

A photograph of a classroom with several students sitting at their desks, working on papers. The image is overlaid with a semi-transparent orange filter. The text 'Technical Guide: ISDS National Selections 2022 - 23' is centered in white.

# Technical Guide: ISDS National Selections 2022 - 23

# Contents

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1. Pre -Tournament Setup
2. Draws and room allocations
3. Preparation Time
4. Debate
5. Oral Adjudication and Feedback
6. Observers
7. Discord

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## **1. Pre – Tournament Setup**

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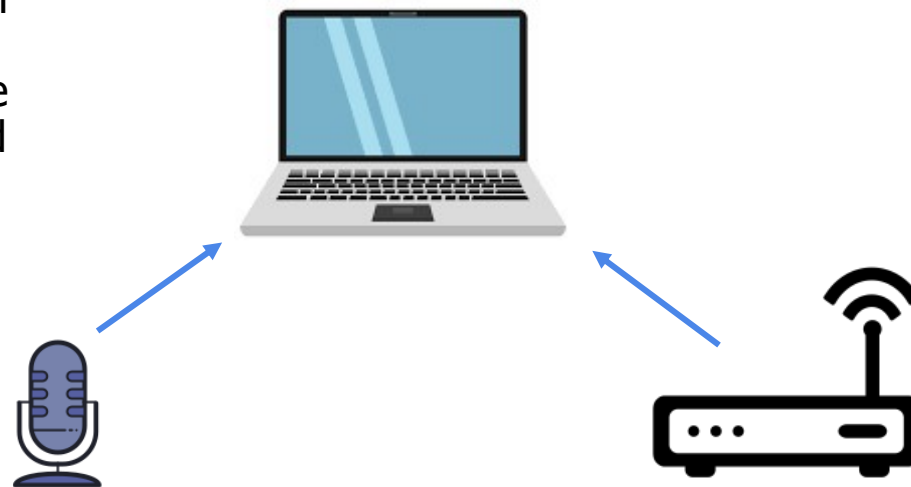
# As a general note, we request participants to test their devices and applications, and plan back-ups before the tournament begins

## Testing devices:

1. **Mic:** Do you have a working mic and can you be heard clearly with minimal echo?
2. **Speakers:** Do your speakers work well on your laptop, or do you need to connect to different speakers?
3. **Internet connection:** Is your internet functional?
4. **Camera** (recommended): Test your cameras as students will have to keep videos on
5. **Headset** (recommended): We recommend borrowing and using one to increase clarity

## Testing applications:

1. **Download Zoom** and try out particular technical features mentioned in the rest of this technical guide
2. Try out **screensharing and google doc usage**
3. Should you be using any mind-mapping tools, try them out with your team well in advance



## Planning back-ups:

1. **Two devices:** For the duration of the competition, have two devices ready, a phone and a laptop, for e.g., with Zoom downloaded
2. **LAN Cable:** Should you be unsure of your internet connection, invest in a lan cable, and plug it directly into your laptop from the modem
3. **Additional internet source:** Have a source of (ideally,) 4G internet that's a back up, ready. A phone's hotspot, or a wireless internet hotspot would work
4. **Charging devices:** Ensure to keep your devices fully charged and on charge. Keep a battery pack ready in addition in case of power outages.

## All communications and rounds for the competition will happen on Zoom

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Zoom: **download the application** here: <https://zoom.us/download>.

1. Install Zoom on **at least two devices**, so one can act as a backup during the tournament
2. **Create a free account** and sign in with the **name as mentioned on the registration form**
3. Each member of the team should download the Zoom app on their computers/laptops
4. Ensure your zoom is updated to the latest version. To do this sign in to Zoom desktop client. Click your profile picture then click Check for Updates. If there is a newer version, Zoom will download and install it

