



Technical Manual – Judges

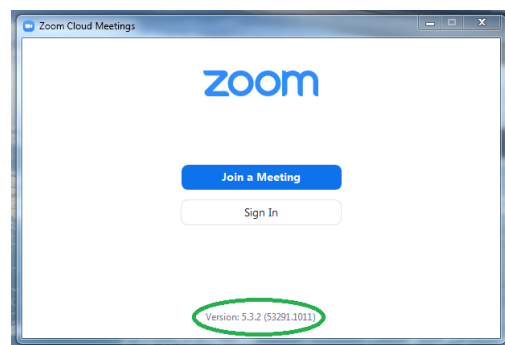
You do not require a ZOOM account but the ZOOM app.

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.



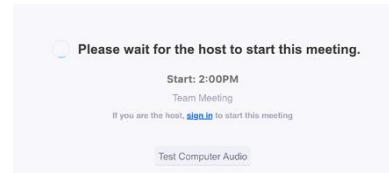
MASTER ZOOM MEETING LINKS PRELIM ROUNDS 1-6

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

3. Once you've clicked the ENTER link of the division you'll be judging in, 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. ↓

4. 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.

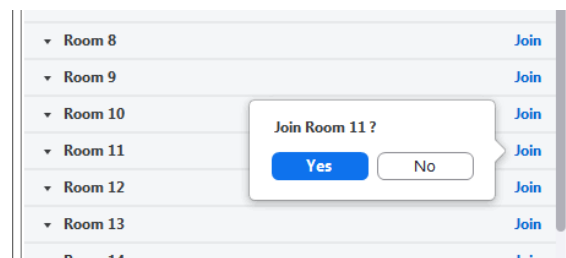
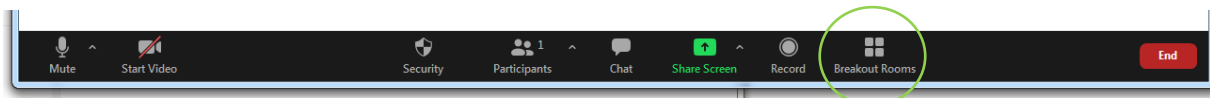


5. Before the debate:

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**.

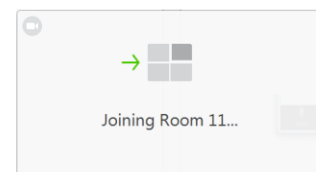
- a. Click on 'Breakout rooms' by hovering over the bottom menu. You should be able to open a list of breakout rooms. Choose ('self-select') the number of the debate room you have been allocated to.

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



- b. 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.)



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

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. The debaters are also requested to use timers of their own. However, for extra support, you may indicate first and last minute of protected time by hand signal.

7. After the debate:

- a. Remain in the breakout room. Mute your mic, turn off your camera.
- b. Make your decision and fill in your electronic ballot:
 - i. The *Kombinator* tool will be used at EurOpen.
 - ii. Access a web browser.
 - iii. Fill in your ballot online through one of these two links:
GREEN division: <http://zip1.hdd.hr/>
RED division: <http://zip2.hdd.hr/>
 - iv. You will receive a personalised code through which you will be directed to your ballot.
 - v. The ballot will already feature the speaker names of both teams to give points to. Indicate which speaker had which speaker position and confirm your decision by sending off the ballot.

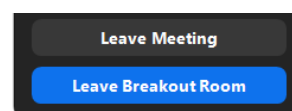
8. Once you are ready, announce your decision and RFD (reason for decision).

9. Please give constructive feedback. If debaters wish for more detailed feedback that may take longer than the break allows, please share your e-mail address or other channels for further responses to the debaters (e.g. our [Discord channel](#) at EurOpen).

10. 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.

