Connecticut Debate Association
Parli Online Debate Procedures Guide[1]

Introduction

Thanks to the efforts of the national debate community, online debate becomes easier with each passing week. While there are still occasional system problems, most of the difficulties on any tournament weekend are isolated to individual Debaters with equipment or connectivity issues.

The one thing we can all do to minimize those problems is to make sure Coaches, Judges and Debaters are trained on appropriate hardware and software, know what they need to do and when, and know what to do if problems arise. This Procedures Guide will help.

The CDA has chosen two primary systems to run our events this year:

- **Zoom** will be used for the initial meeting, for case preparation[2], and for the Varsity Final round.
    - o Zoom is a well-known and widely used online meeting system.
    - o To secure our Zoom meetings, we will require all participants to have a Zoom id and pre-register for the event.
- **Tabroom/Campus** will be used for the general Novice and Varsity debate rounds.
    - o Campus is the online debate extension to the Tabroom system we have been using to manage our tournaments for the past 10 years.
    - o Use of Tabroom/Campus requires all Students and Judges to have Tabroom ids that are linked to their entries in CDA tournaments.
    - o Tabroom/Campus does not permit observers. This is done to make sure all debates are secure from outside interference.
    - o The National Speech and Debate Association, the sponsor of Tabroom/Campus has returned a signed copy of the *Connecticut Student Data Privacy Pledge* to the CDA.

The CDA needs your help to make sure every Coach, Judge and Student is properly set up and trained on these systems. Please read this Guide carefully and share it with all of your Judges and Debaters. We recommend that you hold training sessions to go over the details with them. At those session you should have each Judge and Debater test their equipment to make sure everything works.

The CDA staff cannot do this training directly. However, we can answer questions, or attend the training sessions you organize if a convenient time can be arranged. Please email us at CDA Online Training .

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[1] Thank you to the tab folks at Yale and at Duke from whose versions I have borrowed liberally. Any errors are entirely my own creation.

[2] We had some issues with Zoom breakout rooms at our October tournament. We believe we have a work around, but we won't be able to test it until the next even.

Contents

Coach's Responsibilities

The Coach must be the primary contact with Debaters and Judges.

Prior to the tournament:
- The Coach must be able to contact every Debater and Judge by some means: email, text, etc.
    - Every Debater and Judge must know to monitor the agreed on means of communication regularly for updates.
- It is the Coach's responsibility to see that every Debater and Judge:
    - has installed and tested the proper hardware and software;
    - has a Zoom id and is registered for the tournament Zoom meeting;
    - has a Tabroom id that is linked to their entry in the tournament on Tabroom.
- The Coach must be sure:
    - all Debaters and Judges understand they are committed from 9AM until the end of round 3, which is likely to be by 4PM but may run later, and to 5:30PM for those in the Varsity final round;
    - all Debaters on the school's team have a plan for how they will work together during the one hour of case preparation from 9-10AM;
    - each team of two Debaters has arranged a means of communicating during the debate while the other team is speaking (students cannot speak to each other in the online debate room while the other team is speaking);
    - all Debaters and Judges know how to enter the tournament Zoom meeting;
    - all Debaters and Judges know how to use Tabroom/Campus to find their round and enter their online debate room;
    - all Judges know how to access a Tabroom online ballot, conduct and judge an online debate round, and enter their decision.

During the tournament it is the Coach's responsibility:
- to be able to contact every Debater and every Judge on their team as needed or requested by the tournament staff;
- to make sure every Debater and Judge knows where to be and when, and that they know where to find announcements;
- to be able to provide technical assistance to their Debaters and Judges;
- to be available when needed by the tournament staff.

The tournament staff will try to help Debaters and Judges with technical problems. But if these problems are so severe the Debater or Judge is offline, or if the Debater or Judge is missing from a round, we have no means of contacting them.

The "Coach" at the tournament need not be the official Coach of the team. However, the CDA Code of Conduct requires each school have a school-approved individual:
- who is present at the event and responsible for the behavior of the team,
- who has the ability to contact all members of the team, and
- who can contact the appropriate persons in an emergency.

For an online tournament this individual is also responsible for the duties listed above.

