

# BEST PRACTICES FOR VIRTUAL PROSE AND POETRY INTERPRETATION

## **Preparation**

Prepare for online Prose and Poetry Interpretation before the start of actual competition rounds by participating in online practice rounds. You must practice with your technology before you enter a competitive tournament so that you will be prepared to understand when you are having issues and how to diagnose those problems before they interfere with your actual competition.

## **Technology Set-Up**

Technical set-up is critical to consider in advance. Your computer should be fully charged or, preferably, plugged in. The battery is drained rapidly when using video conferencing software.

Laptop is the best option since most have a built-in microphone and web cam. Tilting the laptop screen can easily adjust the position of the webcam. Purchasing an ethernet cable to hardwire to the router is recommended to improve connectivity. This is far more stable than wi-fi.

A desktop with microphone and webcam can also work. Tablets and phones are the least preferred options for a few reasons: positioning the camera can be tricky; a cell phone hotspot is not likely to have a fast enough connection to provide stable videoconferencing; it requires a few more steps when using Video Meeting apps; moving these devices creates a lot of movement on the screen.

If you do not have the latest and greatest technology, do not worry. Judges will not be judging you on your technical set-up but on the quality of your performance.

Competitors should enter the virtual contest early to test technology in advance. If using wi-fi, check the connection. Turn off unnecessary devices. Test the microphone. Try to minimize simultaneous connections to the router to improve video quality.

## **Location**

Try to secure a separate room away from noise and other people and one that has good lighting. If using a wireless connection is necessary, be as close as possible to the router. Inform others of the tournament schedule and required privacy to compete. Be aware of when to be online and show up early.

## **Cameras**

Adjust the web camera taking into consideration what can be seen in the “virtual box”, and adjust the side lighting so as not to be a dark shadow on the screen. Adjust the room. These adjustments might include: a visual background free from distractions, turning on a desk lamp for back lighting, turning off a ceiling fan to eliminate distraction, removing pets that might make noise and making sure what shows in the background is organized and uncluttered.

You want your camera to be at eye level. That may mean placing your laptop on boxes. Ideally, you want the camera to show you from your knees to slightly over your head. But if the space does not allow that, at least get mid-chest and up. Once you have begun your performance, do not adjust your camera.

Performers are encouraged to stand to perform, unless a disability or space issues prohibit standing. Avoid standing in front of a window or directly under a light fixture.

## **Audio**

Be certain you have silenced notifications for texts, emails, social media and silence your cell phone.

## **Technical Problems**

Technology issues should be reported immediately through a tournament help line or email. The specific “help” procedure should be communicated by tournament officials in advance of the meet.

To Improve Connectivity:

- Wired Internet Connection
  - Plug your computer into the router (the network device that provides Internet connection) with a network cable. The computer may need an adapter to make this possible.
- Move closer to the router.
  - If wired is not an option, the next best option is to place your computer in the same room as the router. The closer the device is to the router, the better the signal quality. The video/audio could freeze if the device is too far away.
- Reboot the router.
  - If the device has repeated connection issues, reboot the router to reset all connectivity.
- Minimize interference.
  - Remove any solid objects between the wi-fi antenna and the router. Avoid using appliances while online, if possible.
- Don't crowd the router.
  - Reduce other Internet usage while online. (Netflix, etc. should not be streaming in the other room)

## **Coach Notifications**

### **Online Procedures**

Familiarize yourself and your students with the tournament management software. Get any necessary accounts or registration set up ahead of time.

Be sure online registration includes your current cell phone number and an email address that is accurately entered. If you have more than one email address, make a

note of which one you have entered in the tournament management software. Cell or email is how each person will receive postings and ballots.

Carefully make sure student names registered on the team roster in the tournament management system match the student account name entered. Example: if you entered the student as “Johnny Smith”, they should not enter themselves as “Jonathan Smith.” Take the time to proof email addresses and phone numbers (if used) to confirm they were entered not only correctly but consistently.

Plan in advance how to keep in contact with your students. There are apps available that do not require sharing cell phone numbers, a practice some school districts prohibit. Discuss protocols with the team regarding pre-round meetings, check-in and during the tournament.

Know how to access the specific tournament online video conference being used.

