

Virtual Tournament Instructions & Procedures

Zoom + Speechwire

What This Guide Covers

- . Navigating Breakout Rooms
- . Accessing Limited Prep Topics on SpeechWire
- . Information for Judges
 - . FAQ

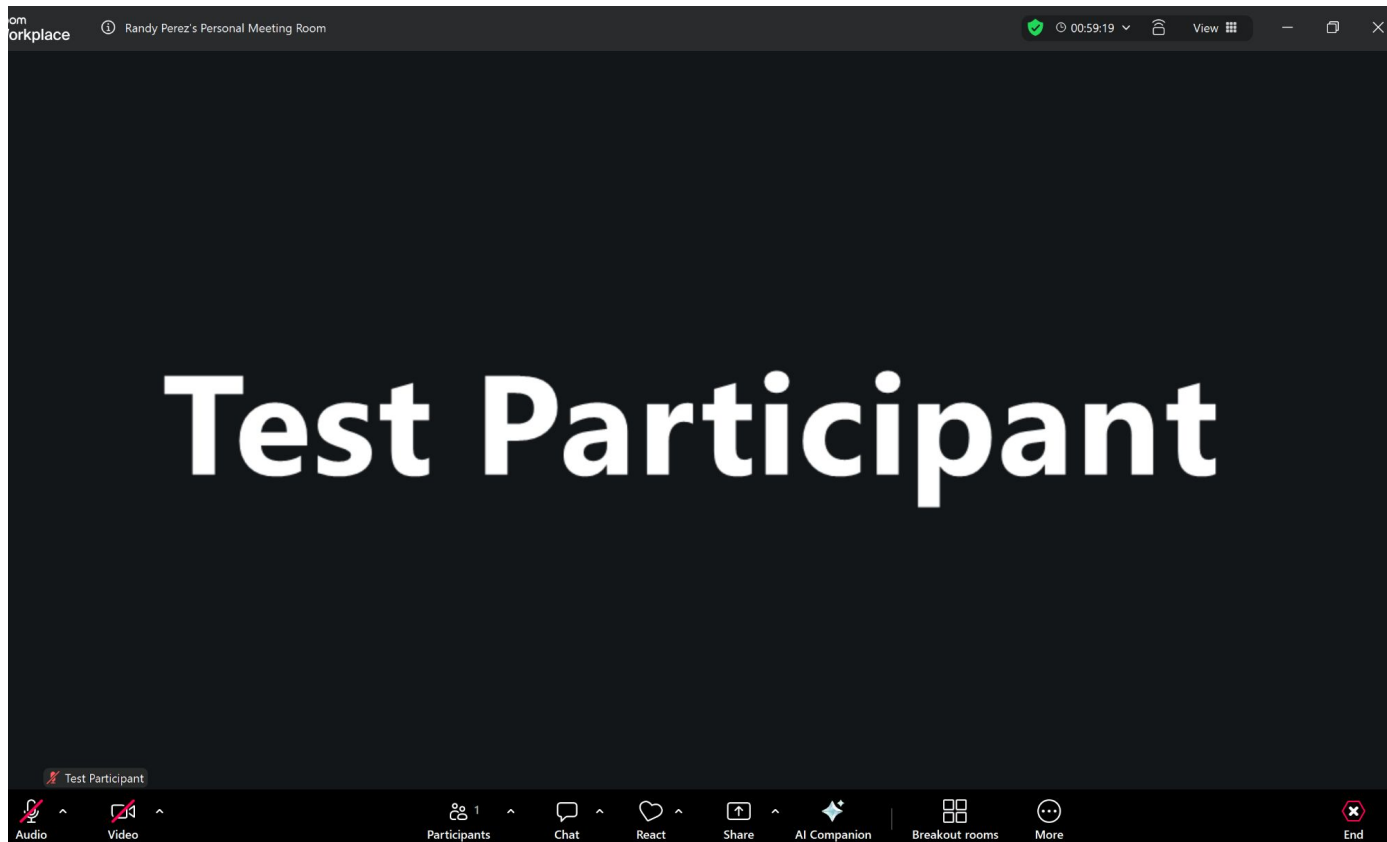
TIME ZONE & ARRIVAL

All tournament activities will run on U.S. Eastern Time (New York Time) Judges & Students are responsible for adjusting for time zone differences.

