



## BLACKS IN GOVERNMENT

### BIG Oratorical and STEM Virtual Competition Guidelines

#### SCHEDULE YOUR COMPETITION

- Schedule your competition at a time that works for all involved.
- Determine if you need people to register to attend. Registering can help you track who will attend your competition before it starts, how many joined, and follow-up communications after the competition.
- Get help by enlisting a competition team who can help you with logistics while students focus on delivering their orations.
- Make sure you have a communication plan, including promoting your competition on webpages, social media, and email.
- It helps to contact primary attendees and send reminders leading to the competition, including an hour before, so people remember to join on the competition day.

#### SCHEDULE A REHEARSAL

- Invite committee POCs, students, mentors, timekeeper, calculators, and judges to the **rehearsal**. Have someone act as an attendee to assess the experience.
- Have students and committee members connect in the same manner from the same location and device used for the live event.
- Test everyone's audio. Assign someone to control muting.
- Videotape the rehearsal. Share video in the rehearsal to ensure participants can be seen and heard clearly. Adjust lighting if needed, and have them remove distracting items from their background.
- Have all students test content sharing and any multi-media sharing from the same device they will use in the competition.
- Check the timing, transitions, and interactive features you will use.



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### ROLES AND RESPONSIBILITIES

- The host role is usually assigned to the person who starts the competition. The host needs to have a user account. Others will be invited
- Assign an MC to welcome attendees, introduce speakers, keep time, and manages interactive features.
- You can also an assigned person that will grant privileges to attendees, students, and judges, and manage the recording, and end the competition.
- Discuss logistics and etiquette, like identifying when presenters mute or unmute, and how comments and questions will be handled.
- If you are assigning other presenters, practice these specific activities in your rehearsal.

### DAY OF THE COMPETITION

#### STEM Project Judging:

- Schedule the STEM project judging before their presentations. Only allow committee members, STEM students, mentors, judges, calculators, and timekeeper

### DAY OF PRESENTATIONS (STEM AND ORATORICAL STUDENTS)

- Regional or Chapter committee chairs should assign numbers for presenters by pulling names from a bag. Notify students of their numbers. Rules in guidelines still apply concerning sharing personal information.
- All participants should join 15-30 minutes early to allow testing their connection on the day.
- Distribute electronic programs and rules of engagement documents before the competition. That way, attendees will not be left out if they cannot see the presentation or need to join via audio-only because of low bandwidth.



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### **GO LIVE**

- Welcome attendees and announce that the call will be starting in x amount of minutes.
- Go over the rules of engagement for attendees like muting and opportunities they will have to comment on.
- Tell your audience if you will be sharing your content and recording after the competition.

### **AFTER THE COMPETITION**

- Plan to stay in the virtual competition after the scheduled time has concluded to answer additional questions and save chat panels for post-competition follow-up.
- Make available the recording links or shared content from the competition.