



# The Vassar College 2020 Invitational *Parliamentary Debate Procedures*<sup>1</sup>

This document provides some technical tips, policies and procedures for Parli at the 2020 Vassar Invitational. **The common theme of this document, based on the language and implicit assumptions therein, is that you are a guest of the Vassar Debate Association and, by attending the tournament, you are agreeing to adhere to our guidelines as a condition of participation in the Vassar Invitational.**

We expect most debaters and judges will have been through one NSDA tabroom/Campus tournament already. If you have not, or even if you have, please read the following carefully.

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<sup>1</sup> Thank you to the tab folks at Yale and at Duke from whose versions I have borrowed liberally. Any errors are entirely my own creation.

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## Prior to the Tournament (at least one day)

### Technology

This is an online tournament primarily using tabroom.com and NSDA Campus debate rooms, though we may switch to Zoom for the elimination rounds on Sunday. Every debater and judge must have: a device and internet connection capable of supporting online debate; Google’s Chrome browser installed on that device; a Tabroom id linked to their entry in the tournament. More detailed advice can be found in the Technical Appendix.

Everyone should check their hardware and software **BEFORE** the day of the tournament:

- Be sure you have Chrome installed and working on your device.
  - If you are using a tablet or a cell phone for backup, you will also need to install the Jitsi app from the App Store (Apple) or Play Store (Android).

- Test your tabroom id and login. It helps if you have Chrome remember the password so you won't have to if you get knocked off during the day and have to log back in.
- If you are unfamiliar with tabroom, this video explaining how to use tabroom.com may help: <https://youtu.be/1EHBHm5itGY> . It is oriented to Judges, but all users will find it valuable.
- If you are not familiar with Campus, it is strongly recommended that you visit a Campus 'test room' at <https://campus.speechanddebate.org/> . This will allow you to read the documentation, experience the NSDA Campus room, check your camera frame, and test out the various functions. In particular, in Campus you can:
  - Reduce the video quality if you are having connection problems.
  - Set timers in the Campus window next to the video window.
  - Raise your hand, possibly for a POI or other reason.
- If you have never debated in or judged an online tournament before using tabroom.com and NSDA Campus, [please watch this tutorial by Bro. John McGrory of Chaminade High School](#). It is aimed primarily at Judges, but Debaters will also find it useful.
- Please test that your camera, microphone and headset (if you are using one), and make sure they are all working.
- If you are using a wireless internet connection, if possible get closer to the wireless router for a better signal. If you have one, a wired internet connection is even better.
- If you can negotiate with the others in your location, ask them to minimize their internet usage during the tournament. Online gaming or video streaming eats up your available bandwidth and may affect your connection speed and quality.

### Parli Style Guide

The [Vassar Parli Style Guide](#) is posted on the main tournament paged. If you are:

- a debater new to Parli;
- a Parli debater from outside of the Northeast;
- a judge new to Parli;
- a Parli judge from outside of the Northeast; or
- anyone participating in the Parli division at Vassar;

you should read the Style Guide before the tournament.

### Parli Team Communication

You cannot use the Campus debate room for case prep or to talk with your partner while the other team is speaking. You are not permitted to use the "squad room" that Campus provides each school entered in the tournament. You will need a "back channel" to work with your partner. This is your problem, not ours. Some suggestion:

- A shared google doc for case notes or messages.
- Cell phone or other means of verbal communication.

We remind debaters that Vassar Parli does not permit the use of research materials or consulting anyone outside the two debaters on the team during case prep. We expect this policy will be respected. Please see the posted [Vassar Parli Style Guide](#) for more information.

## Judges

The [Vassar Parli Style Guide](#) is posted on the main tournament paged. If you have judged other forms of debate and you are unfamiliar with Parli, or have not judged Parli at Vassar before, please read it.

