APPE IEB ®
Zoom Tech Instructions

1. The Tech should have the Zoom room open 15 minutes prior to the scheduled round. The Tech is the host of the session.

2. The Tech should create three break out groups and rename them: Team One, Team Two and Judges. Permit the break out rooms to run for 3 minutes.

3. The chat function will be set to allow chats with all participants in the room.

4. Be sure that all those who join the session are muted upon arrival and their video turned off. The moderator will explain that they should remain muted and without video unless they are speaking as part of their role in the competition.

5. When the Moderator of the round joins the Zoom, make the moderator a co-host.

6. [In case this has not been done earlier in the competition] All participants are required to change their name to represent whether they are a Judge or a participant or a coach. The Judges and coaches will have "judge" or "coach" first in their names. Participants will have their school first in their name. ONLY those team members who are participating in the match will edit their names. The Moderators and the Tech person will have a list of all participating schools with the relevant name that should appear on their screen. EG. Conestoga High School First team will have "Conestoga 1" in front of the names of their team members.

7. If people show up who do not have a name, the Moderator will ask them if they are a coach, judge or participant and ask them to revise their name accordingly. If necessary, the tech person will guide people in how to revise their name. Be aware that some participants may be on a phone, so the tech should be aware of how to use Zoom on an I-Phone, Tablet or Android.

8. Ask those who are NOT judges or participants to turn off their video.

9. While the moderator is welcoming everyone, the Tech person puts the appropriate people into a break out room. For example:

   a. Judges go into the Judges break out room
   b. One team goes into Team 1 break out room
   c. The other team goes into Team 2 break out room

IT DOESN'T MATTER WHICH TEAM GOES INTO WHICH ROOM AS LONG AS ALL TEAM MEMBERS ARE IN ONE ROOM TOGETHER.
DO NOT PUT THEIR COACHES INTO THIS BREAK OUT ROOM.

10. The Tech person will introduce him/herself at the same time that the Moderator does.

11. The Moderator will alert the Tech person when to open the break out rooms throughout the round. This will happen whenever a team or the judges have time to consult with each other**. See the Moderator instructions for guidance on this.**

      a. **For a team's consult prior to answer the moderator's question, the break out room is set for 3 minutes. All other consults are 2 minutes.**

12. The moderator will alert the Tech person to end the break out groups after the designated time interval. (See Moderator instructions for details).

13. At the end of a round, open the break out rooms, set for ten minutes. The Moderator will invite the judges to move into their breakout room to finalize their scores. The Moderator will join them to check their scores. They will return to the main room when their task is done; the Tech should ignore the query about ending breakout rooms.

14. When they are ready to announce their scores, the Moderator shares an official round final score sheet. As the judges announce their score, the Moderator will fill in the sheet for all to see.

After this round is over, the Tech person should already be set up for the next round, so return #7 above. The Tech person will most likely have the same moderator.

General Guidelines
1. The Tech person is there to ensure that all the technical aspects function smoothly, and to trouble shoot where necessary. This is for all participants but especially for moderators, judges and team members since they are critical. So, priority should be given to these people.
2. If possible, a backup moderator will be in the room, but if that cannot be done, the tech person should be familiar with the moderator instructions should he or she have insurmountable technical challenges. This is a last resort.
3. If for some reason the round is unable to go forward, and the moderator is not available, please call the competition organizer at _____.

APPE IEB®
Moderator Instructions for Zoom Sessions
Revised (9.23.20)

IMPORTANT: The MODERATOR typically resolves all disputes in the room; the organizer is available at this number _____ should the MODERATOR need assistance to resolve some dispute.

THERE IS A TECH PERSON PRESENT IN EVERY SESSION. TYPICALLY THE TECH PERSON IS THE **HOST** AND THE MODERATOR IS A **CO-HOST**.

The MODERATOR should have a time piece available that enables the MODERATOR to pause the timing if and when that is necessary (see instances of this possible necessity below.)

All video and audio should be turned off for people as they enter the room. Only those who are judges or participating team members will be able to turn their cameras on, and their mikes.

