



Technical Manual – Debaters

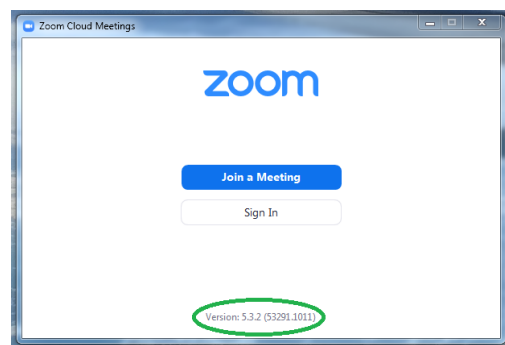
You do not require a ZOOM account but the ZOOM app.

1. Download and install the ZOOM App.

It ***must*** be the desktop client or mobile app version **5.3.0 or higher**.

It's been released on **28th SEP 2020**, so chances are high that you don't have it yet. It features the vital **self-select breakout room feature**, which is imperative to this tournament's logistical setup.

Find your current version by opening the Zoom app. The splash screen features the version number at the bottom:



2. You will receive a collection of ZOOM links in a .pdf document via e-mail. To click the right one, you need to know whether you are in the RED or GREEN division. The links will be valid for all three prelim days.



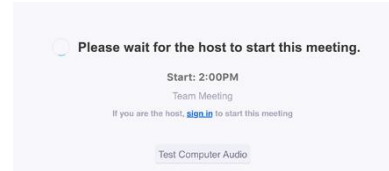
MASTER ZOOM MEETING LINKS PRELIM ROUNDS 1-6

RED DIVISION		GREEN DIVISION	
Enter	OPP impromptu prep	Enter	OPP impromptu prep

- Once you've clicked the ENTER link of your division, your ZOOM app will open and you will arrive in the ZOOM *Main Session* of your division.

The Main Session will be opened ca. **twenty** minutes prior to the meeting time. Should it not be open yet, click anyway and simply wait. ↓

- After announcements, the CAP's room allocation will be screen-shared by the ZOOM operator (a EurOpen person). Find your team, take note of the room number, write it down.

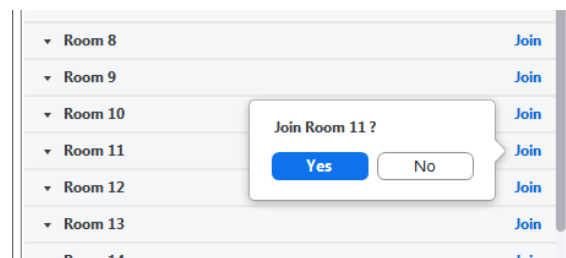
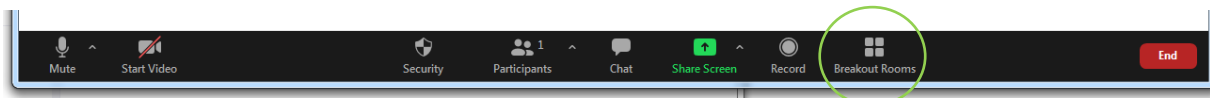


- Before the debate:

The ZOOM operator will install so-called *Breakout Rooms*. Each Breakout Room harbours one debate and their judges, and are disconnected from the main session room or lobby. The breakout rooms are named after the debate **number**.

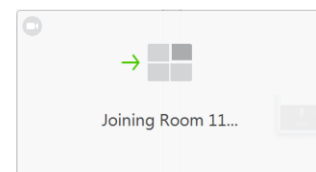
- Prepared debates:** Click on 'Breakout rooms' by hovering over the bottom menu. You should be able to open a list of breakout rooms. Choose ('self-select') the number of the debate room you have been allocated to.

If you are not able to do this, your ZOOM app version is too old. Update it!



- The main screen may disappear for a bit. No worries:

(But, again, only for the cool guys who have updated their app to at least 5.3.0.)