- **Please log into Zoom 10 - 15 minutes early.**
 - **Late arrivals delay entire sections.**

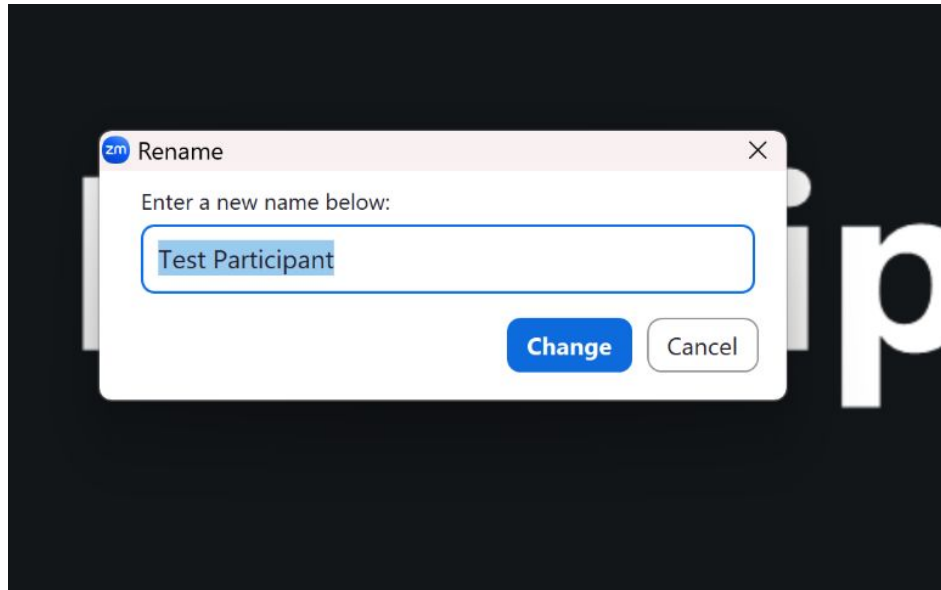
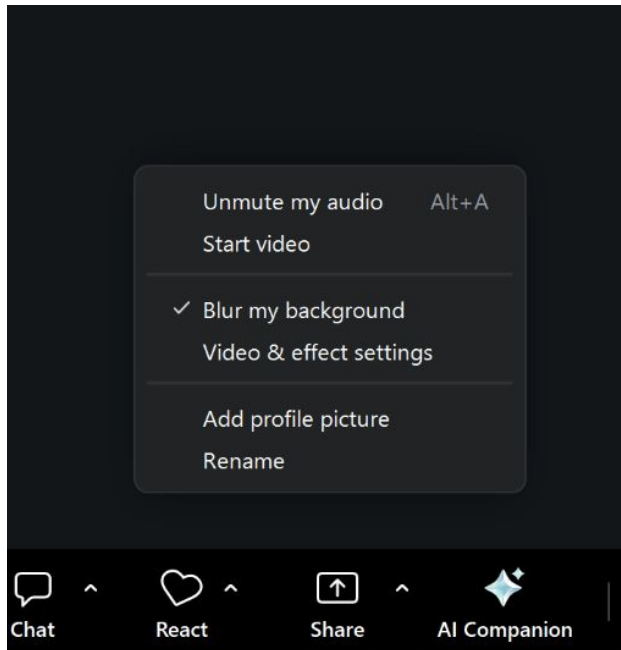
HOW ZOOM WORKS

- There is one Zoom link for the entire tournament
 - Inside that link are MANY breakout rooms



