



Yale 2023 Invitational Parli Online Procedures Guide¹

Table of Contents

Introduction	2
Plan of the Tournament	2
Schedule	2
Saturday	3
Sunday	4
Technology	4
Hardware	4
Windows PC	4
Apple Macintosh	4
Apple iPad	4
Chromebook	5
Headset or Headphones?	5
Batteries and Charging	5
Multiple Monitors/Multiple Systems	5
Cell Phone	5
Software, IDs, Training	6
Zoom	6
Chrome	6
Tabroom	6
Tabroom Training	7
Internet Access	8
From Home	8
From School	8
Location, Sound and Appearance	8
Software Updates	9
Restart Your System	10

¹ This document is based on work done initially by tab folks in the debate community at Yale and Duke, from whom I have borrowed liberally. Any errors are entirely my own creation.

Introduction

The Parliamentary division of the 2023 Yale Invitational will be held online. This document explains how the event will be run, provides training resources for those unfamiliar with online debate, and serves as a reference for those already familiar. *Please read it carefully!*

Each Coach, Debater, and Judge is responsible for their own hardware, software, and training.

We will not conduct any training at the tournament. While we will help you if we can, our staff resources are limited. If there is a technology—hardware, software, internet connection—problem at your end there is very little we can do.

Debaters and Judges will need to have a laptop or tablet with an internet connection able to run Zoom and the Chrome browser. They will need to be familiar with Zoom meetings and Tabroom/Campus. They will need to have Tabroom ID's linked to their tournament registration; having a Zoom ID is helpful but not necessary. Debaters not in the same location will also need a secondary means of communicating with their partner during the debate round while the other team is speaking.

Even though this event is online, you are a guest of the Yale Debate Association and, by attending the tournament, you agree to adhere to our guidelines as a condition of participation in the Yale Invitational. Please see the [Yale Tournament Invitation](#) for more information.

Plan of the Tournament

We will run the tournament from a Zoom meeting which will serve for General Assembly, Judge's lounge, and support.

A google live doc will be used to post motions, update round times if necessary, and post announcements. It will include contact information for tab, technical support, and equity.

(Links to the Zoom meeting and the live doc will be posted the day before the tournament.)

Preliminary debate rounds on Saturday will be held using Tabroom's Campus facility. Note Campus does not permit observers in rounds.

Elimination rounds on Sunday will be in breakout rooms off the GA Zoom meeting to facilitate observers.

There will be 5 preliminary rounds on Saturday with a break to double-octofinals (doubles, 32 teams) on Sunday. Rounds will be power matched after the first round. Based on the size of the field at this writing, all teams with a record of 4-1 or better will break, and 9 or 10 teams with a record of 3-2 will break based on tie-breakers.

Schedule

We will try to keep to the following schedule. This will depend on everyone's cooperation: debaters and judges arriving on time, judges returning ballots promptly.

All Debaters and Judges must be available at the posted round start times.

Saturday

	Time (Eastern Daylight/NYC)	Location
General Assembly: Announcements and Briefings	9 AM	Zoom
Round 1	9:30 AM	Tabroom Campus
Round 2	11:30 AM	Tabroom Campus
Lunch Break	1:30 PM	
Round 3	2:00 PM	Tabroom Campus
Round 4	3:45 PM	Tabroom Campus
Round 5	5:30 PM	Tabroom Campus
Announcements and Awards	7:30 PM	Zoom

Each preliminary round should proceed as follows:

- Listed start time above: all Debaters and Judges at their terminals; round schematic posted on Tabroom and pairings blasted to participants; Judges press [START] to acknowledge ballot.
- Start + 5 minutes: motions posted, debaters in Tabroom/Campus room for choice of motion and side.
- Start + 10 minutes: motion and sides chosen, 15 minute case prep begins
- Start + 25 minutes: case prep over, round begins
- Start + 70 minutes: speeches finished, judge makes decision
- Start + 80 minutes: judge ballot posted on Tabroom, judge begins oral comments
- Start + 90 minutes: oral comments finished, debaters and judge free until next round

Two hours are allotted for the first morning rounds as extra time is generally needed to work through teething problems. Afternoon rounds are expected to run a bit faster.