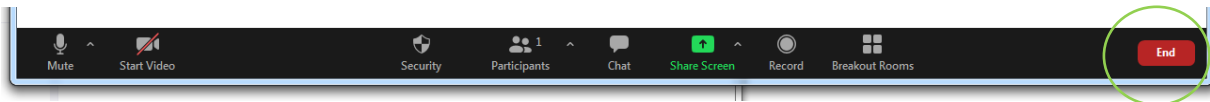


- You are now in the debate room with the other debaters and judges.

- d. **Impromptu debates:** If your team is on **side OPP** you will need to switch to a different ZOOM session entirely. This is because we can't open more than 50 breakout rooms per meeting, but during the creation of this manual, we are expecting 60+ teams in each division.

After motion announcement, as **side OPP**, click 'End'. Then 'Leave meeting'.

Side PROP teams remain in the meeting and enter the debate rooms as prep rooms.



- e. From the previously mentioned link collection, now click on the one that says OPP impromptu prep in your respective division.

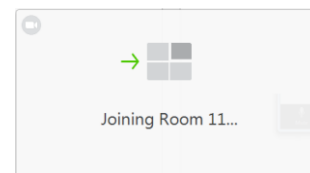
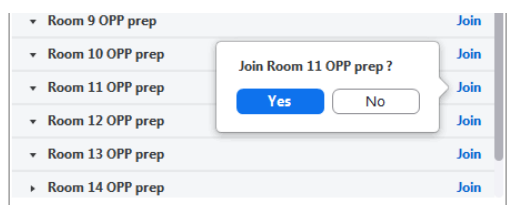
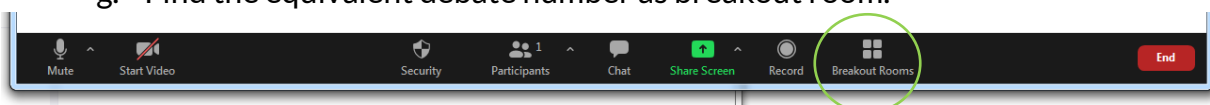


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- f. You will enter a new main session with separate breakout rooms for ALL OPP teams.

- g. Find the equivalent debate number as breakout room.



- h. Prepare your debate. Once the timer closes all breakout rooms, you should End and leave the meeting and click on the previous ENTER link of your division again to join the PROP teams in the main session, and then in the equivalent debate number breakout room.

6. Once in the debate:

- a. Leave your microphone muted but your **video turned on** when not speaking:

Alt + A: Mute/Unmute your microphone
Alt + V: Start/Stop your video camera from transmitting

Or use the equivalent buttons down left:



- b. Use your own timing device
- c. POIs: Open your mic, speak, wave or hold up a sign.

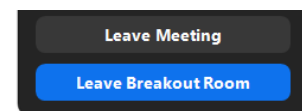
7. After the debate:

- a. **Remain in the breakout room.**
- b. The judges **remain in the breakout room**, too, mute their mic, turn off their camera and make their decision and fill in ballots.
8. **Adjudication:** You are now encouraged to communicate with the other debate team while the judge(s) is/are making the adjudication and fill in the electronic ballot.
9. Once the judge is ready, receive their decision and RFD.
10. If you choose to have a more discreet exchange with (a) judge(s), **exchange e-mail addresses or other channels of communication**. If numbers allow, further breakout rooms can be assigned for you. Return to the main meeting and aim request at the operator.

11. There will be a time limit between rounds and the breakout rooms will close automatically. You will receive a 60-second countdown before this happens.

- a. Leave the breakout room to the main room: Press 'Leave Breakout Room' in the bottom right.

