



**PANHELLENIC FORENSICS ASSOCIATION
TOURNAMENT**

Event Performance Specifications 2021



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Event Performance Specifications

The following specifications apply to ALL events, except when indicated otherwise. It goes without saying that all event performance specifications should be practiced by participants and their coaches beforehand.

Note: For sound, space, lighting, and background specifications for all events, see **General Instructions and Netiquette 2021**

For reactions to technology glitches, see **Reactions to Technology Glitches 2021**

Before the Round

- All participants, judges and volunteers check the communications platform for their breakout room assignment in one of the two Zoom meetings.
- All participants, judges, volunteers, and those interested in watching an event join the Zoom Meeting 15-20 minutes before the round is scheduled to begin.
- If possible, ALL judges signed up for an event (even though not scheduled to judge in the round) should join the Zoom meeting.
- Participants, judges, and volunteers in the specific event rename themselves (if they haven't done it before entering the call) (see **Technology Guide 2021 - Zoom**).
- Participants, judges, and volunteers **self-select** the breakout room they have been assigned to (once these have been opened by the Zoom host). Observers and extra judges remain in the main room (see slightly different procedure followed in **impromptu debate rounds**).

The Round

A. Head Judge

1. Conducts a roll-call. If anybody is missing (judge or participant), s/he sends out the volunteer to the main room to notify the tabroom person and host, or communicates with the tabroom through the communications platform. Replacement judge is found within the room or through the communications platform.
2. Makes sure participants' and judges' cameras and microphones are working.
3. Instructs all participants and guests to switch off their cameras and microphones (**except Group Discussion participants**), and ensures that all are aware that no photos or recordings are allowed during performances.
4. Instructs all judges to switch off their microphones but have their cameras on.
5. Asks the volunteer to share his/her stopwatch on the screen (see **different procedure in Impromptu**).



6. Instructs the other judges in the room to have a tab on their computers with a stopwatch.
7. Instructs all participants and judges in the room to select “Side-by-side Mode” from “View Options”, adjust the size of each view, and then select either “Speaker View” or “Gallery View” at the top in order to see the stop-watch on the left and the speaker/performer or whole gallery on the right (see **Technology Guide 2021 - Zoom**).
8. Begins the round when the host broadcasts to ALL breakout rooms that “The round may now begin” by calling each participant’s number in the designated order.
9. Instructs the judges to record participants’ numbers (or names of debaters in the order they will be speaking).
10. Calls on the next participant when all judges are ready.

B. Participants

1. All participants should have their microphones and cameras switched off when not delivering their speech/performing (**except in Group Discussion**)
2. When their turn comes to perform/deliver their speech, participants should switch on their cameras and microphones. Performers/speakers must keep their microphones and cameras on throughout their performance/speech.
3. No participants should have anybody filming them during their performance. There should be no camera movement. Cameras should be stable.

C. Judges

1. Judges should keep their **cameras on** throughout the round.
2. Judges should time the performances/speeches regardless of the volunteer.

D. Volunteers

1. The volunteer leaves the breakout room, if instructed by the head judge, to notify the host/co-hosts of missing participants or judges, disruptive participants, technology glitches, and anything that may come up and requires the attention of the host or tabroom.
2. The volunteer is on the alert for the host’s broadcast “The round may now begin,” and notifies the head judge.
3. The volunteer serves as the **timekeeper**: S/he shares an online stopwatch (<https://www.online-stopwatch.com/>) on his/her screen, and informs judges of time for each participant (see **Technology Guide 2021 - Zoom**). S/he should pause the stopwatch if instructed by the head judge.
4. The volunteer mutes him/herself during performances/speeches.