1. MODERATOR welcomes everyone to the round.

2. (If not already done)The MODERATOR asks each person on the Zoom to edit their names, putting their school name in front of their given name, or at least their first name if called for. Only those students actually participating in the match should edit their names in this way.

3. Ask Judges to do the same and ask coaches to put school name and coach in front of their given names. Each team has received a list of competing schools with official abbreviations for this purpose. Instruct them to go to the upper right corner of their photo, and click on the three dots there, they can choose to edit their name. Finally, if individuals are encouraged to supply their pronouns after their name; see the MODERATOR's as an example.

4. While people are doing that, the MODERATOR introduces him or herself. He invites the judges and team participants to turn on their videos. He or

she asks the JUDGES to introduce themselves, and then asks each team to introduce themselves.

5. The MODERATOR ensures that each judge has a scoring sheet.

6. MODERATOR then takes a coin and flips it, or uses a coin flipping app. The team that wins gets to decide if they would prefer to present first (**be Team A**) or second (be **Team B**).

7. MODERATOR reminds the teams that they are not to use any electronic devices, other than what they are using to access Zoom and only for the purposes of accessing Zoom. It is an honors system that all participants in this Zoom call will respect the rules about not bringing pre-prepared materials nor engaging in communication with the team from outside the team.

8. The MODERATOR makes sure that each JUDGE identifies on his or her scoring sheet which team is **Team A** and which is **Team B**.

9. The TECH PERSON will create three break out rooms, and place the judges in one room, Team A in another and Team B in another. The coaches will not be assigned to the break out room with their teams.

10. The MODERATOR announces the case and asks the question. He asks the TECH PERSON to open the break out rooms. Both teams may accept this invitation. The MODERATOR sets the timer for 3 minutes but starts it only AFTER all Team A members have left the main room.

11. At the end of 3 minutes, the MODERATOR asks the TECH PERSON to end the break out rooms.

12. The MODERATOR resets the timer to 10 minutes. He or she will tell **TEAM A** that a 3-minute warning and a 1-minute warning will be provided before time is up. MODERATOR will ask **TEAM A** if they want a silent or verbal warning. If silent, it will be a raised thumb in the MODERATOR'S image.

13. **TEAM A** will then get 10 minutes to answer the moderator's question. They do not have to take all the time, but once the timer goes off, they must stop, even in mid-sentence.

14. When **TEAM A** has finished, the MODERATOR will ask if the Judges or TEAM B have been able to hear TEAM A adequately. If there is anything that could not be heard for technical reasons, the speaker is to repeat without elaboration, and this will not count against their time.

15. The MODERATOR will ask the TECH PERSON to open the break out rooms. The MODERATOR will invite teams to accept the break out room invitation. The MODERATOR sets the time for 2 minutes for **TEAM B** to confer, but starts it ONLY AFTER all Team B members has left the room.

16. At the end of 2 minutes, the MODERATOR will ask the TECH PERSON to end the Breakout sessions. He or she sets the time for 5 minutes for **TEAM B**'s commentary on **TEAM A's** presentation and response to the moderator's question. The MODERATOR tells **TEAM B** that a 3-minute and a 1-minute warning will be provided before time is up, asking if **Team B** wants a verbal or silent warning. If silent, this will be a raised thumb in the Moderator's image. The team need not use the entire 5 minutes, but when the timer goes off, they must stop even in mid-sentence. If there is anything that could not be heard for technical reasons, the speaker is to repeat without elaboration, and this will not count against their time.

17. The MODERATOR asks the TECH PERSON to open the break out rooms. The MODERATOR invites both teams to accept the invitation to enter a break out room so that **they** can confer. The MODERATOR then sets the timer for 2 minutes for **TEAM A** to confer, but start it ONLY AFTER all Team A members have left the room.

18. At the end of 2 minutes, the MODERATOR asks the Moderator to end the break out rooms and sets the timer for 5 minutes for **TEAM A's** response to **TEAM B's** commentary. The MODERATOR tells **TEAM A** that a 3-minute and 1-minute warning will be provided before time is up, asking the team if they want a verbal or silent warning. If silent, this will be a thumbs up in the

MODERATOR's image. **TEAM A** does not have to use the entire 5 minutes, but when the timer goes off, they must stop, even in mid-sentence. If there is anything that could not be heard for technical reasons, the speaker is to repeat without elaboration, and this will not count against their time.