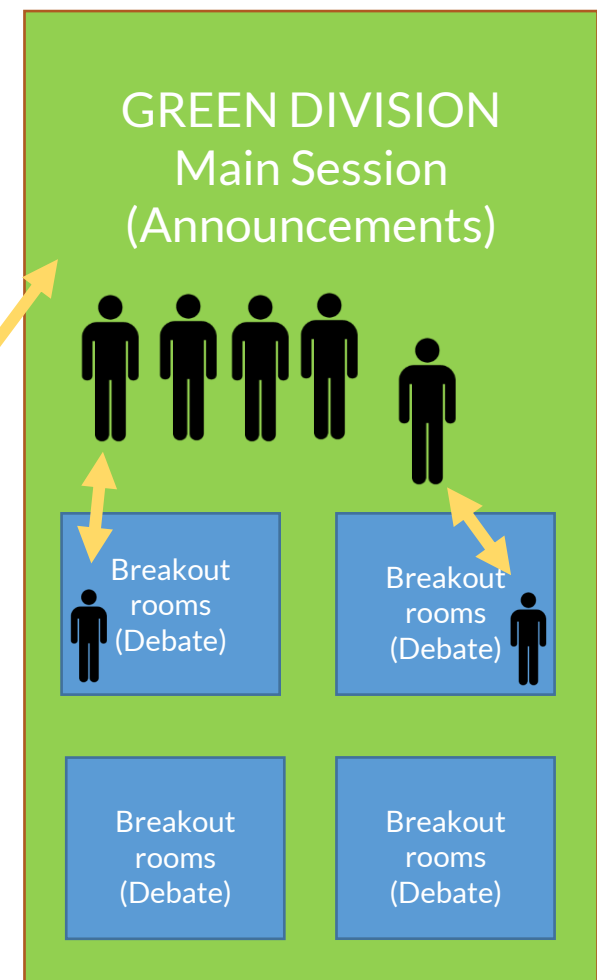
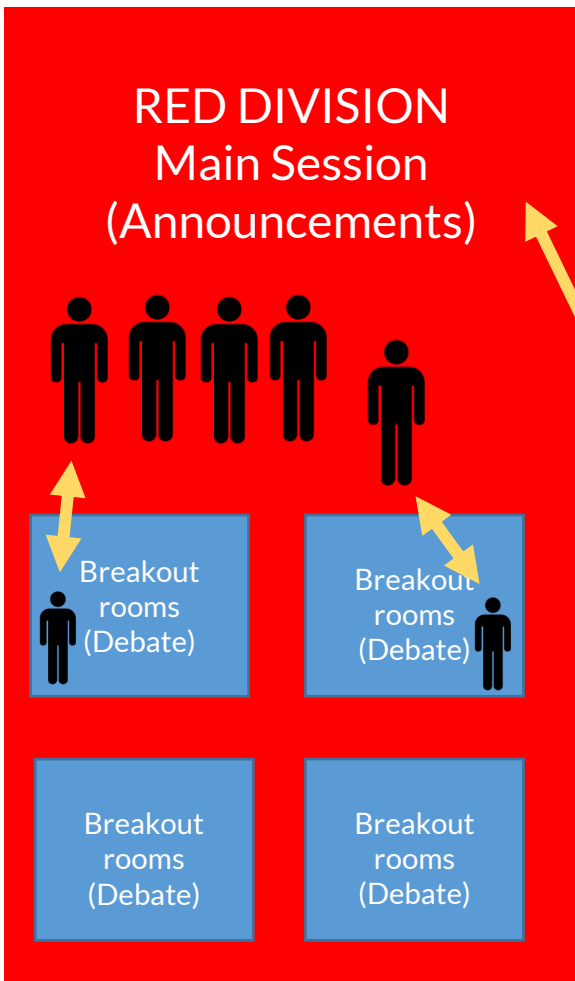
You will be prompted to return to the main session:



- b. Pressing 'Leave Meeting' will end your connection with EurOpen entirely. Do this only after you have received your result or your debate day is over.

12. Repeat for next round(s).

Enjoy EurOpen 2020!!



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