After the Round

- Head judge dismisses all participants and observers from the breakout rooms (see **exception in Thursday’s debate rounds**)



- Head Judge ensures that ballots of all judges have been submitted and awaits confirmation from the tabroom. **IMPORTANT NOTE: There will be NO automatic penalty for performances/speeches that run a little over time or under time in any event. In the case of connectivity issues that may arise during a performance, the judges should not penalize a participant if his/her performance runs 10-15 seconds over time. In cases where no connectivity issues have arisen, and a performer/speaker is either over or under time, it should be up to the judges to decide how many points to award the performance/speech.**
- Tabroom confirms that ballots have been received from specific breakout room.
- Judges leave the room and the meeting.
- Judges fill out and submit their critique sheets (Google Forms) by the next day or **by Sunday afternoon at the latest.**

1. Oral Interpretation of Literature

- **Lighting and background** (see **General Instructions and Netiquette 2021**).
- Participants should be seated ideally on a stool, just like they would in the live tournament, or a chair if a stool is unavailable.
- **Distance from the camera:** Performers should be visible **from the waist up**, with hands and face clearly visible to the viewers.
- **Folders** should be **visible** to the viewers.

2. Impromptu Speaking

Motions

- Depending on the number of participants, the CA has the equivalent number of words, quotes, and unfinished sentences at his disposal (if there are 80 participants, he has 80 words, 80 quotes, 80 unfinished sentences).
- CA puts all topics in an excel sheet. The first column is a ranking / number from 1 to say 80 (however many participants there are). The second column is one-word topics, the third column is unfinished sentences, and the fourth column is quotes. So each row has one topic from each category. Columns can be randomized so random sets of three can be created.
- Depending on the number of breakout rooms in the Impromptu rounds, the CA breaks the excel up into x number of smaller excel sheets (one for each breakout room) and turns the font of all the topics WHITE (so the writing is there, but not visible).



- Five minutes before the Impromptu round begins, the CA sends one of the above excel sheets to the Head Judge of each breakout room.

Head Judge

- After calling a participant to turn on his/her camera and microphone, the head judge shares his/her screen with the excel sheet sent by the CA (no topics are visible) (see **Technology Guide 2021 - Zoom**)
- Asks the participant to select a number from the list.
- Head judge turns the letters in that row into black by changing the font color. The topics appear on the screen.
- **IMPORTANT CHANGE:** Participant is given 30 seconds to choose a topic and **some seconds to write the topics down** if s/he chooses to do so before beginning to take notes.
- Once the participant has written down the topics, the head judge fills the excel sheet row with black, so that the next participant can choose a different row (this ensures that no topics are repeated in a room).
- Head judge stops sharing his/her screen until the next participant is called. **NOTE:** Zoom does not allow for two screens to be shared at the same time in a breakout room, so the head judge has to stop sharing in order for the volunteer to be able to start sharing his/her online stopwatch.

Participants

- Must have a pen/pencil and one A4 size blank piece of paper, which they show to the judges before the topics are revealed.
- Initially, **sit in front of their electronic device** with camera and microphone on (in order to select a row from the excel sheet, see the topics for 30 seconds, and write them down in some seconds)
- After writing down the topics, participants must **move SLIGHTLY away from their screens** so that it is **visible to the judges** that they are keeping notes in writing and not using their computer while they are taking notes for 1 minute.
- Once the preparation time is over, they have to **stand in order to deliver their speeches**. Participants should be **visible from the waist up** (they may be given some seconds to adjust their cameras).

Volunteers

- **AFTER** the head judge has stopped sharing his/her screen, volunteer shares his/her online stopwatch on his/her screen.
- Provide the following **oral “cues”** to the participants (unmuting themselves) while pausing and resuming the operation of the stopwatch.

- “You have 30 seconds to choose a topic.” (**no screen sharing**)
- “Please move away from the screen and start taking notes. You have 1 minute to take notes.” (**stopwatch shared on screen**)
- “You may now stand and begin your speech.” (**stopwatch shared on screen**)
- Announce the time of the speech, so that all judges write the same time on their critique sheets.
- Stop sharing their screens until the next participant has written their topics and the head judge has stopped sharing his/her screen.

