

UBC Spring HST 2021

General technical guide (last updated 11am PDT, 15/04/21)

This document outlines the general procedures and policies regarding the use of technology at Spring HST, which takes place the weekend of April 16-17, 2021. We're very excited to host you, but like any other online tournament, there are some technical details you should be familiar with before the event starts.

We strongly advise all participants to **read this document in full** ahead of time, in order to avoid any unnecessary delays during the tournament.

Software

Required Software	Download Link	How to Access
Zoom	https://zoom.us/download Please make sure your app is up to date, as some features may be unavailable on older versions.	You can access the zoom calls via the tab, or by the links sent before each round. We'll be using multiple Zoom calls throughout the tournament.
Discord	https://discordapp.com/download Please make sure your app is up to date, as some features may be unavailable on older versions.	An invite to join the Discord server was emailed to all participants. You will only be able to access the server using your registered email.

System and Network Requirements	
Zoom (Computer and Phone)	https://support.zoom.us/hc/en-us/articles/201362023-System-Requirements-for-PC-Mac-and-Linux
Discord App	https://support.discordapp.com/hc/en-us/articles/213491697-What-are-the-OS-system-requirements-for-Discord-

Debaters will need both Discord and the latest version of Zoom installed to be able to participate in all aspects of the tournament. We recommend you download and test these the day before.

Use of Software Platforms

Discord

Discord will be used for:

- Debaters GA, questions & general troubleshooting for Debaters
- Announcements for Debaters
- Motion Release (written and oral)
- Draw Release for Debaters
- Prep time for debaters (before and/or during rounds)

Zoom

Zoom will be used for:

- Judges GA, questions & general troubleshooting for Judges
- Announcements for Judges
- Motion Release for Judges
- Briefings (both days)
- Debates (both days)
- Deliberation and Feedback

Please note: you will not be able to use the tournament Zoom calls outside of briefings, debates, and adjudications. Breakout rooms will be closed and reallocated between rounds.

TabbyCat

Tabbycat will be used for:

- Ballot submission and judge feedback
- Display of draws, motions, and results
- Participant check-in via your Private URL

If you are a chair and unfamiliar with TabbyCat, please let us know as soon as possible. We will ensure each room has at least one person familiar with this site.

All relevant tournament information can be found at ubcdebate.com/spring-hst.

We highly recommend you bookmark this page and leave it open throughout the tournament.

Competition Technical Requirements

You will be required to have:

- a stable internet connection
- a webcam
- a mic that is understandable

Furthermore, on the day you must set your Zoom screen name to:

[Team Name] - [First Name] [Last Name] if you are a speaker: e.g. **UBC Apple - Daffy Duck**

J - [First Name] [Last Name] if you are a judge: e.g. **J - Donald Duck**

Use your name and team name as they appear on the participants list on TabbyCat. Do not change your name on Zoom until the competition ends. We need to be able to identify all connected participants, and we will remove anyone we don't recognize from the participant list.

Registration

Registration - Debaters

Tournament registration will begin at 2:30pm (Pacific Time) on Friday. At this time, you should join the appropriate Zoom call and check in on TabbyCat.

All participants will have received a private URL via email before the start of the tournament. You will need this to access both the tab, and the tournament. Check your spam folder.

Upon joining the Discord server, you will only be able to interact with 4 channels:

- **#register** (where you'll send the necessary messages to actually register)
- **#how-to-register** (short explanation of the steps needed to register)
- **#reg-helpline** (a troubleshooting channel, where you can ask for help)
- **#how-to-Discord** (a guide on how Discord works, if you're unfamiliar with the platform)

To register, debaters will need to link their Discord account with their TabbyCat entry. To do this, you must send a command to the #register channel:

!link [email]

For example,

!link adrian@email.com

Once you have successfully linked your account, you should have full access to the Discord server. This procedure is meant to ensure the security of all participants, since nobody should be able to access the server without being linked to the tab. Regardless, we would ask that you don't share the Discord link with anyone outside of the tournament.

Debaters only need to *Register in the Discord server* once (either on Thursday or Friday) but will be asked to *Check in on TabbyCat* throughout the tournament.