- If you would like brush up on judging debate in general, one resource for judge training on debate in general is: <https://sites.google.com/view/judge-training/home> .
- If you are unfamiliar with tabroom, this video explaining how to use tabroom.com may help: <https://youtu.be/1EHBHm5itGY> .
- If you have never judged an online tournament before using tabroom.com and NSDA Campus, [please watch this tutorial by Bro. John McGrory of Chaminade High School](#). The only way you can access an NSDA Campus room is via your judge assignment that comes from tabroom.com. Your tabroom login gives you access to both.

## Morning of the Tournament (before GA)

Before logging in, going to tabroom or heading for General Assembly for last minute instructions, **restart your computer**. The longer a laptop runs the more likely it is to get confused.

*If you have not updated your software in a while, restarting your computer may automatically install system updates (see the Technical Appendix). **This could take a long time!** Be sure your system and software is up to date before the day of the tournament.*

When your computer restarts, don't run any applications or open any browser windows you do not need.

- You need Google Chrome to access tabroom and NSDA Campus. You should log in to tabroom.
- As a debater, you may need another application to communicate with your partner as noted above.
- You will need to access zoom in order to attend GA, but that should be over quickly.
- You will need access to your email and/or cell phone to receive round notices from tabroom by email or text.

We all like to have lots of applications, email, and browser windows open so we can multi-task around what we are supposed to be doing. Every one of those additional applications or browser windows may reduce the quality of your debate connection.

## General Assembly

There will be an open Zoom meeting at 10AM to welcome everyone, make any last minute announcements and provide a chance for questions. It will be as short as we can possibly make it.

The call will open at 9:30AM so everyone has time to join. Because we cannot easily police attendees or admit attendees by hand, everyone's microphone and camera will be off for the duration of the call. Any questions will be through the zoom chat function.

The first round will begin immediately after the call concludes.

## Saturday Schedule

We have set our start time at 10AM in order to accommodate West Coast teams. We have allocated two hours for each round. If things run smoothly we may move up the start times of the later rounds.

All times are Eastern Daylight (Poughkeepsie, NY).

- General Assembly and Round 1: 10 AM
- Round 2: 12 Noon
- Round 3: 2PM
- Round 4: 4PM
- Round 5: 6PM

## Sunday Schedule

We will begin Sunday at 10AM with the break determined by the number of teams in the tournament. We will hold eliminations for both Varsity and Novice debaters, though not necessarily at the same level. We hope to move along more quickly thereafter:

- General Assembly and Varsity Octofinals: 10AM
- Varsity and Novice Quarterfinals: 12Noon
- Varsity and Novice Semifinals: 2PM
- Varsity and Novice Finals: 4PM

## Round Procedures

On Saturday, we have allowed 2 hours for each of five rounds, starting at 10AM Eastern time. Absent technical problems we expect to keep to that schedule. The speech times in a Parli round add up to 40 minutes, case prep is 15 minutes, 5 minutes to choose motion and sides, for a total of one hour. An additional 30 minutes for the incidental time between speeches and for the judge to make a decision. That should leave another 30 minutes for debaters and judges to stretch their legs, etc. between rounds, or to catch up rounds with technical problems.

Each round should proceed as follows, using Saturday Round 1 times as an example. Judges and debaters should not wait but move along as quickly as they can. Times are approximate and generous. Each step should proceed immediately upon completion of the one prior—don't wait!

Please use the following as a template with all times adjusted to the actual round starting time.