CHANGE YOUR SCREEN NAME, STUDENTS & JUDGES

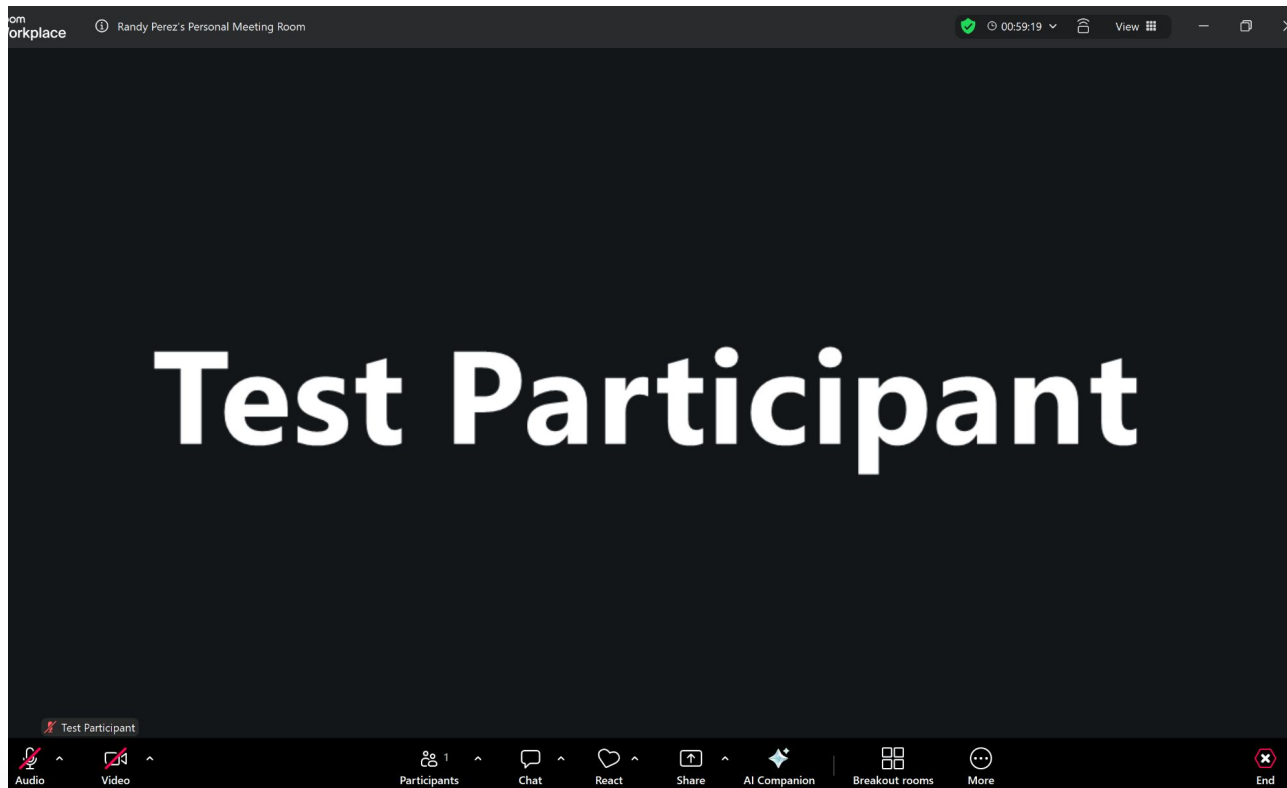
- Once entering the main Zoom room, please change your screen name.
- Right click, select “Rename,” and rename as “CODE - FIRST LAST NAME” (STUDENTS: You can add “DE” or “TE” if you’re double or triple entered.) Example: “A1 - James Andrew”



“Double-entered” refers to students entered in two speech events and “triple-entered” for three events at the same pattern.

BREAKOUT ROOMS

Access the list of breakout rooms by clicking
“Breakout Rooms” on the bottom menu.