19. The MODERATOR asks the TECH PERSON to open the break out rooms. The MODERATOR invites ONLY the Judges to accept the invitation to enter the break out rooms. The MODERATOR sets the timer for 2 minutes, but starts it ONLY AFTER all the judges have left the room.

20. At the end of 2 minutes, the MODERATOR asks the TECH PERSON to end the breakout sessions, then sets the timer to 10 minutes. The JUDGES can take the whole 10 minutes to ask questions of **TEAM A**. Anyone on the team can answer the questions. Each judge should get a chance to ask 1 question, with a short follow up if desired; a judge can ask more than 1 only after all three judges have asked a question and if there is time available. The MODERATOR, after each judge question and team answer, ensures that those involved have heard the answer. If they have not heard clearly, the person speaking repeats what they said without modification. These repetitions do not impact the 10 minutes. The timer should be paused when the MODERATOR checks to see if everyone has heard AND allowed the team to repeat itself. When this is complete, the timer is resumed. The MODERATOR will provide time warnings at 3 and 1 minute marks with a thumb's up in his/her image.
A team is permitted to consult before beginning to answer a judge's question. If they do ask and it is in response to either the judge's initial question or a follow up, the timer should be stopped, and the MODERATOR asks the TECH PERSON to open the break out rooms. ONLY the team answering the judge's question will accept the invitation to enter the break out room. The Team is given 30 seconds to consult from the time all team members have left the room. When that 30 seconds ends, the timer is restarted.

21. When the timer goes off at the end of 10 minutes, the MODERATOR asks the JUDGES to mark their score sheets.

22. When the JUDGES are done, the MODERATOR gets the second case ready and steps 9 through 20 are repeated with the team roles reversed. **TEAM B** is now giving the answer to the moderator's question and **TEAM A** is commenting.

20. When this second case is finished, the MODERATOR asks the JUDGES to mark their score sheets AND to total their scores.

21. MODERATOR asks the TECH PERSON to open the break out rooms and invites ONLY the JUDGES to accept the invitation. The MODERATOR informs every one that THE MODERATOR will join the JUDGES' breakout session to check the math.

22. The MODERATOR joins the judges in their breakout session to check the math on their scoring sheets. Each judge shares his or her screen with the scoring sheet. The MODERATOR checks the math and records the scoring to the Moderator's Reporting sheet.

23. When the scores are checked and recorded, the MODERATOR and JUDGES return to the main session.

24. The MODERATOR thanks the teams and the JUDGES for their participation.

25. The MODERATOR then shares his/her screen in which there is a prepared OFFICIAL ROUND SCORE SHEET for the round. The MODERATOR fills out TEAM A and TEAM B.

26. The MODERATOR then asks the JUDGES to read their scores out. As the JUDGES read out TEAM A's scores, 1 for each judge, the MODERATOR will write each score in the appropriate column of the shared official round score sheet.

27. The MODERATOR will highlight the higher score for each judge and announce the winner.

28. The MODERATOR asks the judges who have used a virtual score sheet to save it with the following file name: "Score Sheet Round __, Judge's name" and send it to the ORGANIZER at the email in the chat box.

29. A new set of teams will enter the room, and this process will begin again with the next round of cases. Remind the judges that they remain in the Zoom session for the next round.

30. HAVE FUN!

Any questions: Text the organizer at this number _____

APPE IEB ®

Moderator/Tech Instructions for Zoom Sessions
Revised (9.23.20)

[MODERATOR and TECH are distinct roles, but in these instructions those roles reside in one person: the MODERATOR.]

IMPORTANT: The MODERATOR typically resolves all disputes in the room; the organizer is available at this number _____ should the MODERATOR need assistance to resolve some dispute.

The MODERATOR should have a time piece available that enables the MODERATOR to pause the timing if and when that is necessary (see instances of this possible necessity below.)

The MODERATOR will have the Zoom room open 15 minutes prior to the scheduled round. The MODERATOR is the Zoom host. The MODERATOR will put "Moderator" before her/his name, as well as preferred pronouns if desired.