- **Round Start (e.g. 10 AM): 5 minutes**
  - *All debaters and judges must be at their computers, no exceptions!*
  - Debaters and judges check tabroom for assignments.
  - Assigned debaters and judges click the camera icon to go to Campus debate room.
  - Debaters should access the Announcement Document for the motions.
  - *Judges without assignments should stay at their computers. We will release you once we are sure all rounds have judges.*
- **Tech Check (e.g. 10:05 AM): 5 minutes**
  - Judge verifies that all four debaters are in the room.
  - Judge and debaters test video and audio to verify all can be seen and heard.
  - *Assuming no problems, Judge presses **Start** button on electronic ballot to notify Tab that the round is in progress.*
- **Choice of Motion and Side (e.g. 10:10 AM): 5 minutes**
  - A coin is tossed, winner has choice of motion or side, team with the right to pick the motion chooses the motion, the team with the right to pick the side chooses their side.
  - Choice of motion and side should be done with dispatch—no more than 5 minutes total. It is not intended for extended strategy or preliminary case prep. *Judge should hurry the debaters along if they dawdle.*
  - Judge should ask each team who will speak first and who second, so the Judge can set the sides and speakers correctly on the ballot.
- **Case Prep (e.g., 10:15 AM): 15 minutes**
  - The Judge should set a timer for 15 minutes and each team should begin case prep.
  - *Debaters will have to use other means of communication than the Campus room during prep.*
  - *Debaters may not use their school's squad room or team room or communicate with their coach during case prep.*
- **The Actual Debate (e.g. 10:30 AM): 45 minutes**
  - Debate proceeds in Campus room as usual.
  - The expectation is that all parties will keep their cameras and be in view during the round.
  - Judge and debaters should agree on how they will raise POIs, for example by using the Campus “raise hand” button, or by saying “POI” out loud while the speaker is talking.

- Judges should move the round along with minimal delay between speeches.
- **Judge's Decision (e.g. 11:15AM): 15 minutes**
  - The Judge should fill in the decision—win/loss and point scores—and submit the ballot as quickly as possible after the last speech to allow us to schedule the next round.
  - *Any verbal or written critique should occur after the ballot decision has been submitted.*
  - We expect all Judges to provide at least a written reason-for-decision. Ballots will remain available to judges for written comments until the tournament ends on Sunday.
  - After the decision is submitted, the Judge may offer verbal comments and spend additional time adding written comments to the ballots.
  - Once the Judge has finished with verbal comments, all parties are free until the start of the next round.
- **Rounds must end and decisions must be received 15 minutes before the start of the next round (e.g., 11:45AM).**
- **All Judges and Debaters must be at their computers when the next round starts. (e.g., 12 Noon).**

We hope all rounds will end well before the start of the next. Debaters and Judges are encouraged to get up and stretch their legs, get refreshment, etc., when they can. *But all Judges and Debaters must be at their computers when the next round is scheduled to begin.*

### Cameras in Debate Rounds

***All participants and judges in a round should keep their camera on throughout the round.***

This is to insure that outside assistance is not occurring, as well as confirming that judges are awake and attentive during the debate. Competitors and Judges will receive one gentle reminder if this is a problem. After that, the Tab Staff withholds the right to remove judges from the pool or contact Coaches of debaters who continually violate this policy.

If a round is having technical problems, the Judge may allow a debater to turn off their camera in order to improve the connection quality (see below).

### Technical Problems

Please exercise patience and understanding if students get lost, drop out, freeze, lag, have dogs barking in the background, whatever. If a student's technology drops out, they should be afforded an opportunity to rejoin the room and continue where they dropped out.

- If it is the Judge who drops out, debaters should wait no longer than 5 minutes before one debater contacts Tab using text or email as provided below.

- If one or more students have technical problems that delay the round and likely prevent completion at least 15 minutes before the start of the next round (e.g., 11:45AM in the example above), the Judge should confer with Tab.
- A debater or team who cannot continue or who excessively delays the round due to technical problems may forfeit the round.

We appreciate that technology is one of many sources of inequality in high school debate, but we cannot hold up the entire tournament for a few students.

### Fixing Technical Problems

If a debater or a Judge has a technical problem, Parli Tab cannot help. We do need to know in order to keep the tournament on schedule. We will provide a technical support line to deal with these issues.

If there is a general problem with NSDA Campus or tabroom, we will call a “rain delay” and all rounds will run late, though we will try to catch back up if we can.