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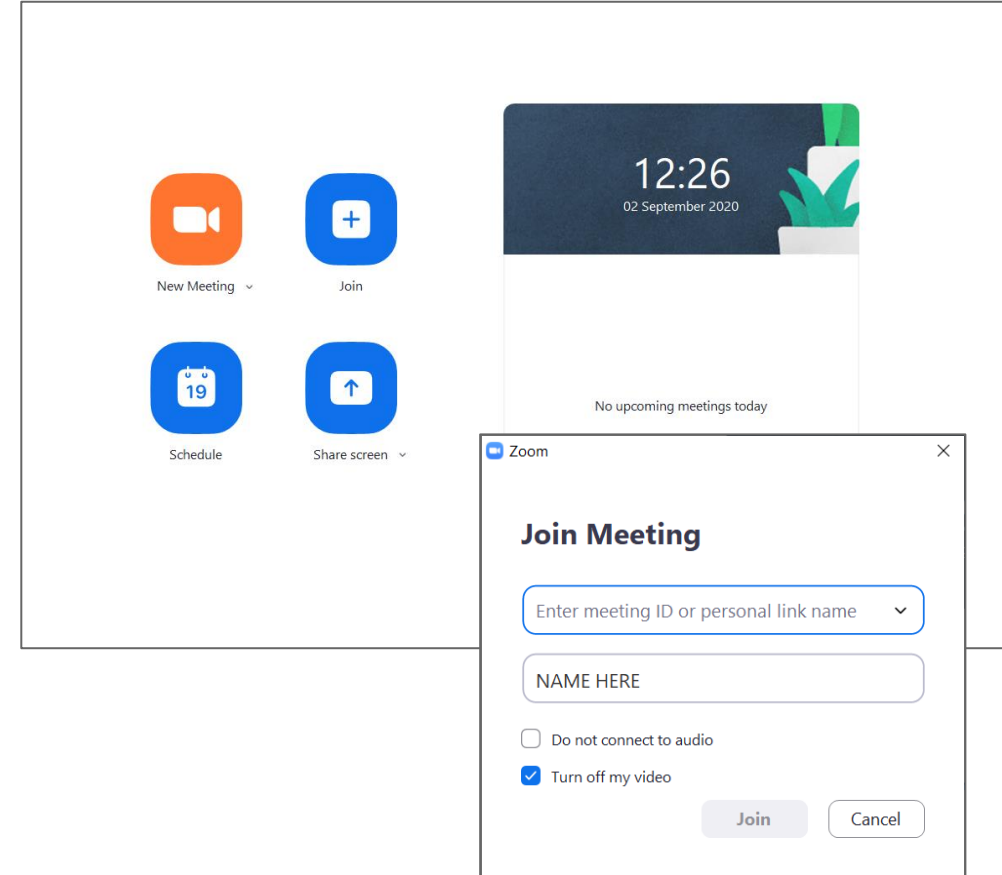
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# All participants should follow our strict naming convention to be able to enter the Zoom Call for the competition










You can only rename yourself prior to entering the call through this method:

1. Open your Zoom Desktop Client and Log in
2. Hit the 'Join' button
3. Enter the Meeting ID for the competition, and in the name column, enter your name as per the naming convention for round one. This is:
  - a. **DEBATERS: Round Number - Zoom Room Number - Team Name on Draw - Speaker Name, e.g.: 1 - 12 - PSBB K - Tejas**
  - b. **JUDGES: J - Zoom Room Number - Judge name, e.g.: 12 - J - Tejas**
  - c. **OBSERVERS: Zoom Room Number - O - Observer name, e.g.: 12 - O - Tejas**



Details for Round 1 will be emailed out to adult coordinators, which will contain round and room information.

We will use 'Tabbycat' to display the sides and opponents for teams before each round

	proposition	opposition	Adjudicators
Room 1	 <u>Team I</u>	 <u>Team D</u>	
Room 2	 <u>Team C</u>	 <u>Team A</u>	
Room 3	 <u>Team B</u>	 <u>Team E</u>	
Room 4	 <u>Narnia Team J</u>	 <u>Team F</u>	

In the Image:

