

Chief Judge's briefing for Timers – Virtual Contest

1. Add "TIMER 1" or "TIMER 2" before your name.
2. **Your camera will remain on throughout the contest.**
 - a. If there is a contestant with a visual impairment, the instruction to use an audio cue for time will be given before the beginning of the contest. Your audio will only be on to verbally cue the contestant.
3. Both timers will use a timing device and be visible for the contestants with the preferred virtual timer backgrounds (or timing cards with the colors written on the cards).

4. Begin each speech with a neutral (blue or white) background.
5. The time begins when the contestant makes a verbal or non-verbal communication with the audience.
 - a. Change the background to green when the minimum speech time requirement begins and leave it on until changing to yellow.
 - b. Leave the yellow on until changing to red, and the red remains on until the speaker stops speaking.
 - c. Timers must make **NO** motions, gestures, or sounds to bring attention to the time or that time has gone over. The red remains up until the speaker stops speaking.
6. Timers will record speech times independently on their Time Record Sheet.
7. Record the speaker's time on the Official Time Record Sheet in their speaking order.
8. **TIMER 1** will time one minute between each contestant for the judges to mark their ballots.
 - a. Cue the Contest Master verbally or visually that 1- minute has passed.
9. After the last contestant has concluded, e-mail the Time Record Sheet to the Chief Judge.
 - a. Note (**) any contestant(s) with a time disqualification.
 - b. If the Timers have two varying times for a contestant, the time that is in favor of the Contestant will be used, if there is one.

10. Error in the Announcement of Winners: If a contestant is announced who was disqualified for time, immediately speak up, "**Contest Master, may we please confer with the Chief Judge?**" **The Breakout Room will be reopened to discuss. Once all contestants have been announced, the decisions are final.**

11. Questions?

Virtual Humorous & Evaluation Contest

1. The Contest Master announces the name, speech title, speech title, and name.
2. Time begins with the speaker's first verbal or non-verbal cue towards the audience.
3. The Speakers have 5 – 7 minutes to deliver their speeches.
 - a. Display; GREEN at 5 minutes, YELLOW at 6 minutes, RED at 7 minutes.
 - b. Speakers 30 seconds on either side to qualify.

(See #4 through #11 above.)

Virtual Table Topics Contest

1. The Contest Master announces the name, topics question, topics question, and name.
2. Time begins with the speaker's first verbal or non-verbal cue towards the audience.
3. The Topics Speakers have 1 – 2 minutes to deliver their answers.
 - a. Display; GREEN at 1 minute, YELLOW at 1 ½, RED at 2 minutes.
 - b. Speakers must speak for at least 1 minute and not past 2 ½ min to qualify.

(See #4 through #11 above.)

Virtual Evaluation Contest

1. The Target Speaker has 5 – 7 minutes to deliver his or her prepared speech.
 - a. The Contest Master announces the name, speech title, speech title and name.
 - b. Time begins at the first verbal or non-verbal cue towards the audience.
2. Once the Evaluation Contestants are sequestered, they have 5 minutes to prepare their evaluations.
 - a. The Contest Master will utilize this time to interview the Target Speaker.
 - b. Timer 1 will use visual or audio cue to let the Contest Master know 5 minutes has elapsed.
3. The Evaluators have 2 – 3 minutes to deliver their evaluations.
 - a. Both Timers use the same protocols for timing the Evaluators; 2 minutes green, 2 ½ yellow, 3 minutes red and remains on until the speaker stops speaking.

(See #4 through #11 above.)

Best Practices and Suggestions

1. You may want to invite them to the contestant's briefing to find a solution that works for all the contestants.
2. (This is a best practice suggestion from Toastmasters International) If either the signaling device OR the stopwatch fails, the contestant receives 30 seconds extra overtime before being disqualified. If either timer loses connection partway through the contest, this also means the affected contestant receives an extra 30 seconds.
3. In the event the speaker loses connection, the Contest Master can stop the contest. Make note of the time into the speech. Once connection is regained, the Contest Master may have the contestant pick up where the connection was lost.
4. Decide with the Contest Master how long the contestant interviews will be to keep the contest moving efficiently. This will be contingent on the number of contestants.