BREAKOUT ROOMS

zm Breakout rooms - In progress ×

Rooms (45) Participants (0)

▼ Help Desk/Tab Room	0	Join
▼ Tournament Auditorium	0	Join
▼ IPDA Debate Draw	0	Join
▼ After Dinner Speaking, Sect. A	0	Join
▼ After Dinner Speaking, Sect. B	0	Join
▼ After Dinner Speaking, Sect. C	0	Join
▼ Communication Analysis, Sect. A	0	Join
▼ Communication Analysis, Sect. B	0	Join
▼ Dramatic Interpretation, Sect. A	0	Join
▼ Dramatic Interpretation, Sect. B	0	Join
▼ Dramatic Interpretation, Sect. C	0	Join
▼ Dramatic Interpretation, Sect. D	0	Join
▼ Impromptu Speaking, Sect. A	0	Join

1. Read the breakout room names carefully.
2. Click “Join” next to your assigned room.
3. If you enter the wrong room, leave and rejoin the correct one.

***Accessing Limited Prep
Topics
(Impromptu &
Extemporaneous
Speaking)***

Impromptu Speaking Topic Selection Overview

Electronic comments

Test Tournament 8x8 IMP Rd. 1 Sect. A
Room , Sun. Jan. 12 at 8:00 AM

Speaker #5 -- A12 Eli Hardwig

This student has not drawn yet!

Once the student is present, you should click 'Open draw for student' below, which will show them the topics to pick one. The topics are also shown below for you to reference.

[Open draw for student](#)

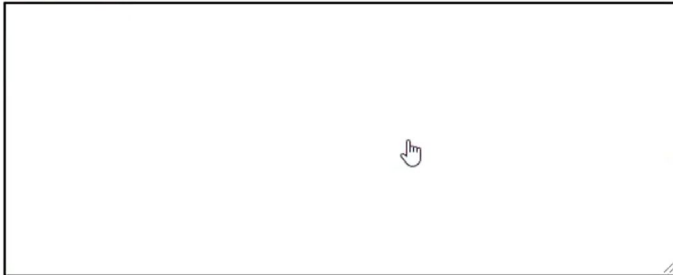
Topic choices:

Larry
Moe
Curly

Save comments

Discard changes and return to ballot

Comments:



Performance time (length): (in format 1:23, where 1 is minutes and 23 is seconds)

Save comments

Discard changes and return to ballot

1. Impromptu topics are released by the judge through Speechwire.

2. Topics are NOT read aloud.

3. Topics are NOT shared on the room chat.

4. Students must be logged into SpeechWire to receive topics.

Screenshot of Impromptu judge's Speechwire ballot.

Impromptu Speaking: Step-by-step

Electronic comments

Test Tournament 8x8 IMP Rd. 1 Sect. A
Room , Sun. Jan. 12 at 8:00 AM

Speaker #5 -- A12 Eli Hardwig

This student has not drawn yet!

Once the student is present, you should click 'Open draw for student' to let them pick one. The topics are also shown below for you to reference.

[Open draw for student](#)

Open draw for student

1. IMP students & judges, be present in your competition room.
2. Judge releases topics through their Speechwire ballot.
3. Student selects a topic in SpeechWire.
4. Student speaks.
5. After speaking, student must return to the “Tournament Auditorium” breakout room to fetch the next speaker.

Extemp Speaking Topic Selection Overview

▼ IPDA Debate, Sect. D	0	Join
▼ IPDA Debate, Sect. E	0	Join
▼ IPDA Debate, Sect. F	0	Join
▼ IPDA Debate, Sect. G	0	Join
▼ Extemp Draw	0	Join



▼ Extemp Draw	0	Join
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1. Extemp topics are released by the Extemp Draw official.
2. Judges do NOT release Extemp topics.
3. Topics appear electronically in SpeechWire.
4. **STUDENTS:** You must report to the Extemp draw room.