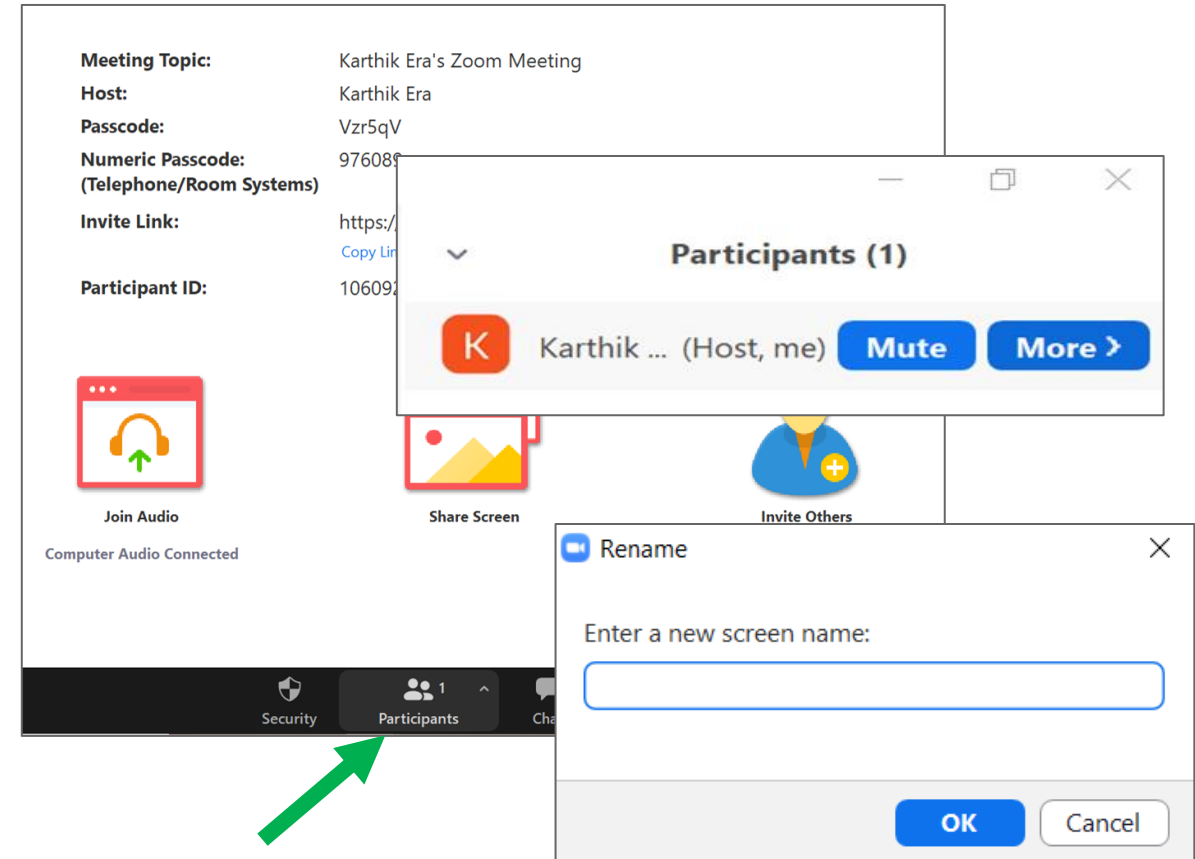
- Column 1: Zoom Room number
- Column 2: Proposition Team
- Column 3: Opposition Team
- Column 4: Adjudicators



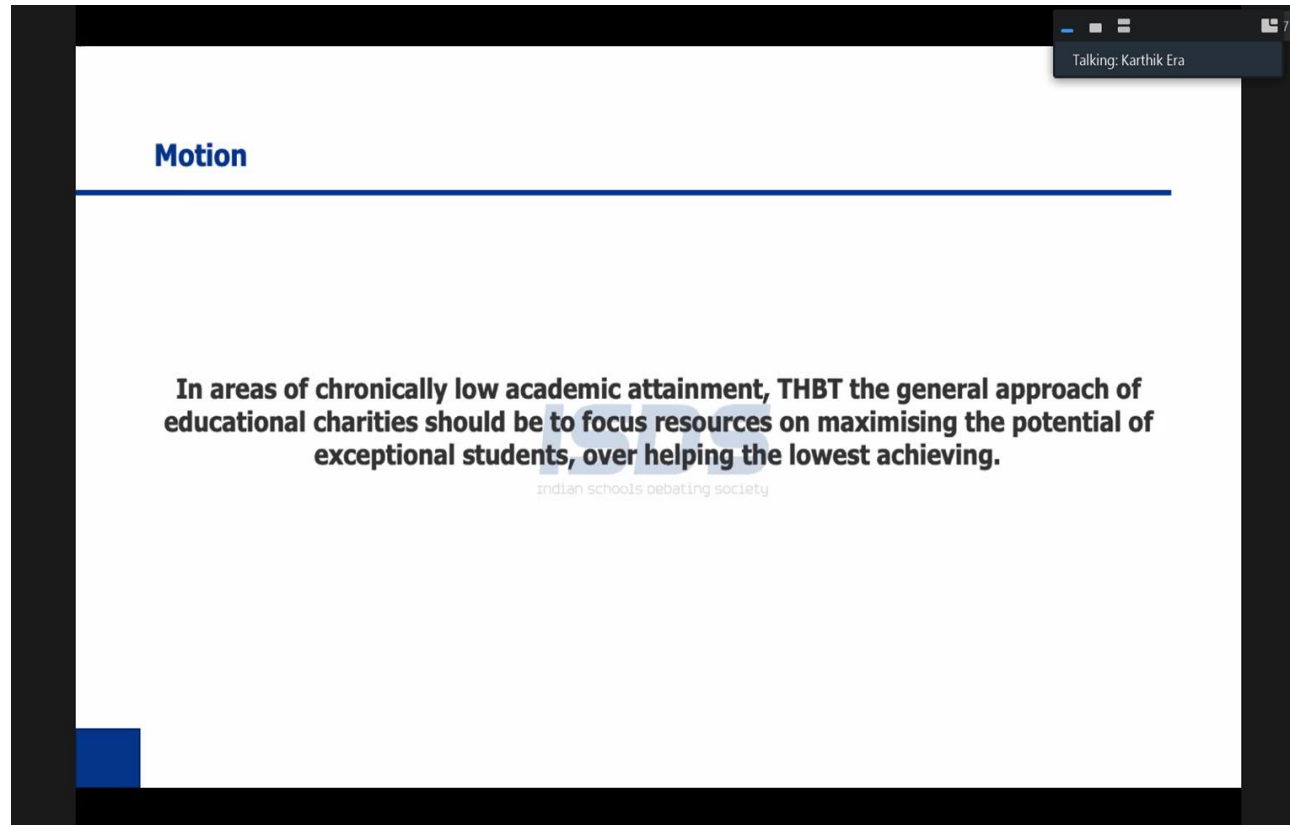
# Participants should change their names every round according to Round and Room Numbers displayed on the draw