Pre-Tournament Timeline

The CDA calendar is set at the Spring Coaches' Meeting in May and finalized at the start of the school year. Generally, by September 1 every tournament date is known and the schedule has been sent to all participating CDA schools. Coaches should make sure their Debaters and Judges are aware of the calendar and have them consider which events they will attend well before the tournament date.

In the following timeline, the Saturday of the tournament is on date T. The key dates are each given as so many days—and a weekday equivalent—before the tournament date.

- **T-13 (two Sundays before the tournament)**: the tournament invitation is emailed to all CDA schools and posted on the CDA website.
- **T-12 (two Mondays before the tournament)**: the tournament opens for registration on tabroom.com .
- **T-12 through T-8 (Monday-Friday of the week prior to the tournament week)**: assuming each school debate team meets weekly, the coach should get firm commitments from Debaters and Judges as to whether they will attend the tournament. The Coach or team captain should enter teams and judges into the tournament or tabroom.com .
- **T-3 (Wednesday before the tournament)**: _Noon on Wednesday before the tournament is the deadline for entering teams._ If you are not sure of the names, you may enter arbitrary names and change them later. You may also email the tournament if you have a firm count of teams.
  - Tabroom/Campus requires debate rooms be reserved on the Wednesday before the tournament during normal business hours (and they do not stay late). We need a count by Noon to get our reservation in.
  - If you enter teams that do not show up, or give an over-estimate of the number of teams, CDA reserves rooms we don't need. Rooms are not expensive, but they are not free.
  - If you ask to enter teams after the Wednesday Noon deadline, they will only be accepted if we happen to have extra rooms, most likely because other teams have dropped entries. If there is no room, late entries will not be accepted.
- **T-2 (Thursday before the tournament)**: In the morning, Coaches will receive an email with two items:
  - A list of any Debaters and Judges who are not linked in Tabroom with a Tabroom id. The Coach must contact these individuals and see they have Tabroom ids and these ids are linked to their tournament entry.
  - A link to register for the tournament Zoom meeting. All Coaches, Judges, Debaters and anyone who would like to observe the final round must use their Zoom id to register for this meeting on Zoom so they can be checked against the list of Tabroom entries. This serves to protect the Zoom meeting from outsiders. Coaches must pass the registration link to all Debaters and Judges.
- **T-1 (Friday before the tournament)**: 6PM on Friday is the deadline for registering for the Zoom meeting. We need time to check the Zoom registrations against the Tabroom entries before accepting them.

- o Accepted Zoom registrants will receive an email with a unique link to the CDA tournament zoom meeting. This link cannot be used by anyone other than the user who has logged in to Zoom using the same Zoom id that they used when they registered.
- **T (Tournament Saturday)**: Zoom meeting opens at 8:30AM with the tournament starting at 9AM.

Communications in these steps will be mirrored with announcements on the CDA website, http://ctdebate.org and by emails from the CDA or from TAB on tabroom.com.

Saturday Tournament Schedule

Zoom Call(s)—8:30AM to 5:30PM

- We will start with one or more Zoom calls, depending on how many are in attendance.
  - o Each Zoom call will be the online equivalent of one CDA host school in the real world. The number of different calls will depend on how many schools and teams sign up.
  - o Every school will attend only one Zoom call, just as in the real world they would only go to one host school.
- For security, *all Coaches, Judges and students will need a Zoom id, have Zoom installed on their device(s)*, and use their Zoom id to register for the Zoom call.
  - o Registration ensures that only parties that have been approved can enter the call.
- The Zoom call will open 8:30AM and stay open until the tournament ends.
  - o In the morning we will use the Zoom call for opening announcements, the Judges' workshop, and to provide breakout rooms for each school's case prep if the school so chooses.
  - o During the day Debaters and Judges may return to the Zoom call and their school's breakout room to confer with Coaches and teammates if they have not made other arrangements to communicate.
  - o In the afternoon we will use the Zoom call for the Varsity final round(s).

Case Prep—9-10AM

- The Resolution Packet (RP) will be available online as a Google Doc, a Word file and a PDF file. The internet link will be provided to all both in the Zoom chat function and on a Tournament Announcement Page (TAP, more on this below).
  - o Student's may open the RP and use it online, copy it to a local file, or print it out if they choose (and have access to a printer).
  - o Students may use written notes or their computer for case prep:
  - o They may type notes during the debate rounds on their computer.
  - o They may share a google doc or similar with their partner or other teammates to exchange information.
- Coaches and students will have to consider how they will collaborate during case prep:
  - o It is our intention to provide one Zoom breakout room for each school at the tournament which the teams may use.

