

TOASTMASTERS INTERNATIONAL

March 12, 2020

Dear District Leaders,

Due to the evolving impact of the coronavirus disease (COVID-19), the Board of Directors has made the following exceptions, effective immediately and until further notice:

- All clubs in all Districts can meet entirely online, as needed.
- Speech contests may be conducted online at the Area and Division levels. Refer to the attached [speech contest document](#) for more information.

We understand the impact on club meetings and speech contests varies. As such, some clubs or speech contests may need to be conducted online, while others may continue in person. We encourage you to support the club officers in your District and your speech contest team in making the best decision for your members. The well-being of all members is top priority.

At this time, District conferences are still expected to be held in person. However, they may need to be cancelled or postponed due to restrictions. District leaders must evaluate contracts for such events and communicate with the venue or vendor about possible changes.

Please stay in communication with the District Leader Support team at districts@toastmasters.org so that appropriate support and guidance can be provided.

Thank you for your leadership and dedication to our clubs and members during this challenging time.

Sincerely,



Deepak Menon
International President
Toastmasters International
www.toastmasters.org



Daniel Rex
Chief Executive Officer
Toastmasters International
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View Online



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This message was intended for: example@emailaddress.test. 9127 S. Jamaica Street, Suite 400, Englewood, CO 80112.

Unsubscribe



Online Speech Contest Exception

Effective immediately and until further notice, speech contests in all Districts may be conducted online at the Area and Division levels. District leaders should partner with the Speech Contest team in making the best decision for the members. This is an exception to General Rules for All Toastmasters Speech Contests, 2. Eligibility, A., 9. which states “Each contestant must be physically present to compete beyond the club level. Participation by audio, video, or other remote technology is not permitted beyond the club level.” Other than this exception, the *Speech Contest Rulebook* must be followed as far as it is applicable. The requirements below must also be followed:

1. The contest must be conducted using live audio and video conferencing tools utilizing an online platform.¹ For the Evaluation and Table Topics contests, the platform must allow for contestants to exit the primary broadcast and temporarily enter a holding room where they can remain under the supervision of the contest Sergeant at Arms.
2. All contestants must use a webcam and microphone to ensure that they are visible and audible while delivering their speech. Contestants are responsible for providing their own technology at their own expense if there is a fee for use.
3. In case of technology failures during the contest, use another method of communication (beyond the online platform) to allow contest officials to communicate with the chief judge and contestants to communicate with the contest chair.
4. The contestants must be briefed using live audio and video conferencing tools utilizing an online platform. During the briefing
 - a. The contest chair explains the designated speaking area for the contest. They must be set to ensure that each contestant’s gestures and facial expressions will be captured by their camera and their voice will be clearly captured by the microphone. If necessary, the contest chair will advise contestants on additional lighting needs. See below for an example:



- b. Each contestant tests their technology and practices in the designated speaking area to ensure that they are visible and audible.
- c. The contest chair explains the alternative method of communication in case of technology failures.

¹ Some platforms that have been used successfully by members in the past include Zoom, GoToMeeting, WebEx, WeChat, or Skype.

5. The contest officials must be briefed using live audio and video conferencing tools utilizing an online platform. During the briefing
 - a. The contest chair advises all contest officials on the designated speaking area. Again, see below for example:



- b. The chief judge instructs judges, counters, and timers on the process for submitting the appropriate ballot for the contest, Speech Contest Time Record Sheet and Instruction for Timers (Item 1175) and Counter's Tally Sheet (Item 1176). Digital signatures are accepted.
 - c. The chief judge instructs judges on the process for a protest.
 - d. The chief judge instructs timers on the process for timing.
 - i. Two timers are appointed by the chief judge.
 - ii. Each uses a stopwatch to time the contest.
 - iii. One uses a signaling device that displays green, yellow, and red colors and signals the contestant at appropriate times during the speech.
 - iv. The other maintains and delivers to the chief judge the written record of elapsed time on the Speech Contest Time Record Sheet and Instruction for Timers (Item 1175).
 - e. The chief judge explains the alternative method of communication in case of technology failures.
6. Before the contest, the chief judge selects a member to act as tiebreaking judge and instructs them on the process for submitting the appropriate Tiebreaking Judge's Guide and Ballot for the contest.
7. During the contest
 - a. The timer with the signaling device keeps their webcam on for the duration of the contest and ensures that contestants are able to view an accurate green, yellow, or red signal at appropriate times during the speech.
 - b. Audience members are not required to have webcams or microphones.
 - c. All audience members will mute their microphones and turn off their webcams while a contestant is speaking.
 - d. If technology fails during the contest
 - i. And the chief judge determines that the contest can no longer continue (due to a lack of contestants or contest officials), the contest will be reconvened at a later date or time.
 - ii. And only one contestant is impacted, the chief judge should pause the contest until the technology issue is resolved. The contestant should resume their speech at the point at which the technology failed and will be allowed 30 seconds extra overtime before being disqualified.
8. During an Evaluation Contest, when the contestants enter the holding room to prepare their evaluation for five minutes, they must keep their webcam on so they remain under the supervision of the contest sergeant at arms.
9. During a Table Topics Contest, when the contestants enter the holding room, they must keep their webcam on so they remain under the supervision of the contest sergeant at arms.