There are several things a tabroom/Campus user can do if they have problems with their connection. They are listed in approximate order of severity. Each should be tried in turn. No need to continue down the list if the one you tried has solved your problem.

- **Lower your video quality:** At the lower left of the Campus screen, there are three dots arranged vertically that appear when you run your mouse over them. When you click on it, select *Manage video quality*. Reducing from *High definition* to *Standard definition* or *Low definition* will reduce the video load on your connection.
- **Turn off your camera:** Use the camera icon at the bottom center of the Campus video window. This will reduce your connection to audio only. *We prefer you not do this. All debaters are expected to have their cameras on at all times.* Debaters should ask the judge for permission before turning off their camera. Judges should only grant permission if the debater’s connection is problematic.
- **Google Chrome actions:**
  - **Clear cookies and cache:** This is done by clicking on the three vertical dots in the upper left corner of the Chrome screen, selecting *Clear browsing data*, selecting the *Cookies* and *Cached images* boxes, then clicking *Clear*. (This has never seemed to solve a technical problem for me, but almost all tech support groups I’ve spoken to regarding a problem have asked me to do it.) You may have to re-log into tabroom.com and re-enter the Campus room after doing this.
  - **Switch to Incognito Mode:** this requires you leave tabroom/Campus, open an *New incognito window* from the Chrome menu (the three vertical dots in the upper left), go to tabroom.com while in the incognito window, login, and re-enter your Campus debate room.

- **Restart Google Chrome:** select *Exit* from the Chrome menu. When all the Chrome windows close, restart the program or app. You must re-login to tabroom.com and re-enter your Campus debate room.
- **Restart your computer:** this is the nuclear option.
- **Try another device:** This assumes you have one. Phones can be used if you download the Jitsi app and Chrome, but I am not familiar with this.

### Alternative Platforms

Judges and debaters are not permitted to move the round to another platform other than the assigned Campus debate room for any reason. Tab staff cannot monitor or respond to issues that occur outside of the chosen tabroom/Campus online venue.

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## Announcements, Motions & Updates

A link will be provided to a google doc at the Zoom General Assembly meeting. This google doc will be updated during the day with any announcements (hopefully few) and with the motions when the round pairings are released. Please check it frequently

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## If you need assistance during the day....

- **Email the Parli Tab Staff at:** [email to be provided at GA](#)
- **Text (DO NOT CALL) the Parli Tab Staff at:** [phone number to be provided at GA](#)

Specific problems (after you have respected the times above and tried the remedies):

- **Persons missing from room:** text or email tab. Include room name and the name of the two teams supposed to be in the room. A room checker will visit you.
- **Technical problem:** for NSDA Campus problems, Tabroom/ballot problems, or personal computer/internet problems, text or email tab. In general there is not much we can do to help you beyond the remedies given above. If the problems make it impossible to continue the round, we will consider other options.
- **Judge question for tab** (e.g., parli issue, round hopelessly late) text tab with the room number and we will visit the round. If it cannot be solved simply, we will find a way to discuss it with your.
- **Debater issue** (e.g., protest, equity, harassment): please speak with your coach, and your coach should decide whether to take this to Parli Tab or directly to the main tab if it is a question of equity or harassment.

If you text or email tab, please clearly identify yourself in the text or email:

- Status (student, judge, coach)
- Last name
- School

*You may know who you are, but we won't unless you tell us!*

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## Technical Appendix

### Installing Google Chrome

In order for Tabroom/Campus debate rooms to work properly, you must use the Google Chrome browser. Campus does not work with other browsers.

- To install Google Chrome go to [www.google.com](http://www.google.com) .
  - If you are not using Chrome you will likely be prompted to ask if you would like to install Chrome.
  - If not, click the tic-tac-toe icon in the upper right and look for the Chrome application.
  - Follow the instructions.
- If you are using a tablet or a cell phone for backup, you will also need to install the Jitsi app from the App Store (Apple) or Play Store (Android).