Right after draw release:

1. Click on 'Participants' option
2. Click on 'More' option next to your name and select 'Rename'
3. Enter your name as per the naming convention for the respective round. This is:
  - a. **DEBATERS: Round Number - Zoom Room Number - Team Name on Draw - Speaker Name, e.g.: 2 - 15 - PSBB K - Tejas**
  - b. **JUDGES: J - Judge name, e.g.: J - Tejas**
  - c. **OBSERVERS: Zoom Room Number - O - Observer name, e.g.: 15 - O - Tejas**



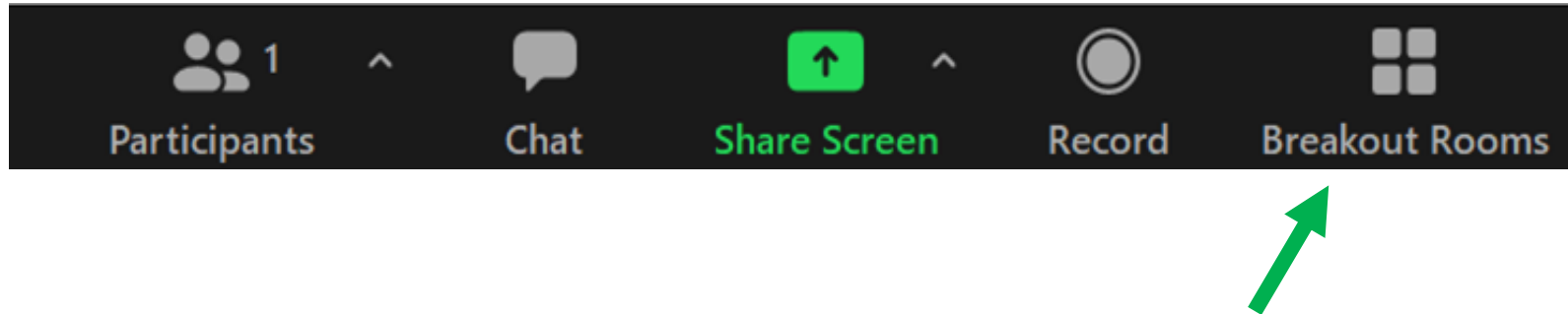
# Motions for impromptu rounds will be released right before speakers are allocated to rooms, and will be broadcasted on the Zoom meeting



Motion would look like this on your Zoom calls when displaying

If any team requests a clarification on the motion and the clarification is made, both the query and the clarification will be conveyed to all teams in the selection