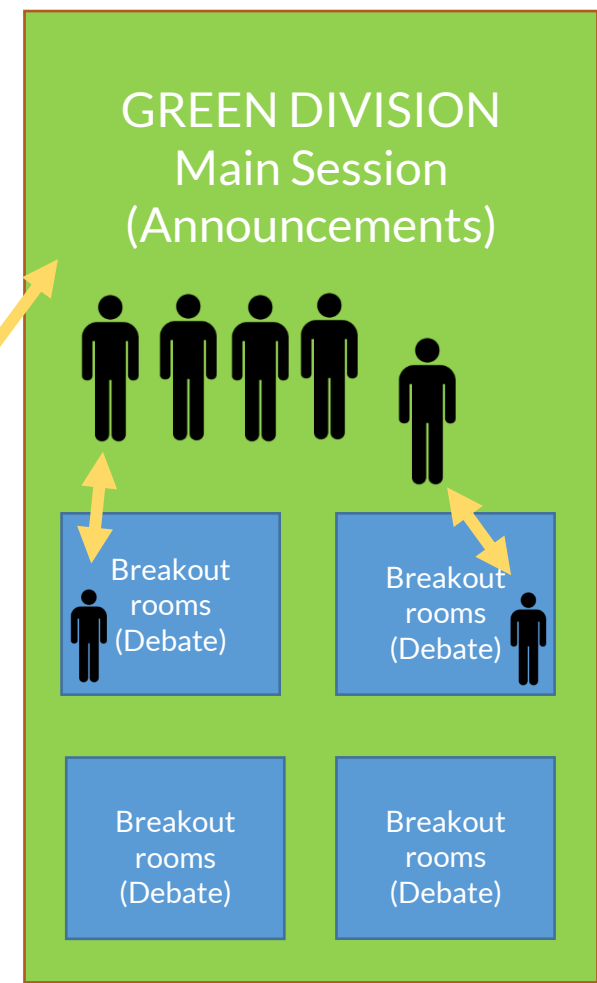
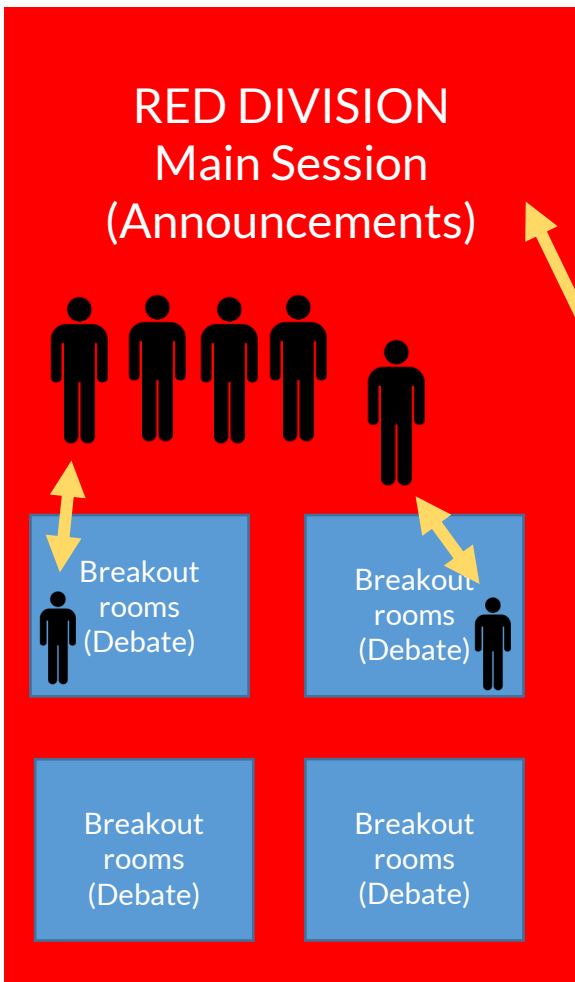
- a. Leave the breakout room to the main room: Press 'Leave Breakout Room' in the bottom right.

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 entered your results or your debate round / day is generally over.

Enjoy EurOpen 2020, and **many, many thanks for helping us through your judging!!**



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