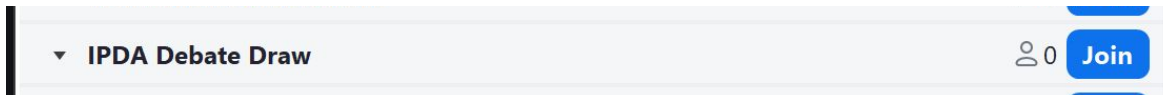
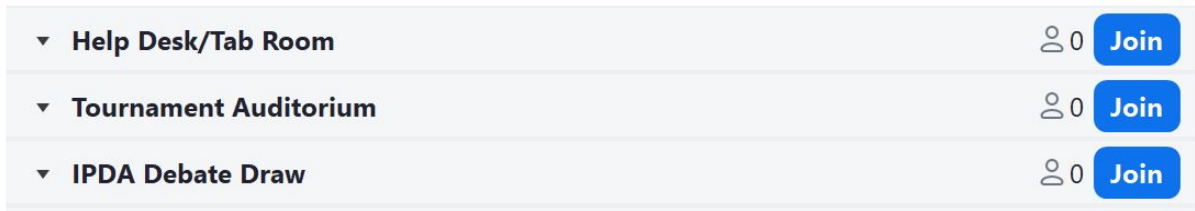
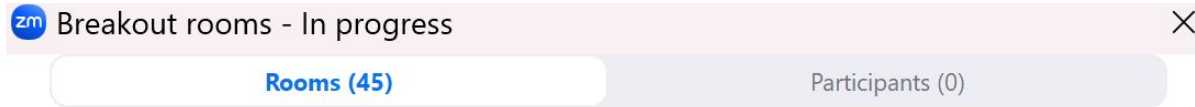
Extemp Draw Step-by-step



Screenshot of a student's online Speechwire account.

1. Report to the Extemp Draw Breakout Room when called.
2. Topics are released in SpeechWire. Students: "Click enter draw" on your online account.
3. Select a topic.
4. Prepare.
5. Speak in your assigned section at the appointed time.

IPDA Draw Topic Selection Overview



1. Debate draw occurs in the IPDA Debate Draw Room.
2. Debate pairings will be posted on SpeechWire.
3. Debaters then move to their assigned debate section.
4. JUDGES: Judges must select a winner. No ties.

SpeechWire: Must-Knows

Navigating SpeechWire

**ALL JUDGES AND STUDENTS MUST ACTIVATE THEIR
SPEECHWIRE ACCOUNT TO RECEIVE BALLOTS,
TOPICS, SCHEMATIC POSTING BLASTS**



Log in to SpeechWire online tournaments

Please enter your SpeechWire account email address and account password and click 'Forgot password?'

Email address:

Password:

<https://live.speechwire.com>

SPEECHWIRE VIDEO TUTORIALS

STUDENTS: <https://www.youtube.com/watch?v=MQgqptPqNtA>

JUDGES: <https://www.youtube.com/watch?v=YJXxeVS-KgM>

SpeechWire Best Practices for Judges

Electronic ballot

Test Tournament 8x8 IMP Rd. 1 Sect. A

Sun. Jan. 12 at 8:00 AM

Judge: Ben Stewart TEST

[Click to enter live video round](#)

Speaking order:

1: A9 Raul Winthrop

2: A5 Vance Wallford

3: A7 Tara Frost

4: A10 Qai Talbert

5: A12 Eli Hardwig

6: A8 Sam Aultmore

[Click here to start the round](#)

1. Judges must check their email for ballot notifications.
2. Click “Start round” as soon as you receive your ballot.
3. Your ranks, speaker points and “reason for decision” must be submitted immediately after the round’s end. You can go back to add additional comments later.
4. If you do not receive a ballot, go wait at the Judge’s Lounge.

SpeechWire Best Practices for Judges - Ranks & Scoring (Speech Events Only)

**JUDGES IN ALL SPEECH EVENTS, NOT DEBATE:
Please assign speaker points and rankings for each competitor in
descending order!**

**You will give ranks out of 1st to 5th or 6th place (last place), and
speaker points out of 25 points.**

**Your ranks and speaker points in a given round can look something like
this:**

1st Place Speaker - 24 Points

2nd Place Speaker – 23 Points

3rd Place Speaker – 22 Points

4th Place Speaker – 21 Points

5th Place Speaker – 20 Points

6th Place Speaker – 19 Points

SpeechWire Best Practices for Judges - Ranks & Scoring (Debate only)