- Schools may use an alternative online location approved by their Coach instead of the tournament Zoom breakout room.
- If the school permits, partners may gather in the same physical location, or a school's entire team may gather at the school, and prepare together in-person.
- ***The Coach and students should have a plan for communication and case prep before Saturday morning!***
- While the students are prepping, we will hold a Judges' Workshop in a Zoom breakout room..

Debates on Tabroom/Campus—10AM, 11:15AM, 1:15PM and 2:30PM Start Times

- We will conduct our debates using Tabroom's Campus facility. Debaters may have to leave the Zoom call to debate.
  - ***Every Debater and Judge will need a Tabroom id, based on an email address.***
  - ***Every Debater and Judge must have their Tabroom id linked to their tournament entry.***
  - ***Every Debater and Judge must have the Google Chrome browser installed on their device.***
  - Campus does not work with any browser other than Chrome, i.e., Edge, Firefox, Safari, etc. will not work properly.
- Debaters will have to be logged in to tabroom.com before the rounds start and remain logged in during the day.
  - At the start of each round, Debaters will receive email and/or text message telling them the round has started.
  - They will see their pairing on their home page, reached by clicking on their Tabroom id/email at the top right of the Tabroom page.
  - They will be able to enter the debate room by clicking on a blue camera icon.
- Judges will have to log in to Tabroom before the rounds start.
  - At the start of each round, Judges will receive email and/or text message telling them the round has started.
  - Judges will see their round pairing on their home page, accessed by clicking on the Tabroom id/email at the top right of the Tabroom page.
  - Judges will be able to enter the debate room by clicking on a blue camera icon.
  - Judges will be able to access their Tabroom electronic ballot by clicking a green START button.
- Coaches and others will not be able to observe rounds.
  - For security, only the Debaters, Judge and authorized tab staff can enter a Campus debate rooms.
  - Tab staff will check rooms as needed for technical support and to make sure each round is progressing.

Round Management—each of 4 rounds

- We will use a Google doc, the Tournament Announcement Page (TAP) to post messages during the day.
  - The first message will always be the status of the current round.

- o The second message will always be the expected start of the next round.
- Coaches, Debaters and Judges should check the TAP regularly when they are not actually debating or judging.
- ***EVERYONE—Coaches, Debaters, Judges—must be at their devices and logged in to Tabroom at the announced start of the round. NO EXCEPTIONS.***
  - o There will be breaks between rounds for personal needs. Go to the bathroom, refill your water bottle, get your snacks, etc., before the round start time.
- Pairings will be sent out through Tabroom to all Debaters and Judges with assigned round.
  - o Tabroom messages go to the email associated with each Debater and Judge, and also to their cell phones if they have provided one and authorized Tabroom to send text messages.
  - o Debaters and Judges should check their Tabroom home page and click the blue camera button to enter the debate room.
- Judges who are not assigned rounds are expected to stay at their computers until we give an "all clear" indicating we will not need them as replacements.
  - o This process should take about 15 minutes.
  - o Judges will receive a message indicating they are free until the expected start of the next round, which will be posted on the TAP.
  - o Unassigned Judges must be back at their devices at the announced start time of the next round.

Final Round—4PM
- Everyone will be welcome back to the Zoom meeting for the final round and awards ceremony.
- For the final round, all present other than the four Debaters and the panel of Judges will be asked to mute their microphones.
- After the final round, we will announce the trophy winners.

Awards and Trophies—5:30PM
- Yes! Still figuring out how.

Zoom and Tabroom IDs

Zoom IDs, Application and Registration
To have a secure Zoom meeting all participants will have to register. To register you need a Zoom id and you must have Zoom installed on your device.

- 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:
  - o The Coach/Debater/Judge needs an email address that is open to receiving outside emails to use as the Zoom id. (It is convenient if this is the same email address they used for Tabroom in the step below.)

- o Go to http://Zoom.us as above. In the upper right click Sign Up, It's Free and follow the instructions.
- o I believe Zoom will send an email to the email address used. You must open this email and click on the supplied link to confirm to Zoom that the email is valid.

