename these rooms to keep track of your participants. Room names:

- Writing Room
- Warm Up Room
- Performance Room
 - If you don't use the Cool Down Room option, the speaker can just "Leave Meeting" when they are finished
- Cool Down Room
 - This room is optional. If you would like to give your speaker further instructions after they've finished their speech and Q&A portion, this is where you would give that instruction.

3. Rename Participants of Meeting

- This will allow you to see where proctors, judges, timekeepers, etc. will be

4. Assign Participants to the Corresponding Room

- Once all rooms have been assigned, click the blue button at the bottom right corner of the Breakout Room box and click "Open All Rooms"
- This will remove them from the main (holding) room and put them in their corresponding rooms

5. Naming Contestants and Moving them from Room to Room

- When a contestant first comes to the Holding Room (the main Zoom Room), you can name rename them by contestant # or however you would like to keep track of your speakers
- When you're ready for the contest to start, you will "Assign" your first contestant to the Writing Room.
- After the Writing Room, you'll assign them to the Warm Up Room
- After the Warm Up Room, you'll assign them to the Performance Room
 - **IMPORTANT!!!** Whoever is in the Performance room be controlling letting you know how the flow of the rooms will need to go. The Timekeeper in the performance room will need to let you know either by phone, text or some other method when the speaker has completely finished their speech and Q&A session. This way, the main Host doesn't accidentally move another speaker into the Performance Room while the previous speaker is still in progress.

6. When the Speaker has Finished

After the speaker is finished in the Performance room, they can either click "Leave Meeting" button, or they can be moved to a Cool Down Room for further instruction