

Technical Manual – Debaters

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

1. Download and install the [latest ZOOM App version here](https://zoom.us/download) or here: <https://zoom.us/download>

Find your current version by opening the Zoom app. The splash screen features the version number at the bottom. The most current version is 5.8.3.

Without the latest version, crucial features (e.g. self-selecting breakout rooms, polling...) may be missing and we will all experience delays.



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 tournament days.

Outrounds will be in GREEN A.

MASTER ZOOM MEETING LINKS

| RED DIVISION | | GREEN DIVISION | |
|---|----------------------|--|----------------------|
|  A (Announcements) | B (Rooms 19+) |  A (Announcements) | B (Rooms 19+) |

3. Once admitted to the call, please RENAME yourself:

Team name – Your name

Please add spaces before and after the ' – '

If your team is fully assembled using one device, please use:

Team name – Full team

Please add spaces before and after the ' – '

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

ROLL CALL

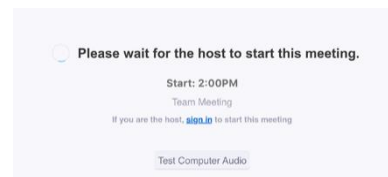
5. We are using the ZOOM POLLING feature to check attendance of teams. Once opened, click on your team name. Click '**Not in this section**' until you find it. Click on it, then '**Not in this section**' again until the end of the poll to submit your attendance.

First click tells us your team is ready to debate!

DRAW ANNOUNCEMENT

6. After announcements, the CAP's room allocation will be screen-shared.

- **Find your team**
- **Write down the debate/room number**



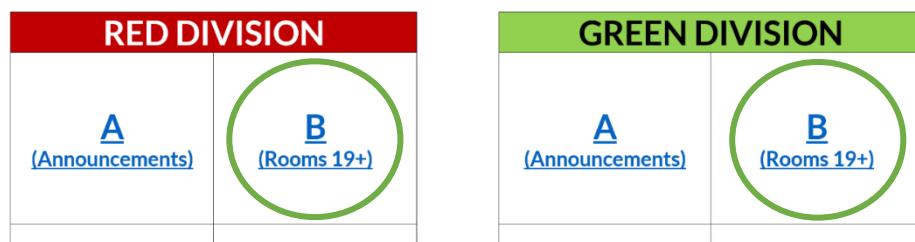
MOTION ANNOUNCEMENT

The motions will be announced after all teams have moved to the A (Rooms 1-18) and B venues (Rooms 19+).

If your room number is 19 or higher, you need to switch to your division's "B" call.

Just click on the respective link (will also be shared in the ZOOM chat).

MASTER ZOOM MEETING LINKS



You are now in Call A (1-18) or Call B (19+).

The motions will be announced simultaneously in the A and B calls.

7. Before the debate:

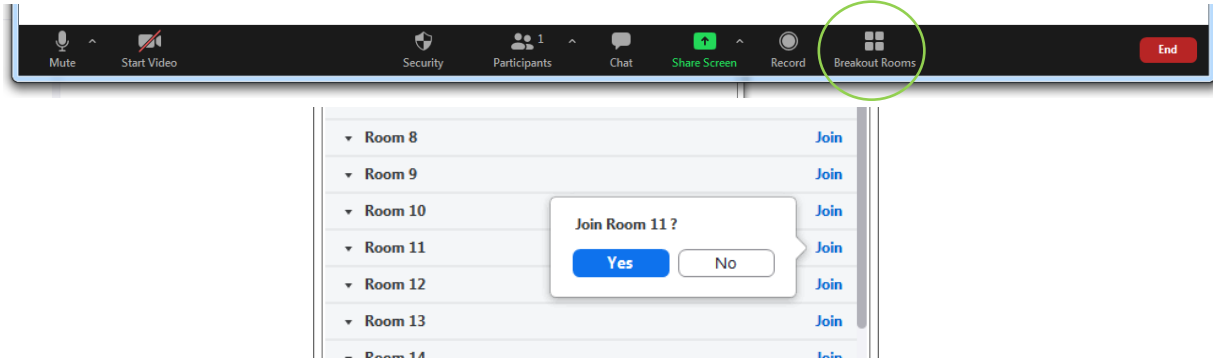
The ZOOM operator will create *Breakout Rooms*. Each Breakout Room accommodates one debate and their judges, and are disconnected from the main session room or lobby.

The breakout rooms are named after the debate number.

Prepared debates:

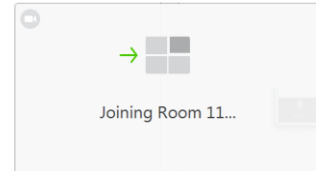
Click on 'Breakout rooms' by hovering over the bottom menu. You should be able to open a list of breakout rooms. Choose the number of the debate room you have been allocated to.

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:

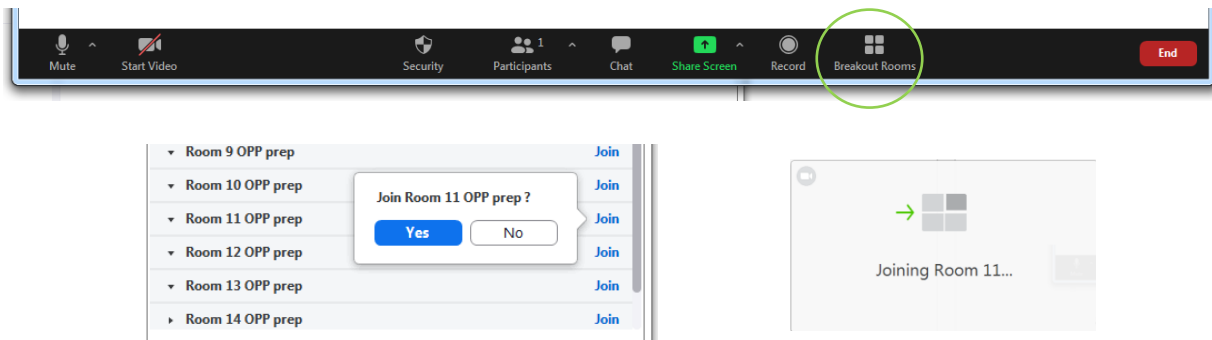
You are now in the debate room with the other debaters and judges.