Tabroom IDs

In order to debate, every Debater and Judge needs a Tabroom id. In order for Tabroom/Campus to work properly, you must use the Google Chrome browser. Campus does not work with other browsers.

- To install Google Chrome go to www.google.com .
  - o If you are not using Chrome you will likely be prompted to ask if you would like to install Chrome.
  - o If not, click the tic-tac-toe icon in the upper right and look for the Chrome application.
  - o Follow the instructions.
- To create a Tabroom id:
  - o The Debater/Judge needs an email address that is open to receiving outside emails. (It is convenient if this is the same email address they used for Tabroom in the step above.)
  - o Go to http://tabroom.com and at the top right and click the option to Sign Up and follow the instructions.
  - o 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.
  - o 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:
  - o See http://docs.tabroom.com/Sign_Up for more documentation on creating an id.
  - o See https://docs.tabroom.com/Your_Account about managing your Tabroom account.
  - o 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:
  - o https://www.youtube.com/watch?v=3YNrHUweRPA&feature=youtu.be

Training

Tabroom Training

There are a number of resources for getting Coaches, Judges and Debaters up to speed with Tabroom:

- This 3-minute video provides instructions for a Coach on how to link a Tabroom account:
  - o https://www.youtube.com/watch?v=3YNrHUweRPA&feature=youtu.be

- If you are unfamiliar with Tabroom, this 17-minute video explaining how to use Tabroom.com for online tournaments may help:
  - https://youtu.be/lEHBHm5itGY .
- This 16-minute video is intended primarily for Judges who have never used Tabroom and an electronic ballot. The first part on creating a Tabroom id is useful for all.
  - http://www.lifa.org/lifadocs.org/NSDACampus.mp4
- The NSDA has a website page where a Debater or Judge can open a Campus debate room and test the controls:
  - https://campus.speechanddebate.org/
  - A test Campus room can also be opened from a Tabroom user's home page (click on your email/Tabroom id at to top right of the screen). Looking for the option to test a Campus room near the bottom of the right hand column.
- The full Tabroom written documentation is available here:
  - https://docs.Tabroom.com/Main_Page .
- NSDA has written documentation for Campus:
  - https://docs.google.com/document/d/1hej13hqfKmSHEVDYU-rc6UiVlaK0xbp6uGgwBHtSXIQ/edit#heading=h.1vzf8jyobcfq

Judge Training

Coaches are reminded that they are responsible to see that their Judges have the technology and training to be useful before they come to a tournament. The following resources may help:

- This 16-minute video is intended primarily for Judges who have never used Tabroom and a Tabroom electronic ballot.
  - http://www.lifa.org/lifadocs.org/NSDACampus.mp4
- The CDA website (http://ctdebate.org) has all of the CDA Judge material, including:
  - The Judge's workshop handout:
    https://ctdebate.org/PDFs/CDA%20Parli%20Judge%20Instructions.pdf
  - An extended transcript of the Judge's workshop:
    https://ctdebate.org/PDFs/The%20Judges%20Workshop%20Parli.pdf
  - A piece that describes what happens during a debate, intended for Debaters but useful for Judges:
    https://ctdebate.org/PDFs/What%20Happens%20During%20a%20Parli%20Debate.pdf
- A website named Judge Training has a variety of free online resources. This website is oriented to National Speech and Debate Association events which are not identical to CDA debate, but you may find them useful:
  - The main site: https://sites.google.com/view/judge-training/home?authuser=0
  - The format of policy debate is similar to that of the CDA, though, that some of the concepts are foreign to CDA practice: https://sites.google.com/view/judge-training/how-to-judge-debate/policy-debate?authuser=0

Technology Requirements and Tips

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 limitation 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, you 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 you 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, case prep and the final round. Everyone must install the Zoom app and have a Zoom id so they can register for the Zoom meeting.

- 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:
  - The Coach/Debater/Judge needs an email address that is open to receiving outside emails to use as the Zoom id. (It is convenient if this is the same email address they used for Tabroom in the step below.)
  - Go to http://Zoom.us as above. In the upper right click Sign Up, It's Free and follow the instructions.
  - I believe Zoom will send an email to the email address used. You must open this email and click on the supplied link to confirm to Zoom that the email is valid.

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 and begin case prep. You should open the Zoom app and log in using your Zoom id
- 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.