**JUDGES IN ALL DEBATE EVENTS, NOT SPEECH:
You must pick a winner in IPDA debate! There are no ties!!
Speaker points for IPDA Debate are out of 30 points!**

Your decision can look something like this:

AFF: John Sanders

Winner? No

Speaker Points: 25

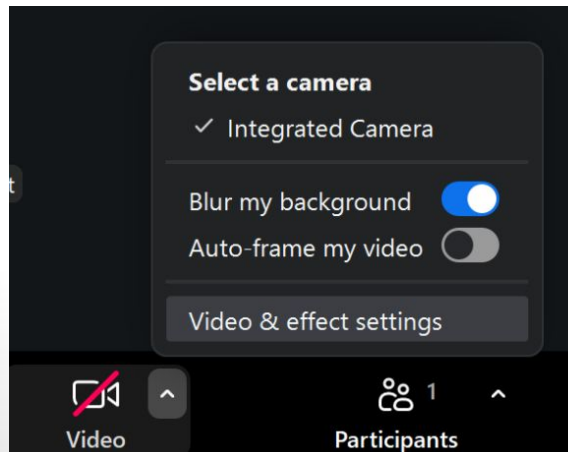
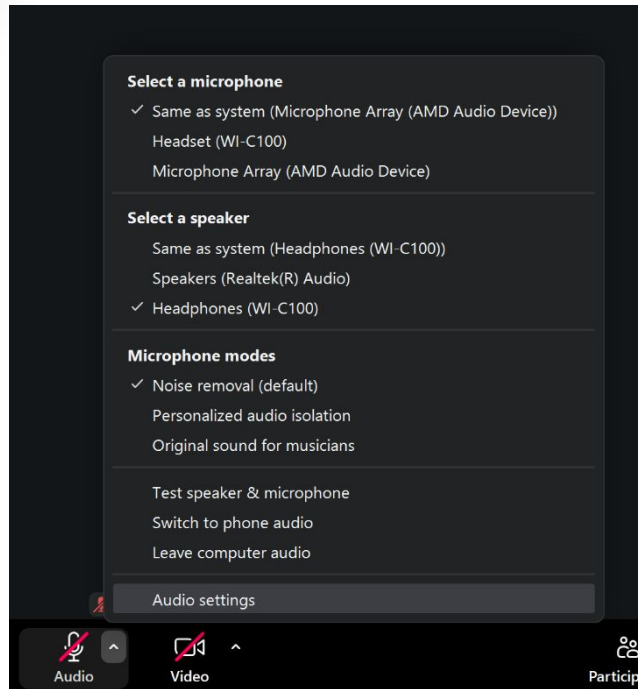
NEG: Sara Lauren

Winner? Yes

Speaker Points: 28

Audio & Video Troubleshooting

If You Have Audio or Video Issues



1. Mute when not speaking.
2. Use headphones if possible (not Apple AirPods!)
3. Close extra tabs and apps.
4. Restart Zoom if needed.
5. Rejoin the main Zoom link if disconnected.
6. Access audio and video settings by clicking either the “audio” or “video” icon on the bottom menu.

What To Do If Something Goes Wrong

If you are missing a topic, ballot, or room assignment:

- 1. Stop.**
- 2. Go to the “Judge’s Lounge” or “Tab Room” breakout rooms.**
- 3. Ask for help**

Do not guess. Do not leave the tournament.

Frequently Asked Questions and Problems

If you are missing a topic, ballot, or room assignment:

- 1. “I don’t see my ballot. Where do I go?” → Go to live.speechwire.com**
- 2. “I didn’t receive a topic. Where can I access it?” → Go check your online SpeechWire account first. Then check-in with tab room second.**
- 3. “I joined the wrong room. Where can I see my breakout room?” → Leave and select the correct breakout room.**
- 4. “I disconnected. What do I do?” → Rejoin main Zoom link and go back to your assigned breakout room.**

Final Reminders

- 1. Be on time**
- 2. Double-check room names**
- 3. Submit ballots promptly**
- 4. Ask for help early**