Sunday

	Time (Eastern Daylight/NYC)	Location
General Assembly: Announcements and Briefings	9 AM	Zoom
Doubles	9:30 AM	Zoom Breakout Rooms
Octos	11:30 AM	Zoom Breakout Rooms
Lunch Break	1:30 PM	
Quarters	2PM	Zoom Breakout Rooms
Semis	4PM	Zoom Breakout Rooms
Finals	6PM	Zoom Breakout Rooms

More time has been allocated for the Sunday rounds to accommodate longer oral comments from the judges.

Technology

It is your responsibility to see that you are properly equipped and that your hardware and software are working properly. If your internet, your device, or your software are faulty, there is little the tournament staff can do to help.

You should check and test everything before the tournament.

Hardware

Every Debater and Judge needs a device that can access the internet and can use Zoom, Google Chrome and Tabroom/Campus. *(While Tabroom/Campus is accessed through an internet browser, the Campus debate rooms only work with the Chrome browser!)*

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. A Mac Mini or Studio will require you to add this hardware. 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. (You do not need to run Jitsi, just install it. Tabroom/Campus calls on Jitsi as needed.)

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 or earbuds 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. For example, if you flow the round by typing on a keyboard, a standard laptop microphone will often pick up the sound of your keystrokes; a headset microphone typically will not.

Batteries and Charging

Earbuds, and 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 devices (or any battery-powered device including laptops, tablets, and cell phones) should charge them before the tournament, and be prepared to charge them between (or during, if necessary) rounds, and have a backup plan 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 flow or 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 screen and as a secondary 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

It is possible to use Zoom, Tabroom, and Tabroom/Campus on a cell phone.

A cell phone is not recommended as a primary device for online debate!

The small screen on a cell phone limits how much you can see at one time, and makes maneuvering in Zoom, Tabroom/Campus, and other applications difficult. It is useful as a backup if your primary device fails, and as a back-channel to communicate with your partner while the other team is speaking.

To use a cell phone:

- Download the Zoom app from the App Store (iPhone) or Play Store (Android phone).
- Download Google Chrome for you phone if it is not already installed. You will open Chrome and then go to tabroom.com to debate or to judge a round.
- Download the Jitsi app from the App Store (iPhone) or Play Store (Android phone). You will never “run” jitsi, but Tabroom/Campus uses it to create virtual debate rooms.

You will also need a way to steady your phone and be in the camera frame while you speak. If you are using your cell phone for debate, it will not be available as means of communicating with your partner or as a backup.

Software, IDs, Training

Zoom

Zoom will be used for the General Assembly; as a gathering place for debaters, judges, and tournament staff between rounds; and for the elimination rounds on Sunday.

- 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, go to <http://zoom.us> and select Sign Up Free and follow the instructions. You will need an email address that can receive outside emails to serve as your Zoom ID. *A Zoom ID is not required*, but it gives you access to additional Zoom features, such as maintaining a profile with a screen name and avatar. It is convenient if you use the same email address for both your Zoom ID and your Tabroom ID (see below).
- To Learn How to Use Zoom, go to <http://zoom.us> and look for the How-To Videos and documentation under the Resources tab.
- To Test Zoom and become familiar with the controls, run the application and open a new meeting. You will be able to see how you look to others as well as test your microphone and speakers.

Chrome

While most Tabroom facilities work on any internet browser, the Tabroom/Campus debate rooms are only supported on the Chrome internet browser.

To install Chrome:

- 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 tablet or 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. You will probably never use Jitsi directly, but Campus will call on it to create the virtual debate rooms.)

Tabroom

Tabroom is tournament management software provided by the National Speech and Debate Association. Access Tabroom by opening the Chrome browser and going to tabroom.com.

While Tabroom will run under almost any internet browser, Tabroom/Campus debate rooms are only supported using the Chrome browser!

Debaters and Judges must have a Tabroom ID. This ID must be linked to their entry in the Yale Invitational.

- To Create a Tabroom ID, go to tabroom.com, select Sign Up at the upper right, and follow the instructions. You will need a email address that can accept outside emails to use as a Tabroom ID. It is convenient if you use the same email address for both a Tabroom ID and a Zoom ID (see above).
- To Receive Tabroom Text Messages. Tabroom uses your email address as the Tabroom ID and to use to send informational emails to you during a tournament. If you would also like to receive text messages, enter a phone number able to receive text messages in your profile, and authorize Tabroom to send texts to you.
- To Link a Tabroom ID to a Debater or Judge, provide your Tabroom ID/email address to the Coach or Person responsible for your school account and tournament registration. Your Coach will need to select your name from the school roster and enter the Tabroom ID/email address in the box indicated.
- The NSDA has a video with [Instructions for Linking Students](#) on YouTube.