Judges/Debater Checklist

- Before the tournament be sure you have:
  - An internet-capable device with a camera, microphone and speakers. A headset with microphone is preferred.
  - A solid internet connection.
  - Google Chrome and the Zoom Client installed.
  - You have updated your system and application software to the latest versions.
  - A Tabroom id, created using an email address that can receive outside emails.
    - The Tabroom id has been linked to the Judge or Debater entry in the tournament by the team Coach.
  - A Zoom id, created using an email address that can receive outside emails.
    - You have registered for the Zoom call using the online form provided.
  - A comfortable quiet place from which to debate.
  - Your system and application software is up to date.
- Morning of the Tournament:
  - Restart your computer to clear its head.
  - Have your computer, writing materials, water bottle, and anything else you need ready where you plan to debate or judge.
  - Start Google Chrome and logon to tabroom.com
  - Start any additional applications or open additional browser tabs needed to debate, e.g., to communicate with your partner, receive emails, etc.
  - Refrain from opening any additional applications not needed during the day.
  - Be sure you will be available from 8:30AM until at least the end of Round 3 (likely 4PM), and 5:30PM if you plan to stay for the final round and awards.
- At 8:30AM:
  - Check in with your Coach so they know you are available and ready.
  - Open the Zoom application and logon with your Zoom id.
  - Join the tournament Zoom call, using the link emailed to you after your registration was accepted.
- For Each Round During the Tournament:
  - Check the Tournament Announcement Page (link to be provided in the morning) regularly between rounds for start times and other information.
  - Do anything you need to do—bathroom, water, snacks, writing materials—before the round start time.
  - At the start of the round, check Tabroom for your room assignment, open the Campus debate room promptly, and begin the round.
  - When the round is over, check the Tournament Announcements Page for the estimated start time of the next round.
  - Use the break between rounds to stretch your legs, get a bite to eat, etc.
- After Round 4:
  - Return to the tournament Zoom call for the final round and eventually awards.

How the Judge and Debaters Should Conduct a Round of Debate

These are step-by-step instructions for a single round of debate.

1. **Round Start**
   a. We will announce a start time for the round. All Judges and Debaters should be at their computer, logged in to Tabroom and ready to debate at this time. Go to the bathroom, get your water, gather your materials before the start time.
   b. We will send out the round pairings using Tabroom, which will notify every Debater and Judge by email and—if a phone number was authorized—a text message.
   c. The assignments will appear on your Tabroom home page. You can access your home page by clicking on your Tabroom id/email address in the upper right.
   d. All Debaters and Judges with round assignments should click the blue camera icon to open a new Chrome tab with a debate window. If asked they should permit the use of their camera, speakers and microphone.

2. **Tech Check**
   a. If the Judge does not arrive in 5 minutes, one Debater should contact the Tab Director using text or email.
   b. When the Judge arrives, the Judge should confirm that all four Debaters are in the room. If not, the Judges should contact the Tab Director using text or email.
   c. Once the Judge and all Debaters are in the online room, the Judge should conduct a tech check to confirm that all parties can see and hear each other.
   d. If there are technical issues, see below for suggested remedies.
   e. If the debate is "good to go", the Judge should click the green START button on the tabroom online ballot.

3. **The Debate**
   a. Before the speakers begin the Judge should note the names of the first and second speaker on each team. These may not be the same as the first and second names on the electronic ballot.
   b. The debate should proceed normally, with Debaters speaking in turn, conducting cross-ex, respecting the speech times, taking notes, etc.
   c. Note the Campus window has several tabs to the right, one of which makes timers available to the Judge and Debaters to time the speeches.
   d. For CDA, constructive speeches are 6 minutes, cross-ex is 3 minutes, and rebuttals are 4 minutes.

4. **The Ballot**
   a. When the debate is over, the Judge should decide the round and enter the decision, speaker ranks and speaker scores in the online ballot.
   b. ***The Judge should not give oral feedback or enter written feedback on the ballot until the decision, ranks and scores are entered and the ballot is confirmed.***
   c. After the ballot is entered and confirmed, the Judge may give brief oral comments to the Debaters. These comments should not indicate who won or who lost.
   d. After oral comments, the Judge should re-open the electronic ballot and provide a written Reason for Decision and individual team and Debater comments.
   e. The Judge may go back and enter comments until 8PM on the day of the tournament.