## Once participants have renamed themselves, we will indicate to them when they can join their prep rooms



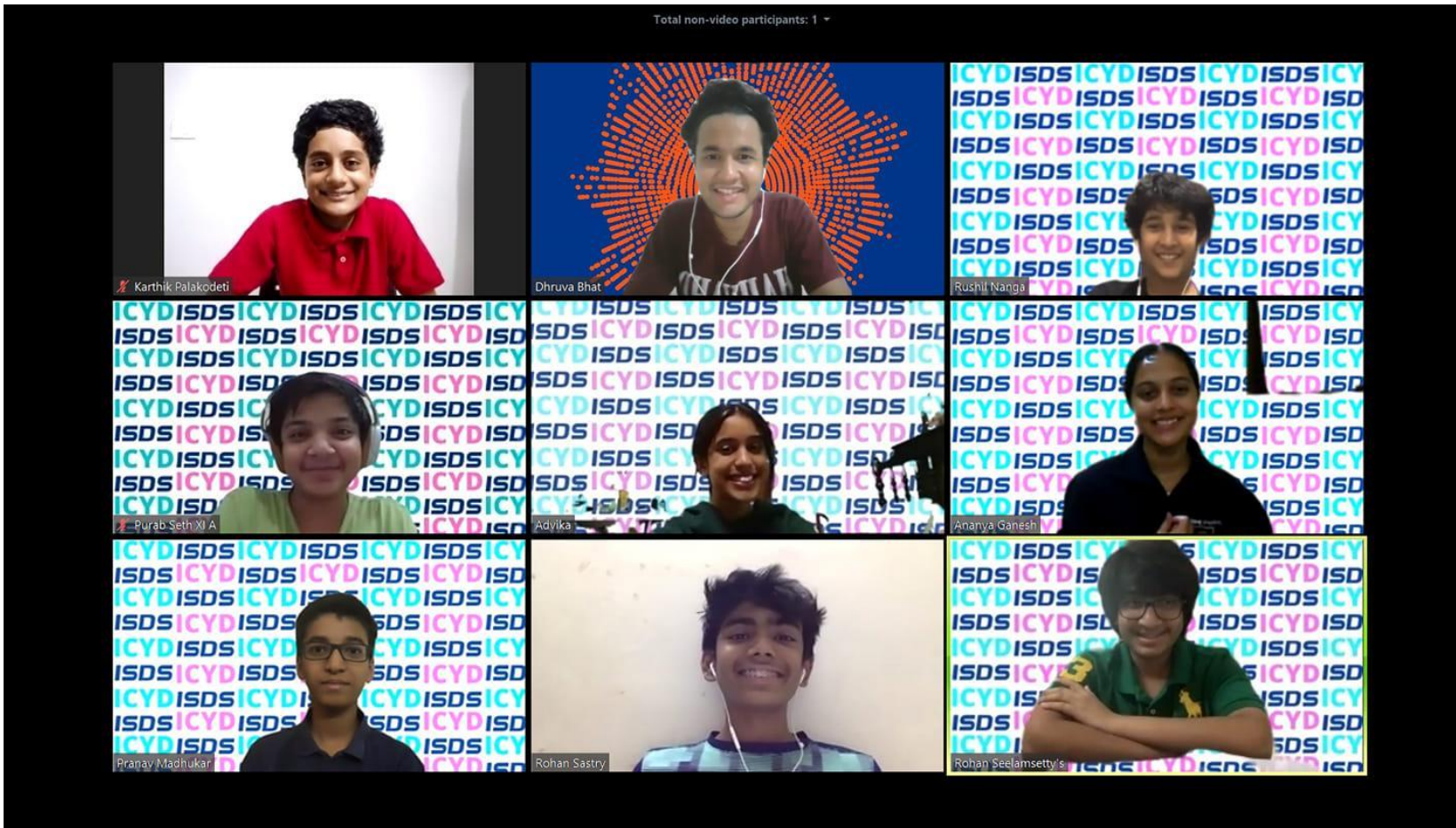
1. Once the motion is released, students will be prompted to join their designated breakout room
2. To join your breakout room click on the break out room option on the bottom of your Zoom screen, this will then pop up a list of breakout rooms available on the meeting
3. Choose the correct breakout room based on the room that has been assigned to your team as per draws and click on join breakout room
4. **All teams must prepare only in these breakout rooms**

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# For fairness and safety, we want teams to prepare from their respective homes on separate Zoom calls with videos ideally on



- Your Zoom prep call with your respective teammates must ensure:
1. Videos are ideally on
  2. No third person is sitting with any of the team members in their respective homes during the prep time
  3. The Zoom call should only have the team members, no observers or non-OC members are allowed

