

Tips for Running Hybrid Contests

Technology

1. Review the video <https://www.toastmasters.org.nz/videos/> **Technical Requirements for Hybrid Contests**
2. Make sure that you have people experienced with running Hybrid meetings to set up and run the technology. **NO** first timers!
3. Have experienced onsite and online tech support and zoom masters
4. Triple check all the technical resources well before the setup for the contest
5. Have spares if possible– e.g. projectors screens cords/cables etc. etc.
6. Have backup options for internet access – i.e. hot spotting phones for each of the onsite laptops
7. Mark out the camera vision speaking area fully with tape and make sure Onsite Contestants are briefed on this.
8. Conduct full sound/vision testing with online contestants, judges etc. before commencing the Contest

Contest Administration

1. Review the Cast of Characters from the Video
2. **Must** have both Onsite and Online:
 - a. Sergeant at Arms
 - b. Timer
3. Contest Chairs should be carefully briefed in their roles in the Hybrid format and use prepared scripts for their process
4. Ideally and **strongly recommended** that Contestant and Judges Briefings be conducted prior to the Contest Day.
 - a. Ensures that everyone gets an equal opportunity
 - b. Reduces complexity of setup
 - c. Reduces tension for contestants and officials
 - d. Must have an online system for speaker order selection
5. Onsite Contestants should be briefed on the presence and needs of Online Judges
6. Ensure that the Online Timer has “Raised Hand” so they are visible to Contestant in top lefthand corner of screen
7. Contest Chairs should replicate Contestant preparation procedure from Online contests for **both** Onsite and Online Contestants using the same words for everyone
 - a. Check can hear
 - b. Check can be heard
 - c. Check can see
 - d. Check can be seen
 - e. Check can see Timer
 - f. Check that Contestant is Spotlighted by Zoom Master
 - g. Check that Contestant has selected Gallery View for self if desired
 - h. Confirm “Are you ready?”
 - i. **Then and only then**, introduce Contestant in standard form