### Creating and Linking a Tabroom ID

In order to debate, every Debater and Judge needs a Tabroom id linked to their tournament entry.

- To create a Tabroom id:
  - The Debater/Judge needs an email address that is open to receiving outside emails. (It is convenient if this is the same email address they used for Tabroom in the step above.)
  - Go to <http://tabroom.com> and at the top right and click the option to Sign Up and follow the instructions.
  - I believe Tabroom will send an email to the email address used. You must open this email and click on the supplied link to confirm to Tabroom that the email is valid.
  - Give your Tabroom id/email address to your Coach so they can make sure your school entry is linked.
- Tabroom has extensive online written documentation:
  - See [http://docs.tabroom.com/Sign\\_Up](http://docs.tabroom.com/Sign_Up) for more documentation on creating an id.
  - See [https://docs.tabroom.com/Your\\_Account](https://docs.tabroom.com/Your_Account) about managing your Tabroom account.
  - See [http://docs.tabroom.com/School\\_Administration](http://docs.tabroom.com/School_Administration) about managing the school account and linking students and Judges to their school entries.
- This 3-minute video provides instructions for a Coach on how to link a Tabroom account:
  - <https://www.youtube.com/watch?v=3YNrHUweRPA&feature=youtu.be>

### Tabroom Training

There are a number of resources for getting Coaches, Judges and Debaters up to speed with Tabroom:

- This 3-minute video provides instructions for a Coach on how to link a Tabroom account:
  - <https://www.youtube.com/watch?v=3YNrHUweRPA&feature=youtu.be>
- If you are unfamiliar with Tabroom, this 17-minute video explaining how to use Tabroom.com for online tournaments may help:
  - <https://youtu.be/IEHBHm5itGY> .
- This 16-minute video is intended primarily for Judges who have never used Tabroom and an electronic ballot. The first part on creating a Tabroom id is useful for all.
  - <http://www.lifa.org/lifadocs.org/NSDACampus.mp4>
- The NSDA has a website page where a Debater or Judge can open a Campus debate room and test the controls:
  - <https://campus.speechanddebate.org/>
  - A test Campus room can also be opened from a Tabroom user's home page (click on your email/Tabroom id at top right of the screen). Looking for the option to test a Campus room near the bottom of the right hand column.
- The full Tabroom written documentation is available here:
  - [https://docs.Tabroom.com/Main\\_Page](https://docs.Tabroom.com/Main_Page) .
- NSDA has written documentation for Campus:
  - <https://docs.google.com/document/d/1hej13hqfKmSHEVDYU-rc6UiVlaK0xbp6uGgwBHtSXIQ/edit#heading=h.1vzf8jyobcfq>

## Hardware

Every Debater and Judge needs a device that can access the internet and can use Zoom, Google Chrome and Tabroom/Campus.

### Windows PC

Most Windows laptops have built-in camera, microphone and speakers. Most laptops permit adding a headset with headphones and microphone.

A Windows desktop may require adding a camera and either a headset or microphone and speakers.

To use a Windows system, the Google Chrome browser and the Zoom application must be installed.

### Apple Macintosh

Most Apple MacBook laptops and iMac desktops have built-in camera, microphone and speakers.

To use a MacBook or iMac the user must have the Google Chrome browser and the Zoom application installed.

### Apple iPad

Most Apple iPads have built in camera, microphone and speakers.

To use an iPad the user must have the Google Chrome browser and the Zoom application installed.

In addition, the Jitsi app from the App Store must be installed for Tabroom/Campus to run properly.

#### Chromebook

On a Chromebook, both Zoom and Tabroom/Campus run under the Chrome web browser. There are some limitations to Zoom with respect to breakout rooms but they should not be a problem.

