

Rollin G Osterweis 2021

Online Procedures Guide

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Things You Must Do before the Tournament

1. Permission Forms

There are two permission forms that we are required to have by the Yale administration. The first is a school form which needs to be signed by Coach or other administrator responsible for the team. The second is an individual form that needs to be signed by the parent or guardian of each debater. If we do not have a school form for your team and one individual form for each debater they will not be able to debate.

The forms can be downloaded from the tournament page on tabroom.com:

<http://osterweisyale.tabroom.com/>

The forms must be submitted electronically using link on the tournament page.

2. School/Team Mailing Address

We need a mailing address for each school for stickers and trophies. The address should be submitted through the link on the tournament page on tabroom.com noted above.

3. Link Debaters to Valid Tabroom IDs

In order to debate online using Tabroom's Campus facility, debaters must have tabroom ids and these ids must be linked to their entry in the tournament. Debaters who have used Tabroom/Campus before should already have an id.

For debaters without an id:

- To create a Tabroom id:
 - The Debater needs an email address that is open to receiving outside emails.
 - 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. (Check your spam/junk folder if the email doesn't come promptly.)
 - 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 for more documentation on creating an id.
 - See https://docs.tabroom.com/Your_Account about managing your Tabroom account.
 - See 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>

If you have difficulty creating an id or linking debaters in tabroom, contact us and we will try to help you.

4. Install Google Chrome

Tabroom/Campus only works with the Google Chrome browser. If Chrome is not installed on your device (laptop, Mac, iPad, phone) you must install it:

- To install Google Chrome go to 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 an iPhone, Android phone, or iPad, you just also install the Jitsi app from the App Store or Play Store. Jitsi is not an app you run directly, but is an app Tabroom/Campus calls from Chrome to create the video conference that becomes the debate room. ***Jitsi is only needed for iPads and phones.***

5. Read the Style Guide and the Scoring Rubric

Whether familiar with Parli or not, every debater should review the Yale Parli Style Guide to make sure they understand the APDA Parli format.

Debaters should also carefully review the Osterweis Scoring Rubric. Speakers will be scored on a range from 5 to 45 points not the 30-point scale many are used to. The rubric also provides a description of what the judges will be looking for when they decide a round.

The Style Guide and the Rubric can both be found on the Osterweis tournament page on tabroom.com.

6. Arrange a Backup Means of Communicating with Their Debate Partner

Each round begins with 15 minutes of case preparation time for the two teams (see details below). Debaters will be in the Campus debate room, but will have their microphones off. They will need a means of communicating with their partner during case prep. They will also need a means of communicating with their partner during the debate while the other side is speaking.

Tournament Day Schedule

The schedule can be found in the Invitation, available on the Osterweis tournament page on tabroom. There are two “places” that events will take place.

Zoom Call

A Zoom call will open at 8:30AM. ***All debaters should be on the call by 9AM for registration and announcements.*** We will provide the link to coaches on Friday, and coaches should see all debaters receive the link.

The Zoom call will stay open all day in case anyone needs to speak directly to tournament staff. Debaters do not need to return to the Zoom call, but a welcome to do so between rounds.

The Zoom call will also be where the demonstration round for Novice debaters will take place at 9:30AM, and where the elimination rounds—semifinals and finals—will be held.

(Debaters and coaches who do not break are welcome to stay and observe the elimination rounds.)

Tabroom/Campus Debate Rooms

The preliminary debate rounds—1 through 4 for Varsity, 1 through 3 for Novice—will take place on tabroom.com. Debaters will need to be logged in to tabroom with the userid linked to their entry in the tournament.

- 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> .

When you log on to tabroom and click on your userid (email address) in the upper right, it brings you to your home page. At the lower right there is a button for entering at Test Competition Room. **All debaters should familiarize themselves with the workings of the Campus competition rooms before the day of the tournament.**

Note: only the debaters, the judges, and tournament staff can enter a Campus competition room. No observers will be possible during the preliminary rounds.

Preliminary Debate Rounds

Varsity will have 4 preliminary rounds, and Novices will have 3. We will be assigning sides in the preliminary rounds, and there will be only one motion. Each round will proceed as follows:

1. At the round start time (which will be announced in Zoom and posted on the tournament announcement page) tabroom will broadcast pairings to all debaters. You will receive an email and, if you gave tabroom a cell phone number, a text message.
2. At the same time, we will announce the motion in the Zoom meeting, post it to the tournament announcement page on Google, and include it in the round posting on tabroom.
3. Debaters should be logged in to tabroom. By clicking on their userid/email in the upper right they will get their tabroom home page. At the top of the page will be their round assignment. Debaters should click on the blue camera icon which will open the Campus debate room in another tab. Debaters should switch to that tab, leave their cameras on and their microphones off.
4. Case preparation time—15 minutes—starts when the pairings and motion are posted. Debaters should begin working on their case immediately after opening the Campus debate room, communicating with their partner with their back-channel.

Reminder: Debaters may not use outside research during case preparation. This includes printed material, prepared material on their computers, use of the internet, consulting anyone other than your partner. Resources are limited to the two debaters on the team and what they know.

5. All debates are expected to start 15 minutes after the pairings and motion have been released.
6. When the round is finished, after judges have submitted their ballot, they will likely spend some time giving comments about the round.
7. The start time for the next round will be posted on the Tournament Announcement Page. Please note that time. If your round finishes early, use the time before the next round to take care of any personal needs. Please be back at your computer a minute or two before the next round starts, ready to debate.

Technology Requirements and Tips

A year of online debate has taught us one thing: ***if you have technical problems the only one who can help you is you.*** Make sure you update your software and test your equipment before the tournament. Have a backup plan if your device crashes or your internet connection goes down. (I.e., make sure your cellphone is charged, has Chrome and Jitsi, and you know your partner's phone number so in the worst

case you can call them, and they can hold their phone up to their computer microphone so the rest of the debaters can hear you.

Here are a variety of things to consider.

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 acreage, 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 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, consultation during the day and the elimination rounds.

- To install Zoom, go to <http://Zoom.us> and under Resources in the upper right select Download Zoom Client and follow the instructions.

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 .
 - 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.

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.*

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.

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, talk to tab and participate in the elimination rounds.
- 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.