Note: a Debater or Judge cannot link their Tabroom ID to their school/tournament entry. Only their Coach can do that.

Tabroom Training

Debaters and Judges need to be familiar with Tabroom's facilities. Debaters will need to know how to retrieve their pairings, enter a Tabroom/Campus debate room, manage the debate room controls, and retrieve ballot results. Judges will need to know how to acknowledge their assignments, access their ballots, enter a Tabroom/Campus debater room, manage the debate room controls, submit ballots, and edit written feedback.

- The NSDA has an [Campus Overview](#) video on YouTube.
- The NSDA has [Campus Instructions for Students](#) video on YouTube.
- The NSDA has a [Campus Instructions for Judges](#) video on YouTube. There is also a slightly longer and more detailed video on [Online Debate Ballots](#) prepared by Coach Brett Rydalch. Note the examples used are from different debate formats, so the process is similar to Parli, but the forms are not identical.
- The NSDA has a video with [Instructions for Linking Students](#) on YouTube.
- To Test/Practice in a Tabroom/Campus debate room, go to tabroom.com and log in using your Tabroom ID. On your Tabroom home page in the lower right there is a box titled *NSDA Campus Test Rooms*. Click on the blue camera icon next to *Test Competition Room* to open a debate room. A Tabroom/Campus debate room has controls similar to Zoom, but differently labeled and positioned. There are also additional options specific to debate, such on screen timers and a chat facility. You should familiarize yourself with these, especially the options controlling sound and picture. The test room will only stay open for a few minutes but can be opened repeatedly if you need more time.

- Tabroom has extensive [online documentation](#) that covers all aspects of the system. This documentation may also be accessed from the Help tab on your Tabroom home page.
 - You can reach your home page at any time by clicking on your Tabroom ID/email or the house icon next to it at the top right of any Tabroom page.
-

Internet Access

From Home

Most homes use wireless routers to connect to the internet.

- The closer physically you are to the router, the better your signal, the faster your speed and the more stable your connection.
- 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, but one can purchase an adapter that uses a USB port.
 - 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.
- Others in the home sharing the internet can use a lot of bandwidth, especially gaming or streaming video. If the internet provider is your cable company, any television will also use bandwidth. If you can prevail upon others to limit their activities during the tournament it can improve your connection.

It may also make sense to gather with your partner in a single location, the home with the better internet service. This may also make it easier to work together during case prep and the debate round.

From School

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

- You must have the school's permission to install the software you need as described above, or use your own equipment, and be certain you can access Zoom and tabroom.com from the school.
 - To work properly, your computer must be able to access certain internet sites. Tabroom has a page which explains the [IT Specific requirements](#). You should test Tabroom from your school, and speak to your school's tech support about allowing these sites if there is a problem.
 - Debaters and Judges would also need to be able to access the email account they used as their Tabroom ID in order to receive notices during the day.
 - It should go without saying that teams should be in different classrooms so they do not interfere with each other during debates.
-

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.

- Earbuds or headset/headphone 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 (keyboard clicks, 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 should 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.
- Consider your background. You don't want anything distracting to appear behind you. While Zoom supports the use of a false background, Tabroom/Campus does not.
- 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.

Debaters are expected to leave their cameras on during the round, even when not speaking, unless there is a technical problem that prevents this.

Most of all, remember each debate lasts one hour. Be sure you are comfortable and have everything you need close to hand.

Software Updates

Most providers update software frequently—Apple and Microsoft generally once per month. 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 and look for updates in the list.

Updating all your system software and applications can take a long time, especially if they are more than one update out of date. Your device generally cannot be used while it is updating. Be sure you check for and install updates one or two days before the tournament. If you do this the morning of the tournament you may well not finish in time.

Restart Your System

Restart your Windows or Apple computer first thing in the morning well before the tournament starts. The longer a device has been running since it was last restarted, the more likely it is to get confused, run slowly, or crash.

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, if you created one.
- You need Google Chrome to access Tabroom/Campus. You should go to Tabroom.com and log in to Tabroom with your Tabroom ID.
- You will need to check your email for messages from various sources during the day. Open your email program.
- If you gave Tabroom your phone number and permission to send texts, make sure your phone is available.
- As a Debater, you will need to communicate with your partner:
 - 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.

Best of luck in the tournament!