Impromptu debates:

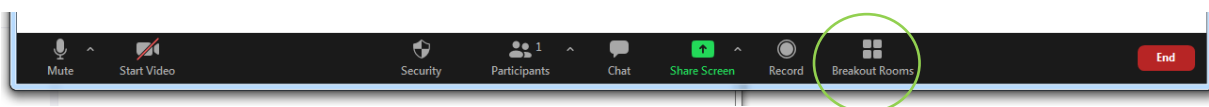
Side PROP teams enter the debate rooms as prep rooms.

Side OPP teams enter the debate number's OPP prep room.

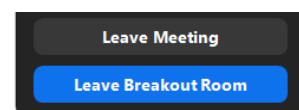


Prepare your debate. **You have one hour prep time.**

Once time is up, you will be notified to move to the debate room (message bar appears briefly on top of the screen).



Make sure you leave the Breakout Room, not the meeting!



8. Once in the debate:

- a. Use these helpful hotkeys:

| |
|--------------------------------------|
| Alt + A: Mute/Unmute your microphone |
|--------------------------------------|

| |
|---|
| Alt + V: Start/Stop your video camera from transmitting |
|---|

Or use the equivalent buttons:



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

9. After the debate:

- a. Remain in the breakout room.
- b. The judges leave the debate room and enter the Judge Deliberation room (prepared debates) or the OPP prep/Judge Deliberation room (impromptu debates).

10. After the judges leave the room, you are encouraged to communicate with the other debate team while the panel is deliberating and fills in the electronic ballot.

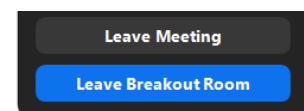
11. Once the judges are ready, they will return to deliver their decision and RFD.

12. If you choose to have a more discreet exchange with (a) judge(s), use the respective judges deliberation room. One party can also stay in the debate room.

13. 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.

14. Repeat for next round(s).

Enjoy EurOpen 2021!!

EurOpen 2021 Visualisation

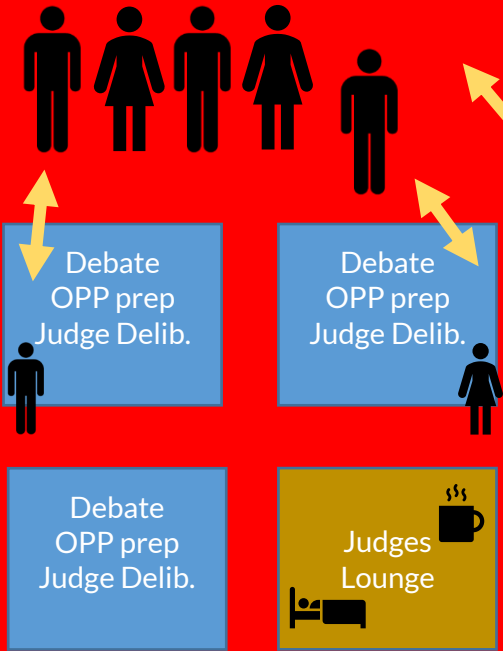


MASTER ZOOM MEETING LINKS

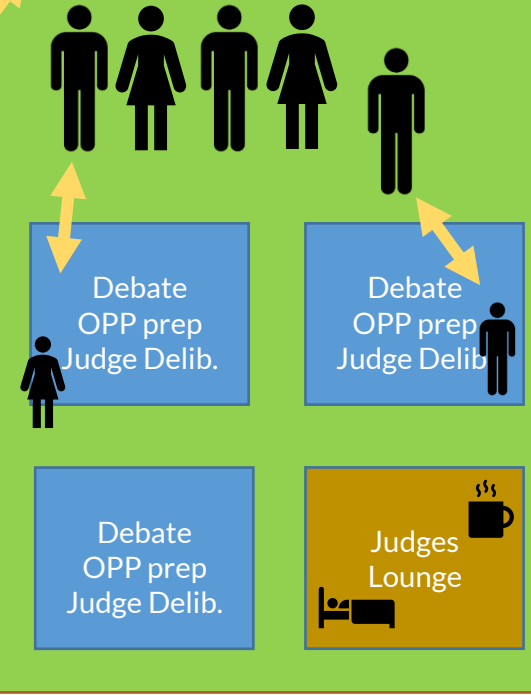
| RED DIVISION | |
|---------------------------------------|-----------------------------------|
| A (Announcements) | B (Rooms 19+) |

| GREEN DIVISION | |
|---------------------------------------|-----------------------------------|
| A (Announcements) | B (Rooms 19+) |

RED DIVISION Announcements DEBATE ROOMS 1-18



GREEN DIVISION Announcements DEBATE ROOMS 1-18



RED DIVISION DEBATE ROOMS 19+



GREEN DIVISION DEBATE ROOMS 19+