5. **Next Round**
   a. The Judge and Debaters should be cognizant of the start time of the next round.
   b. Any comments, oral or written, should end in time to provide Debaters and Judges with at least a brief break before the start of the next round.

Expected CDA Tournament Day Schedule

Time	Activity	Comment
8:30-9AM	Arrival	Zoom call opens
9-10AM	Case Preparation	Packet distributed; teams prepare for debate; judges' workshop
10-11:15AM	Round 1	Tabroom Campus
11:15AM-12:30PM	Round 2	Tabroom Campus
12:30-1:15PM	Lunch	Cafeteria
1:15-2:30PM	Round 3	Tabroom Campus
2:30-3:45PM	Round 4	Tabroom Campus
4-5PM	Final Round	Zoom
5-5:30PM	Awards	Awards announced

If things go smoothly the schedule may be advanced; if poorly, delayed.

Technical Problems

Please exercise patience and understanding if Debaters get lost, drop out, freeze, lag, have dogs barking in the background, whatever. If a Debater drops off, they should be afforded an opportunity to rejoin the room and continue from where they were.

- If it is the Judge who drops out, Debaters should wait no longer than 5 minutes before one Debater contacts Tab using text or email as provided on the tournament day.
- If one or more students have technical problems that delay the round and likely prevent completion at least 15 minutes before the start of the next round the Judge should confer with Tab.
- A Debater or team who cannot continue or who excessively delays the round due to technical problems may forfeit the round.

We appreciate that technology is one of many sources of inequality in high school debate, but we cannot hold up the entire tournament for a few students.

Fixing Technical Problems

If a Debater or a Judge has a technical problem, CDA may not be able to help. We do need to know about problems to keep the tournament on schedule.

If there is a general problem with NSDA Campus or Tabroom, we will call a "rain delay" and all rounds will run late, though we will try to catch back up if we can.

There are several things a Tabroom/Campus user can do if they have problems with their connection. They are listed in approximate order of ease of implementation. Each should be tried in turn. No need to continue down the list if the one you tried has solved your problem.

- **Lower your video quality**: At the lower left of the Campus screen, there are three dots arranged vertically that appear when you run your mouse over them. When you click on it, select *Manage video quality*. Reducing from *High definition* to *Standard definition* or *Low definition* will reduce the video load on your connection without affecting audio.
- **Turn off your camera**: Use the camera icon at the bottom center of the Campus video window. This will reduce your connection to audio only. *We prefer you not do this. All Debaters and the Judge are expected to have their cameras on at all times*. Debaters should ask the Judge for permission before turning off their camera. Judges should only grant permission if the Debater's connection is problematic.
- **Google Chrome actions**:
  - **Clear cookies and cache**: This is done by clicking on the three vertical dots in the upper left corner of the Chrome screen, selecting *Clear browsing data*, selecting the *Cookies* and *Cached images* boxes, then clicking *Clear*. (This has never seemed to solve a technical problem for me, but almost all tech support groups I've spoken to regarding a problem have asked me to do it.) You may have to re-log into Tabroom.com and re-enter the Campus room after doing this.
  - **Switch to Incognito Mode**: this requires you leave Tabroom/Campus, open an *New incognito window* from the Chrome menu (the three vertical dots in the

upper left), go to Tabroom.com while in the incognito window, login, and re-enter your Campus debate room.

- o **Restart Google Chrome**: select *Exit* from the Chrome menu. When all the Chrome windows close, restart the program or app. You must re-login to Tabroom.com and re-enter your Campus debate room.
- **Restart your computer**: this is the nuclear option.
- **Try another device**: This assumes you have one. Phones can be used if you download the Jitsi app and Chrome browser to your phone. This is describe above in the section *Technology Requirements and Tips: Hardware: Cellphone* . Once loaded, you open Chrome, log in to Tabroom, and click the blue camera icon to enter your round. You will need a way to steady your phone and be in camera while you speak.

Alternative Platforms

Judges and Debaters are not permitted to move the round to another platform other than the assigned Campus debate room for any reason. Tab staff cannot monitor or respond to issues that occur outside of the chosen Tabroom/Campus online venue. If a round becomes impossible on Tabroom/Campus Tab staff may move the round to a Zoom call created by Tab.

ejr
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