



## ENGLISH-SPEAKING UNION

discovering voices

### ESU Competitions – Zoom Briefing for Schools

We are delighted that your school is involved in ESU competitions. Over the past few years with the impact of lockdown we have all become more acutely aware of the importance of student voice.

Whilst Zoom has become more familiar to us all, the guidelines below are designed specifically to support the hybrid nature of our competitions and ensure a level playing field for all those involved. As we move through the heats and transition to later in person rounds these skills will be of great value to all participants.

#### Ahead of the competition:

Do put the date and time of the ESU competition onto the school calendar so that your colleagues are aware that an external competition is taking place. Make sure the site team is aware where you will be & until when.

You may find it useful to work with another member of staff at school for any Zoom heat. (Do discuss this with your SLT). Prepare in advance and consider how you can create a 'team' atmosphere. (Think about things such as where participants are seated, if they can hear one another clearly, if they are familiar with the technology).

You will individually, as the lead teacher or practitioner, receive a Zoom meeting link and pass code with the draw for each round. This will be emailed to you at least two weeks prior to the heat. The Zoom heat will be administered and 'hosted' by an ESU Competition Lead, who will problem solve any technical problems and provide support on the day.

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.





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## On the day

It is imperative that you are present when your team competes. Please come on camera at the beginning of the session to introduce yourself, and again when your team competes unless your school safeguarding policy prevents this. All students must have an accompanying teacher present throughout the Zoom heat as per our safeguarding policy.

## For all competitions

- Unless your school safeguarding policy prevents this, students must participate with their cameras on. Please remember that part of effective public speaking is about the use of body language and gesture, even if this is via a screen. If your school safeguarding policy prohibits the use of cameras for educational purposes please ensure you let the ESU Competition Team know as soon as possible.
- All participants should remain on mute when not speaking.
- When not part of the team 'on the stage', students should 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 or photograph the session using another camera, and if we suspect that this is happening the Competition Lead will remove the individual(s) from the Zoom immediately.
- Private Zoom chat is 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 requested by the ESU Competition Lead or 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 laptops or tablets rather than mobiles. The functionality and size of screen is better with a laptop or large tablet. However, we do acknowledge that this might not always be possible.
- If students wish to present standing up, and this can be accommodated within your space





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- and device limitations, this is encouraged.
- We would 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 your Competition Lead 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.

If you have any issues on the day please contact us at [competition@esu.org](mailto:competition@esu.org) and we will do our best to support you.

### For the ESU-Churchill Public Speaking Competition

- Please ask your students to check the accuracy of their display name on Zoom before signing in. We suggest first name, role (such as Chair/Questioner), school name/team no. (if two teams from the same school). Teachers, if you can please change your name to first name, "teacher" and school name.
- At the start of the heat your Speaker will meet with the Chair and Questioner they will be working with and vice versa in a Zoom breakout room. As such you will need access to two devices that can connect to Zoom for this portion of the event.
- Students should be reminded that whilst the online format (e.g. sitting with 'head and shoulders' presentation v standing up as in the live events) is different they should not read speeches verbatim from a script. The same marking criteria does apply, and this may lead to students being marked down for Expression & Delivery.
- All participants should remain on mute when not speaking. The Chair should do their best to introduce everyone in their round and co-ordinate the exchange between the Speaker and Questioner.

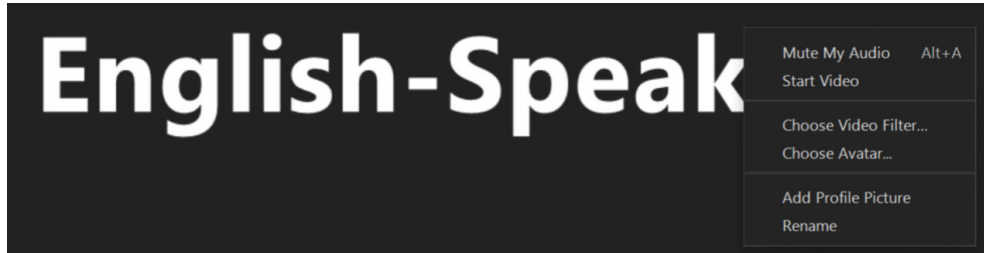




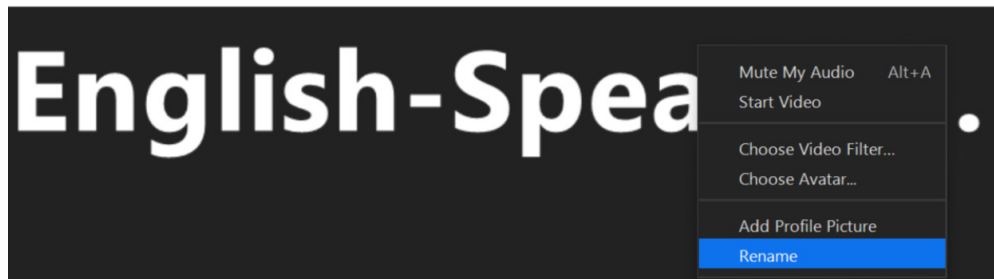
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### How to change your name on Zoom

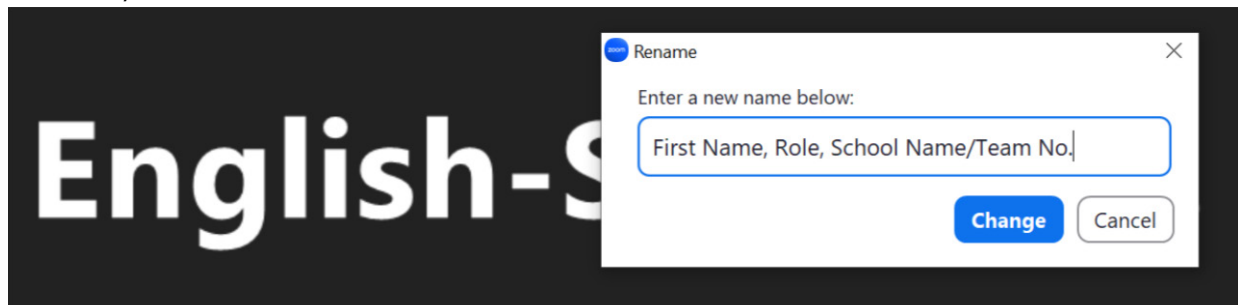
1. Right-click on your name/video



2. Click on "Rename"



3. Enter your name in the box



4. Click on "Change". You should see your new name displayed.