3. Monologues

- **Length:** 5-7 minutes
- **Space, lighting and background** are important (see **General Instructions and Netiquette 2021**).
- **Space:** The performers must cater for a big enough space in their homes where they can perform the entirety of their monologue unobstructed from furniture, passing pets etc. They should also make every effort for the selected space to be as “neutral” as possible, in the sense that it shouldn’t distract the viewer from the performance (e.g. a TV playing at the back)
- The capturing device (camera) must be stable and should not be moved throughout the performance; all spacing considerations must have been made ahead of time between coach and participant.
- **Lighting** should be adequate for the whole of the performer to be clearly seen, including facial expressions. The room should be adequately lit, ideally with an artificial light source pointing to the performer. In any case one should take care to not perform against the light (with back to the light source, e.g. a window, as this will create a shadow/silhouette effect), or with too strong a light directly in their face, as this will ‘burn’ all facial features. The coach must have worked with the performer to identify the optimum lighting for the given space, ahead of time.
- **Distance from the camera** should allow for a full body shot (head to toe), taking into consideration the specific needs of the scene. If, for example, a performer uses the floor a lot, they must position their device accordingly. If facial expressions are important for a specific scene, the coach should direct the student to come closer to the camera for the facial expression to be visible. If, on the other hand, body movement is more important, then the coach should direct the student to distance him/herself from the camera so that more of the body is visible.
- **Props, costumes & chairs:** No character-specific costume or stage props are allowed and any props should be mimed. The performer may use up to two chairs, in any way they want, to facilitate their acting. They may use both chairs, or one, or none at all if that is what is best suited to their scene.
- **Movement:** The performer should be allowed to turn their back to the audience, step in closer to the camera and move freely in their designated space, just like they would do if

it were live. However, they must take care to maintain some balance and not spend too much time in a very close shot, where, for example, only their head or bust can be seen, in the same exact way they would not perform their entire piece standing too close to the judges or blocking themselves from their view.

4. Oratory

- When delivering their speech, participants should be **standing**.
- **Distance from the camera:** The performer should be fully visible from the knee-up.

5. Group Discussion

Participants

- All participants must show their one prepared A4 sheet of paper and their one blank sheet for making notes during the discussion, both front and back, to the judges before the round begins. No other papers, books, etc. should be visible.
- All participants must have their **cameras on** for the entire round.
- Participants should have their microphones **turned OFF**. When they want to participate in the discussion, they should **RAISE THEIR PHYSICAL HAND** in front of their camera (NOT the hand raising feature in Zoom). The student speaking at the time should make sure they keep track of who raised their hand first, and then when they are done, hand over to that participant. This allows for students to express their intent to speak, without having to unmute themselves and cause disruptions to the discussion.
- **Distance from the camera:** Participants should have some distance from the camera so that it is clear they are not reading any extra notes from their screens, but be close enough to be able to unmute themselves.

Judges

- Head judge receives the Group Discussion prompt from the CA 5 minutes before the round begins.
- Head Judge reads the prompt, **copies it into the chat**, and instructs the volunteer to start the stopwatch for the 5-minute reading and preparation time.
- During the 5 minutes at the beginning and at the end of the round, all judges should use the “Side-by-side Mode” from “View Options”, adjust the size of each view, and then select “Gallery View” at the top in order to see the stop-watch on the left and the whole gallery on the right (see **Technology Guide 2021 - Zoom**).



Volunteers

- Volunteers share their stopwatches for the 5-minute reading and preparation time. Then the volunteer says: “You may now begin the discussion.” S/he stops sharing their screen after the five minutes have elapsed.
- Volunteers inform the group when 35 minutes of discussion have elapsed, i.e, when they have five minutes left, saying “You have five minutes left.” They start sharing their stopwatch during these last five minutes.