#### Headset or Headphones

Headphones consist only of earpieces; a headset also includes a microphone. While headphones help the Debater or Judge hear the round, the headset microphone is often more important as it eliminates much of the background noise that would disturb all parties in the round.

Many headsets and headphones are wireless. This means they contain batteries that need to be recharged. If not fully charged, or if the charge does not last for the duration of the tournament, there is a risk they may stop working mid-debate. *Anyone using wireless headphones or a wireless headset or any battery-powered device should consider what they will do if the batteries run out.*

#### Multiple Monitors/Multiple Systems

A computer screen can show only so much information. If you are debating on Tabroom/Campus, trying to write notes in a Google Doc, and using a chat application with your partner, your screen may get a bit crowded.

Most Windows and Mac laptops/computers will accept a second, external monitor, providing more screen area, though possibly at the expense of performance. An older computer or a desktop or a tablet with a keyboard can serve as a second means of communication. Laptops that are over 5 years old may still run Windows 10 or Apple software successfully, as long as you don't try to do too much with them. Your desktop or old laptop may be quite useful as a second device.

#### Cell Phone

***A cell phone is not recommended as a primary device for online debate.*** It may be useful as a way to communicate with your partner during the debate. It may also be used as a backup with the following software:

- Download the Zoom app from the App Store (iPhone) or Play Store (Android phone).
- Download the *Jitsi* app from the App Store (iPhone) or Play Store (Android phone).
- Download Google Chrome for your phone if it is not already installed.
- Open Chrome on the phone and log in to Tabroom.
- Click the blue camera icon to enter your round.
- You will need a way to steady your phone and be in the camera frame while you speak.

## Software

### Zoom

Zoom will be used for the initial meeting, case prep and the final round. If you do not have one, you may find it useful to create a Zoom id.

- To install Zoom, go to <http://Zoom.us> and under Resources in the upper right select Download Zoom Client and follow the instructions.
- To create a Zoom id:
  - The Coach/Debater/Judge needs an email address that is open to receiving outside emails to use as the Zoom id. (It is convenient if this is the same email address they used for Tabroom.)
  - Go to <http://Zoom.us> as above. In the upper right click Sign Up, It's Free and follow the instructions.
  - I believe Zoom will send an email to the email address used. You must open this email and click on the supplied link to confirm to Zoom that the email is valid.

### Chrome

Tabroom/Campus only works with the Chrome internet browser.

- On a Windows PC, Apple MacBook or iMac, to install Google Chrome open any browser go to [www.google.com](http://www.google.com) .
  - If you are not using Chrome you will likely be prompted to ask if you would like to install Chrome.
  - If not, click the tic-tac-toe icon in the upper right and look for the Chrome application.
  - Follow the instructions.
- On an iPad or iPhone, go to the App Store and download the Chrome app and download the Jitsi app.
- On an Android phone, go to the Play Store and download the Chrome app and the Jitsi app.

Jitsi is the video conferencing software used by Tabroom/Campus.

### Internet Access

Most homes use wireless routers to connect to the internet.

- The closer physically you are to the router, the better your signal.
- The fewer other internet activities in that location, the better your internet speed.
- A wired connection will almost always be superior to wireless.
  - Most wireless routers have additional ports for an internet cable.
  - Most desktops have a port for an internet cable.
  - Most laptops and all tablets do not have ports for an internet cable and would require an adapter.

- A 50-foot internet cable is surprisingly cheap, and you may want to consider one for during the tournament, even if you don't want it strung through the house all the time.

Other users in the home sharing the internet can use a lot of bandwidth if they are gaming or streaming video. If the internet provider is your cable company, any television will also use bandwidth. This can affect the quality of the Debater's or Judge's internet connection.

### Gathering at School

If the school permits, a team may gather at the school and use those computer and internet facilities. Many schools have superior hardware and better internet service than most homes. The students may also speak directly to each other during case prep rather than having to use another computer application.

