

## ESU-Churchill Public Speaking Competition - *Zoom* Briefing for Schools

We are delighted that you are still involved in the competition, despite lockdown, schools being mainly shut and everything else with which teachers and students are having to cope! We are so pleased that the competition can go ahead. It is down to you being determined to make it happen, so thank you!

You will individually, as the lead teacher, receive a *Zoom* meeting link and pass code in due course.

Please go through these points with your students:

- If any participants are not able to download the *Zoom* client when this is offered, they can simply click cancel. Then where it says, “Having issues with *Zoom* Client?”, they can click “Join from your browser”.
- Every heat will start promptly at **4:30pm**, so please ask all participants from your school to sign on from 4:15pm. Participants will be placed in a waiting room and admitted by the *Zoom* Host when they are ready.
- Please ask your students to check the accuracy of their display name on *Zoom* before signing in. We suggest first name (not surname), school/team no. (if two teams from your school) and role.
- It is perfectly acceptable for students not to use their camera during the event, and they will not be marked down for this, although it does not make it more challenging for the judges!
- All participants should remain on mute when not speaking. The Chair should do their best to co-ordinate the exchange between the Speaker and Questioner. The judges appreciate that this is very difficult.
- When not part of the team ‘on the stage’, students should also have their cameras turned off.
- Recording is disabled so no videos of the heat can be made. This is an important safeguarding consideration. No one should try and film it or photograph it using another camera.
- Private *Zoom* chat is also disabled. Teachers and students (as well as the audience) can only chat with the comments visible to Everyone or just the *Zoom* host. The chat function should only be used if there are problems or issues that need raising.
- There will be time signals given according to the rules.
- We would suggest that, where possible, students and teachers use desktops/laptops rather than tablets and ‘phones. The functionality and size of screen is better with desktop/laptop. However, we do acknowledge that this might not always be possible

- We would also ask participants to ensure that devices are plugged into a power source to avoid being disconnected due to lack of battery life.
- If connectivity is lost for any of your students, please alert the *Zoom* host and, where possible, a pause will occur while they get back online.
- Students should check that they are happy with what will be seen on camera and check the lighting.
- Students should dress appropriately, as is normally the case for a competition heat.
- At the end of the heat, individual feedback will be offered to teams in breakout rooms. Please make sure that you are in the breakout room with your students to hear any feedback they are given.

Good luck in your heat!

Kind regards,

**Competitions Team**

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