The MODERATOR creates three breakout rooms, in the manual mode, and renames them: "Team One," "Team Two," and "Judges." Set the breakout rooms to run for 3 minutes. Ensure that the box for permitting a 30 second delay in ending breakout rooms is unchecked.

The MODERATOR ensures that all those who join the session are muted upon arrival and their videos are off. The only ones whose video should be activated are those who are participating team members and judges.

1. MODERATOR welcomes everyone to the round. Informs them that they should remain muted unless they have to speak as a participant in the match. The MODERATOR asks all those who are not student participants or judges to turn their videos OFF.

2. (If not already done)The MODERATOR asks each person on the Zoom to edit their names, putting their school name in front of their given name, or at least their first name if called for. Ask Judges to do the same and ask

coaches to put school name and coach in front of their given names. Only those team members actually participating in the match should edit their name. Each team has received a list of the competing schools with official abbreviations for this purpose. Instruct them to go to the upper right corner of their photo, and click on the three dots there, they can choose to edit their name. Finally, if individuals are encouraged to supply their pronouns after their name; see the MODERATOR's as an example.

3. Once the team members and judges have renamed themselves, the MODERATOR then puts the team members and judges in their respective breakout groups. Do NOT put the coach in a breakout room with his or her team.

4. When this is done, the MODERATOR introduces him or herself, asks the JUDGES to introduce themselves, and then asks each team to introduce themselves.

5. The MODERATOR ensures that each judge has a virtual scoring sheet.

6. MODERATOR then takes a coin and flips it, or uses a coin flipping app. The team that wins gets to decide if they would prefer to present first (**be Team A**) or second (**be Team B**).

7. MODERATOR reminds the teams that they are not to use any electronic devices, other than what they are using to access Zoom and only for the purposes of accessing Zoom. It is an honors system that all participants in this Zoom call will respect the rules about not bringing pre-prepared materials nor engaging in communication with the team from outside the team.

8. The MODERATOR makes sure that each JUDGE identifies on his or her scoring sheet which team is **Team A** and which is **Team B**.

9. The MODERATOR announces the case and asks the question, posting the question in the chat box. The MODERATOR opens the breakout rooms. Both teams may accept this invitation. The MODERATOR sets the timer for

3 minutes. Start this time ONLY AFTER the last team A member has exited the main room. The MODERATOR also posts the question in the breakout room chat box. [Note: Zoom has its own timer, but the MODERATOR should use his/her timer to determine when the consulting time ends.]

10. At the end of 3 minutes, the MODERATOR ends the breakout rooms.

11. The MODERATOR resets the timer to 10 minutes. He or she will tell **TEAM A** that a 3-minute warning and a 1-minute warning will be provided before time is up. MODERATOR will ask **TEAM A** if they want a silent or verbal warning. If silent, it will be a raised thumb in the MODERATOR'S image.

12. **TEAM A** will then get 10 minutes to answer the moderator's question. They do not have to take all the time, but once the timer goes off, they must stop, even in mid-sentence.

13. When **TEAM A** has finished, the MODERATOR will ask if the Judges or TEAM B have been able to hear TEAM A adequately. If there is anything that could not be heard for technical reasons, the speaker is to repeat without elaboration, and this will not count against their time.

14. The MODERATOR will open the break out rooms and set their time to two minutes. The MODERATOR will invite teams to accept the breakout room invitation. The MODERATOR sets the times for 2 minutes for **TEAM B** to confer and starts it ONLY AFTER all of TEAM B has left the main room.

15. At the end of 2 minutes, the MODERATOR will end the Breakout sessions. He or she sets the timer for 5 minutes for **TEAM B**'s commentary on **TEAM A's** presentation and response to the moderator's question. The MODERATOR tells **TEAM B** that a 3-minute and a 1-minute warning will be provided before time is up, asking if **Team B** wants a verbal or silent warning. If silent, this will be a raised thumb in the Moderator's image. The team need not use the entire 5 minutes, but when the timer goes off, they must stop even in mid-sentence. If there is anything that could not be heard for technical reasons, the speaker is to repeat without elaboration, and this will not count against their time.