- You must have the school's permission to install the software you need as described above, and be sure you can access Zoom and tabroom.com from the school.
- This page ( <https://www.speechanddebate.org/nsda-campus/> ) has an faq titled "What do I need to tell my IT department to ensure I can access NSDA Campus from school?"
- Debaters and Judges would also need to be able to access their Tabroom and Zoom id/emails for messages during the day.

### Location, Sound and Appearance

You will be debating. A quiet room where you will not be interrupted, and where your talking will not disturb others is recommended.

A headset with a microphone is far superior to using your device's built in speakers and microphone.

- The headset/headphones earphones cut out external noise so you hear the other speakers more clearly.
- The headset microphone cuts out most external noise at your location other than your own voice, keeping background noise from disturbing everyone else in the round (noisy siblings, barking dogs, the lawnmower outside the window, etc.).

While Judges are told to consider only arguments and not appearance, how a Debater appears and sounds cannot help but have some impact. A Debater can open Zoom or Tabroom/Campus and see how they will appear and sound on camera before the tournament. Make sure you look and sound your best!

Your face should be centered in the camera frame so that you are looking straight into the camera. A camera that looks up or down at your face presents a less flattering image. Make sure your full face appears in the frame and the top or bottom of your head is not cut off.

Consider the lighting. You do not want your face to appear as a dark blur or to have a light shining into the camera.

We speak more easily from a standing position. Consider putting your laptop, etc., on a box or using a stand-up desk when it is your turn to speak.

If you sit, remember that sitting in a slouch compresses the diaphragm and affects breathing which affects speaking. Try to position everything so you can sit up straight.

Most of all, remember each debate lasts one hour. Be sure you are comfortable.

### Software Updates

Most providers update software frequently. You should check to see the software you are using is up to date:

- For a Windows PC, MacBook, iMac, iPad, iPhone or Android phone go to *Settings* and find the *System Update* to check if updates are available.
- For Google Chrome, go to the three vertical dots in the upper right which is the Chrome menu. Under *Help* select *About Google Chrome*. This will check for updates.
- For Zoom, click on the user icon in the top right. Select *Check for Updates* from the drop down menu.
- For iPad, iPhone and Android phones, Apps are updated independently.
  - For Apple, go to the App Store and select the user icon in the top right and look for updates a bit down on the display.
  - For Android, go to the Play Store, select the menu (three horizontal bars in the top left) and select *My Apps and Games*.

*Updating all your system software and applications can take **a long time**, especially if they are more than one update out of date. Be sure you do this one or two days before the tournament. If you do this the morning of the tournament you may well not finish the process in time to debate.*

### Restart Your System

Restart your Windows or Apple computer first thing in the morning well before the tournament starts. The longer a laptop runs the more likely it is to get confused and run slowly.

*If you have not updated your software in a while, restarting your computer may automatically install system updates (see the Technical Appendix). **This could take a long time!** Be sure your system and software is up to date before the day of the tournament.*

When your computer restarts, don't run any applications or open any browser windows you do not need for the tournament.

- You will need to access Zoom in order to attend the opening meeting and begin case prep. You should open the Zoom app and log in using your Zoom id
- You need Google Chrome to access Tabroom/Campus. You should go to Tabroom.com and log in to Tabroom with your Tabroom userid.
- You will need to check your email for messages from Zoom with your meeting link and from Tabroom that a round is available to start.

- As a Debater, you may need another application to communicate with your partner as noted above.
  - If you intend to share a google doc or similar computer file, open the document and make sure you and your partner can both access it.
  - If you intend to speak by phone or another application, open it and make sure you and your partner can talk to each other.

We all like to have lots of applications, email, and browser windows open so we can multi-task rather than do what we are supposed to be doing. Every one of those additional applications or browser windows may reduce the quality of your debate connection. They may distract you from the debate. Focus on what you need for debate and leave everything else for when the tournament is over.

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