6. Debate

Technology needed by debaters

- Communication platform with their team: Zoom does not allow for private group chats, therefore it cannot be used to communicate with their team during the debate. See below for the specifications of the platforms they are allowed to use.
- Stopwatch: speakers will need a stopwatch / timer that they can run on a different device to the one they will be using to deliver their speech

General Rules

- In all moments possible, speakers should appear on screen, if their bandwidth allows for it.
- All of the preparation for impromptu motions must be done with **cameras and microphones on**. If a student is experiencing a technical difficulty and must switch off their camera, they must inform the CA.
- All speeches should be done with **cameras on**, should the debaters bandwidth allow for it.
- Judges must have their **cameras on**, unless they are facing technical difficulties.
- All POIs should be done **through audio and/or video, NOT by text**. If a debater wants to offer a POI, s/he should turn on his/her camera and unmute him/herself in order to speak.
- Teams must be visible throughout the preparation time for the impromptu debates (more details in the Prep Time Section).

Motion Release

- Motions will be shown through the Screen Share in the Zoom Call. Additionally, we will be sending the motion and info-slides **through the general chat** if needed. Students are advised to take pictures of the motion.



- Students have **up to 15 minutes** to ask clarification questions at the beginning of prep time. If they have any questions, once in the breakout rooms they should press the "Ask for Help" button on Zoom and "Invite the host". If a team asks for a clarification, their opponent will also be provided the clarification given.

Prep Time for Impromptu Debates

- Approximately 1 minute following the release of the motion in the main room of the Zoom call, all debaters will self-select the breakout room they have been assigned to by the tabroom for prep. Students must enter the prep room even if they are physically in the same location. **Prop teams will prep in the breakout room they are debating in (for example, in G101), while opp teams will prep in G101 Opp and then return to room G101 for the debate.**
- As is standard for PFAT, students may not speak with anyone other than their team members during the prep time.
- As is standard for PFAT, students are not allowed to do any research online.
- The co-hosts of the Zoom meeting will periodically be stepping into each of the prep rooms to ensure that debaters are complying with the rules. To allow this, teams must fulfill 1 of the following criteria for all Impromptu rounds:
 - If all members of the team are in separate locations with different digital devices, when they are prepping in the breakout rooms, they must have their cameras and microphones on for the Org Com monitors.
 - If all members of the team are in a single location with a single device, when they are prepping in the breakout rooms, they must have the camera and microphone on and all members must be visible for the Org Com monitors.
 - In situations where some members are together and some are separate, when they are prepping in the breakout rooms, all cameras must be on so that all members are visible for the Org Com monitors.
- Students may use **a shared online document** to communicate information in writing to each other. This can be done via any online platform provided that:
 - Only the members of the team have access to it (not the coaches, or other debaters from the same school);
 - Access is given in advance of the tournament to the CA, who may check the communication on that document for compliance with the rules above.

During the Debate - Debaters

- Debaters should talk to their teammates through their shared document (same specifications as the document used for Impromptu Prep - see above).
- Debaters may choose to keep their camera on throughout the debate, but, if they do, they must be mindful of their reactions during the round. The same rules about conduct apply in online debates as in offline debates.



- Debaters must make clear at the beginning of their speech how they would prefer to receive **POIs**. The default assumption of this tournament will be that they should be indicated **verbally**, unless otherwise requested by a speaker.
- Debaters should time their own speeches but also the speeches of the other team:
 - They will not be given time signals, so they will need to be aware of the time in their speech and other speeches (especially relevant for wrapping up the speech or offering POIs during unprotected time).
 - They will need a timer in case of a technical difficulty.
- Debaters may choose to deliver their speeches **sitting or standing**, depending on what allows for higher quality of sound. In either case:
 - Students must be speaking from notes preferably on paper, but even if on screen, they should not be scrolling, clicking, or typing during their speech (on their main or a secondary electronic device).
 - Speakers must be **visible from the waist-up** (which may require them to sit a bit further back from their computer or device).

During the Debate - Judges

- Judges should set their "View Option" to "Side by Side" so they can see the stopwatch while also being able to see whoever is speaking or the whole gallery.
- Judges should be timing all speeches in the debate:
 - The Chair should share an online stopwatch during the debate if there is no volunteer in the room
 - All judges should run a stopwatch so they are aware of a speaker's time in case of a technical interruption / if the Chair or volunteer drops from the call, etc.