Be available at all times that your students are competing. Make sure you are aware of your judging obligations. Have contact information for tournament personnel.

### **Reminders If Using SpeechWire\***

- Be sure you input your students’ email addresses into *SpeechWire*.
- Judges must set up accounts as well so they can receive their assigned e-Ballots.
- Retrieve your students’ ballots as a PDF and view the tabulation sheets in your team’s *SpeechWire* account.

**\*SpeechWire** will be used at UIL State Meet.

## **Judge Notifications**

### **Preparation**

Judges should prepare to enter the world of online judging before the start of actual competition rounds. Access adjudication training presented digitally or via video.

### **Technology**

Technology set-up is important to consider. Become familiar with the tournament management system and platform. Review all instructions provided by the tournament host and ask questions well in advance of the competition.

### **Equipment**

Judges should use laptops or desktops when adjudicating rounds, not a tablet or a mobile device.

Keep your video on at all times but your microphone off while students are performing. Some judges wish to open one Chrome tab to watch the speaker and another to fill out the e-Ballot. Alternatively, you may wish to write notes on paper while observing the

round and then transcribing the notes to the e-Ballot at the end of the round. Others use 2 devices. Experiment in advance to discover what works best for you.

Note: *SpeechWire* allows you to submit your results and add the comments afterward submitting your ranks, which allows the tab staff to access your rankings to keep the tournament on schedule.

### **Procedure to Start the Round**

Verify the student's name or code and have the contestant reply "Here". This is a quick and easy way to test the audio for each student. In the comment box of the e-Ballot, type the title of the student's selection(s) so Tab officials can verify that what is performed in the round is what was submitted for documentation.

### **Environment and Disruptions**

Judges are encouraged to remember that participants come from diverse backgrounds and we celebrate that we have economic diversity in our community. A student should not be penalized for things beyond their control. This may include unanticipated interruptions, technical issues or streaming quality and the visual background students have available to them. A student who cannot afford expensive equipment should be judged the same as one who can.

### **Technology Problems**

Common tech issues, if a student needs help: (avoid interrupting a performance unless the issue is so bad you can't overlook it)

- Lagging audio – participant can turn off video briefly to improve bandwidth
- Noise in the audio – participant can mute themselves if they are not speaking
- Video quality – participant can readjust light or screen angle
- Disconnection – wait a reasonable amount of time for participant to reconnect  
The Contest Director should use discretion in determining the length of time that is reasonable.

### **Contact Info**

Each tournament will have a Help Desk system that will be clearly explained before the tournament begins. Be certain the tournament officials have your current cell phone number and that you know how to reach them, should problems arise.

**Be aware of Temporary Rule Waivers and Contest Procedures when this contest is administered virtually.**

# Oral Interpretation

## Prose & Poetry Interpretation

### Temporary Waivers and Modifications

If UIL Prose and Poetry competition is administered through a virtual platform, temporary waivers or alterations to the C&CR and handbook rules and procedures may be implemented for the 2020-21 school year. The adaptations should be followed only when administering virtual prose and poetry contests. If hosting an in-person contest, the existing contest rules and procedures are to be followed.

**SYNCHRONOUS ROUNDS:** All UIL oral interpretation virtual rounds shall be live synchronous rounds.

**DOCUMENTATION REQUIREMENT:** Contestants shall prepare and provide for the contest director a copy of the UIL Documentation Form per contest. The form may be digital. Contestants are not required to provide hard copies of the official UIL Documentation form for all judges.

**PUBLIC ROUNDS:** No spectators will be allowed to observe virtual rounds. *When technology allows*, competitors in the round may be allowed to observe the other performers, and their coaches employed by the school may observe rounds of their student. When observing, coaches and students who have already performed should have their camera off. The only cameras active during the round should be the current performer and the judge(s). No coaching shall be permitted during the contest.

### PROCEDURES

#### **Cameras**

Cameras of contestants are expected to be on from the moment their performer's position is called.

#### **Microphones**

Contestant's microphone should be muted while not performing. Microphone should be turned on once the contestant is called to perform

#### **Recording**

Recording of rounds is prohibited. If the online platform automatically records, the recording should be deleted immediately.