16. The MODERATOR opens the break out rooms and ensures they are set for two minutes. The MODERATOR invites both teams to accept the invitation to enter a break out room so that **they** can confer. The MODERATOR then sets the timer for 2 minutes for **TEAM A** to confer and starts it ONLY AFTER all of Team A's members have left the room.

17. At the end of 2 minutes, the MODERATOR ends the break out rooms and sets the timer for 5 minutes for **TEAM A's** response to **TEAM B's** commentary. The MODERATOR tells **TEAM A** that a 3-minute and 1-minute warning will be provided before time is up, asking the team if they want a verbal or silent warning. If silent, this will be a thumbs up in the MODERATOR's image. **TEAM A** does not have to use the entire 5 minutes, but when the timer goes off, they must stop, even in mid-sentence. If there is anything that could not be heard for technical reasons, the speaker is to repeat without elaboration, and this will not count against their time.

18. The MODERATOR opens the break out rooms and ensures they are set for two minutes. The MODERATOR invites ONLY the Judges to accept the invitation to enter the breakout rooms. The MODERATOR sets the timer for 2 minutes, starting it ONLY AFTER the Judges have left the main room.

19. At the end of 2 minutes, the MODERATOR ends the breakout sessions, then sets the timer to 10 minutes. The JUDGES can take the whole 10 minutes to ask questions of **TEAM A**. Anyone on the team can answer the questions. Each judge should get a chance to ask 1 question, with a short follow up if desired; a judge can ask more than 1 only after all three judges have asked a question and if there is time available. The MODERATOR, after each judge question and team answer, ensures that those involved have heard the answer. If they have not heard clearly, the person speaking repeats what they said without modification. These repetitions do not impact the 10 minutes. The MODERATOR pauses the timer to check if everyone has heard AND to permit a team to repeat itself as indicated. When they are finished, the timer is resumed.
The MODERATOR will provide time warnings to the Judges at 3 and 1 minute marks with a thumb's up in his/her image.

A team is permitted to consult before beginning to answer a judge's question. If they do ask and it is in response to either the judge's initial question or a follow up, the timer should be stopped, and the MODERATOR opens the break out rooms. ONLY the team answering the judge's question will accept the invitation to enter the break out room. The Team is given 30 seconds to consult, beginning when all team members have left the room. When that 30 seconds ends, the timer is restarted.

20. When the timer goes off at the end of 10 minutes, the MODERATOR asks the JUDGES to mark their score sheets.

21. When the JUDGES are done, the MODERATOR gets the second case ready and steps 9 through 20 are repeated with the team roles reversed. **TEAM B** is now giving the answer to the moderator's question and **TEAM A** is commenting.

20. When this second case is finished, the MODERATOR asks the JUDGES to mark their score sheets AND to total their scores.

21. MODERATOR opens the break out rooms, ensuring they are set for ten minutes, and invites ONLY the JUDGES to accept the invitation. The MODERATOR informs every one that THE MODERATOR will join the JUDGES' breakout session to check the math.

22. The MODERATOR joins the judges in their breakout session to check the math on their scoring sheets. Each judge will share their completed scoring sheet and the MODERATOR will check the math and copy the scores on to the Moderator's Reporting Sheet.

23. When the scores are checked and recorded, the MODERATOR and JUDGES return to the main session.

24. The MODERATOR thanks the teams and the JUDGES for their participation.

25. The MODERATOR then shares his/her screen in which there is a prepared OFFICIAL ROUND SCORE SHEET for the round. The MODERATOR fills out TEAM A and TEAM B.

26. The MODERATOR then asks the JUDGES to read their scores out. As the JUDGES read out TEAM A's scores, 1 for each judge, the MODERATOR will write each score in the appropriate column of the shared official round score sheet.

27. The MODERATOR will highlight the higher score for each judge and announce the winner.

28. The MODERATOR asks the judges who have used a virtual score sheet to save it with the following file name: "Score Sheet Round __, Judge's name" and send it to the ORGANIZER at the email in the chat box.

29. A new set of teams will enter the room, and this process will begin again with the next round of cases. Remind the judges that they remain in the Zoom session for the next round.

30. HAVE FUN!

Any questions: Text the organizer at this number _____