**Teams can use only Facebook/WhatsApp chats and Google Docs for prep; they must be willing to share it with members of the CA team when asked**

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While using shared google docs please ensure that you do not give access to any 3rd person access to the doc, only the team must have access to it - teams may be asked to provide access to this document to members of the ISDS Team

**Selectors will be dropping in and out of break out rooms to ensure that prep guidelines are being followed**

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## Participants should follow the guidelines below during the debate

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1. All **speaking members and judges should keep their videos on**; non-speaking members and observers should switch their videos off
2. Speakers are free to deliver their speeches **sitting or standing**
3. Speakers should **time themselves** during their speeches
4. Within team communications can happen through **Facebook/WhatsApp/Zoom chats**

Points

of

Information

1. Speakers should **announce whether they prefer verbal PoIs or POIs through Zoom chat**
2. For verbal, the other team's speakers have to **unmute themselves and say POI**. This should only happen one at a time, so teams are requested to coordinate on their chat groups.
3. For POIs via Zoom chat, teams may post "POI" in the chat or use the raise hand feature on Zoom, and if the speaker accepts the POI, a member of the team may unmute themselves and offer the POI verbally



## Rules for disconnections

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1. Before the debate begins, debaters are asked to name three (3) members of their team to speak.
2. A “substitution speech” occurs when one of the three speakers who was initially designated to speak is unable to speak/complete their speech e.g. Internet droppage
3. If a speaker drops off the Zoom meeting during the debate,
  - i. Their teammates should immediately inform the judge. They will then have 5 minutes to try and get their teammate back on the line
  - ii. If this is not possible, the judge will ask if another speaker is willing to do the speech who is already in the debate
  - iii. In cases where the speaker drops off before their speech, or a few seconds in (anywhere before 1.5 minutes of the speech), the 4th non speaking member can be given the opportunity to give a substitute speech on their behalf

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## When a debate is over all debate rooms will receive an Oral Adjudication (OA) and Feedback from their respective judges

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1. Adjudicator must give their feedback on the same call once they're ready. No one leaves the breakout room/Zoom call until the OA is over
2. The judges have 15 mins to give their OA+Feedback
3. After the feedback is over please leave the breakout room and move back to the Main Zoom call. **Do not** leave the Zoom call in between rounds. Please be on the Zoom call for the entirety of the tournament. During breaks, speakers can stay on call, but switch off video and come back during designated times.

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## In case there are observers (Teachers, Coaches, Adult coordinators) who want to watch the debate, please note the following

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- a. Only Authorised persons who have prior permission of the Organising committee will be allowed to be Observers
- b. Observers must rename them in the following way:  
**Zoom Room Number – O – Full Name**  
E.g. 1 – O – Tejas
- c. Participants must not share their Zoom meeting details with another person who's not authorised to be there
- d. Every team must have an adult observer accompanying them in the debate room
- e. Observers must always remain on mute and cannot change rooms in between the round

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## **7. Discord**

# Discord

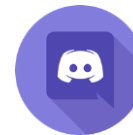
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While Zoom will be the major platform for organization during the tournament, we will also be creating a discord server. This will help ensure:

1. Important information and links can be accessed in written form at your convenience
2. More opportunity for important communication like reporting of issues, responses to questions from the core adjudication team etc.

It's not compulsory to join the discord server as all information will be communicated on zoom as well. However, being on the discord server will ensure a smoother process so it's highly recommended

**Register an account  
on Discord**



**Use the link  
emailed to you to  
join our server**

# Discord

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Our discord server has the following channels

1. [#schedule](#): Link to the schedule
2. [#important-links](#): Links to Zoom and Briefings.
3. [#ask-oc](#): Ask away to clarify your concerns from the Organizing Committee
4. [#announcements](#): Announcements from CAP and Tab Team/Digital Team
5. [#motions](#): A record of the motions
6. [#motion-clarifications](#): All clarifications regarding the motion to be done here
7. [#missing-persons](#): Report missing people who aren't where they're supposed to be during rounds
8. [#technical-help](#): Debaters and Judges text here if they have technical issues
9. 5 Voice Channels that function as debate rooms in case speakers experience technical issues on Zoom



**Good luck!**

**Website:**

[www.indianschoolsdebatingsociety.com](http://www.indianschoolsdebatingsociety.com)

**Instagram/Twitter:**

@TeamIndiaWSDC

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