



**PANHellenic FORENSICS ASSOCIATION
TOURNAMENT**

General Instructions and Netiquette 2021



ONLINE

APRIL 1-4, 2021



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1. Prepare your Workspace

- **Sound:** Plan to use a headset, if possible, and provided it does not interfere with your performance, as headsets will minimize audio that is not coming from 3-5" away from the mouthpiece.
- **Space:** You must cater for a clear enough space in your homes where you can perform unobstructed. Use a room where you can close the door and not be interrupted, and audio from outside the room is minimized. Carpeted rooms are preferred over hardwood floors to minimize the 'echo' effect.
- **Lighting** should be adequate so that viewers can clearly see all of you or part of you (see **Event Performance Specifications** for the details for each event), including your facial expressions. The room should be adequately lit, ideally with an artificial light source pointing to you, but without too strong a light directly in their face, as this will 'burn' all facial features. In any case, you should take care to not perform against the light (with your back to the light source, e.g. a window), as this will create a shadow/silhouette effect.
- **Silence** cell phones, email alerts, instant messages/chats or other electronic sounds prior to joining the meeting. Many cell phone vibrating alerts are audible when using your computer microphone, so you may need to place your cell phone on a blanket or soft surface to minimize this.
- **Avoid Cluttered Backgrounds:** If possible, remove any clutter from your background to minimize distraction for others. Although our homes are inherently less equipped for professional meetings than an office, it's best to have a plain, simple background, as opposed to something busy. Backgrounds should be as 'neutral' as possible, in the sense that they should not distract the viewers from your performance. **You are NOT allowed to use Zoom's virtual backgrounds** as they may create connectivity issues. Your background should not contain a window unless the window has both blinds and shades to block the sunlight. **Tip:** Pick a solid or less busy wall as your backdrop.

2. Prepare your Computer and a 2nd device

- Have two devices ready with the Zoom application (e.g., laptop and phone) in case something goes wrong with one of the two during your performance.

- Close all of the applications on your computer that you won't be using during your presentation. You might also need to disable new message alerts or notifications from the computer operating system.
- Check your internet connection, your headset, microphone, and camera.
- If you are using a web camera, set the camera lens at the level it needs to be for your performance (i.e., waist-up, full body, etc)(see **Event Performance Specifications 2021**). If you are using a laptop, you can elevate it with books, a laptop stand or other nearby items.

3. BE ON TIME!!

- Join the Zoom Meeting 15-20 minutes before an event is scheduled to begin, whether you are a participant, a guest, or a judge.
- Once events are in progress, a meeting will be locked and no one will be allowed to enter.

4. Once you Join the Zoom Meeting

- **Don't replace professionalism with comfort:** A best practice for your appearance and attire is to pretend you're still meeting in person. Ask yourself questions like, "What would I wear if this was an in-person meeting? Or "How would I sit or communicate if we were in person?" Tip: Don't show up to your Zoom meeting in your pajamas or gym clothes, and avoid laying on your bed or relaxing on a sofa.
- **Check Allocation:** (Participants, Judges, Volunteers): Check the room allocation shared on the screen or on the communications platform for the breakout room you are performing/ judging in.
- **Rename yourself** (if you didn't do it before you joined the meeting):
 - *IF YOU ARE A PARTICIPANT, JUDGE, OR VOLUNTEER IN A ROUND, you must rename yourself in the following way:*
 - Student participants: room number for round & participant number -- G101_467 (G101, participant 467)
 - Debaters participants: room number for round & team number & Name -- Y101_12_JohnAdams (Y101, debate team 12, student John Adams)
 - Judges: Room number for round_J_ name, e.g. G101_J_ Kallina Basli

- Volunteer Helpers: room number for round_V_name, e.g. Y101_V_Danai Kyriaki
- *IF you are a participant, judge, coach, or volunteer who wants to watch others perform, OR if you are joining the Opening Ceremony or the Finals, you should appear in the following way:*
 - Students: participant number (467). Same as previously **without** the room number.
 - Judges: J & and name, e.g. J_ Kallina Basli. Same as previously **without** the room number
- **Breakout rooms:** Once the host has opened the breakout rooms, follow the following order in self-selecting the breakout room you have been assigned:
 1. Participants and Volunteers
 2. JudgesOnce all participants and judges are in the breakout rooms, the host will allow
 3. Observers
- **Mute your microphone:** To help keep background noise to a minimum, make sure you mute your microphone when you are not speaking. **Tip:** Especially if you have children, family members, or pets in the house who may need to come and go in your space, keeping yourself on mute is always a win. Also, refrain from playing music or leaving the TV on in the background to prevent sound distractions.
- **Cameras:** Turn off your video when you are not performing/speaking to preserve bandwidth. Turn it on when you are performing/speaking.
- **Side-by-Side View:** Since volunteers will be sharing an online stopwatch on their screens, judges, performers and others in the room may 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 stop-watch on the left and speaker or whole gallery on the right (see **Technology Guide 2021 - Zoom**).
- **Be mindful of background noise:** When your microphone is not muted, avoid activities that could create additional noise, such as shuffling papers.
- **Speak to the camera, not the screen:** This gives the impression that you are maintaining eye contact with other participants in the meeting.
- **Avoid multi-tasking--Stay focused:** Refrain from replying to emails or text messages during the meeting and wait to work on that PowerPoint presentation until after the meeting ends.
- **Eating, Drinking, Smoking, Driving:** These are highly distracting (not to mention dangerous) and strictly prohibited while in a Zoom Meeting.
- **CHAT:** you are NOT allowed to use the chat function throughout the tournament unless instructed to do so by the head judge or organizing committee.



- **Gestures & Comments:** Inappropriate or distracting gestures or comments (verbal or in chat) during a Zoom meeting will not be tolerated, and you will run the risk of being removed from the meeting and disqualified from the tournament.
- **Leaving the breakout room or meeting:** You are not allowed to leave a breakout room while an event is in progress (much like in a face-to-face tournament) unless, of course, you have issues with connectivity. Once all participants have performed, the head judge will dismiss everyone from the room. You may then leave the breakout room and the whole meeting, unless the next event is in the same Zoom call.
- **Recording:** Recording or taking screenshots of any of the Zoom Meetings is strictly prohibited.