Registration - Judges

Discord is entirely optional for Judges. No crucial information will be shared exclusively through Discord, however coaches and parents wanting to keep an eye out on their institution's teams can follow the same procedure as debaters to join the Discord.

For judges, the General Assembly will be held on Zoom. The meeting link for judges will remain the same throughout the tournament, so be sure to bookmark that link as you will need to return there between rounds.

Checking In - All Participants

Before rounds, and after any breaks or briefings, all participants will be asked to check in so we can make sure every participant is present before releasing draws or motions.

To view your check-in status at any time throughout the tournament, go to:

Juniors: <https://ubcspring21-jr.calicotab.com/juniors/checkins/status/people/>

Seniors: <https://ubcspring21sr.calicotab.com/seniors/checkins/status/people/>

To check in, you have two options.

Option 1: TabbyCat URL: (all participants)

Prior to the tournament, you will receive an email containing your private URL, along with other important tournament information. Please save the email and bookmark your private URL. It is especially critical that judges have access to their private URLs, as this link will allow you to submit ballots. Please do not share your private URL with anyone.

Once you click on your private URL, you should see a page that looks like this:

 UBC Spring 21 - Juniors



Private URL for Adrian Lask

The URL of this page is personalised to you, Adrian Lask. **Do not share it with anyone;** anyone who knows this URL can submit results and/or feedback for your debates. You may bookmark this page and return here after each debate for the available actions.

 Check in >

 Submit Ballot >

 Submit Feedback >

In This Round (Round 1)

The draw for this round hasn't yet been released.

Registration (Adrian Lask)

Institution: Unaffiliated

Click on the button that says “Check in” and wait for the page to reload. If you get a notification and the button’s text changes to “Revoke Check-in” then you’re done!

Private URL for Adrian Lask

 You are now checked in.

The URL of this page is personalised to you, Adrian Lask. **Do not share it with anyone;** anyone who knows this URL can submit results and/or feedback for your debates. You may bookmark this page and return here after each debate for the available actions.

 Revoke check-in from 14 Apr 2021, 6:04 p.m. >

Option 2: Discord (Debaters only)

On the #check-ins channel, you’ll see a message that looks like the following:



Tabtastic BOT

Today at 5:30 PM

@everyone

Testing UBC Spring

Check In

Check in has now opened!
Press the green tick below to check in!

Closes at

17:35

 Powered by Tabtastic v1.4.1 | Created by Sébastien Dunne Fulmer

 1

Click the green checkmark and you’ll be checked in!

Draw and Rounds

This tournament will use Zoom for rounds, with breakout rooms for each debate. We will be pre-allocating breakout rooms for each round, so you should be automatically moved to a breakout upon joining the call. For this to work, **you must update Zoom to its latest version**. Please don't make us move you manually. Please don't leave the Zoom call.

You might be allocated to rooms in different Zoom calls throughout the tournament (think of them as separate buildings). The links will be emailed to all participants.

Joining your debate rooms

- 1) When pairings and judge allocations for the round are confirmed, we will release the draw on the TabbyCat site and on Discord. This will also be displayed in the Judges' Zoom call. Debaters will also receive a Private Message on Discord, including a link for the correct Zoom building.

The draw will look like this:

 Draw for Round 1			
Find in Table 			
 	government	opposition	Adjudicators
Allard 101	 Chipmunk	 Wrestling	Daffy Duck ©
Allard 102	 Hot Beverage	 Broken Heart	Bugs Bunny ©
Allard 103	 Lick	 Party Pop	Tasmanian Devil © Tweety Bird Sylvester

Anyone can look at the draw to see the match-ups in each room, provided you know the names of your teams. In this example, team Chipmunk would be debating on side Government in building “Allard” room 101 and Daffy Duck would be the Chair in that room.

All judges will be assigned the role of Chair or Panelist. If you're judging, you should look for your real name under the “Adjudicators” column. In this example, Tasmanian Devil would be the Chair judge and Tweety Bird would be a panelist for the debate happening in Allard 103. This means Tasmanian Devil is responsible for overseeing the round and delivering the oral adjudication.

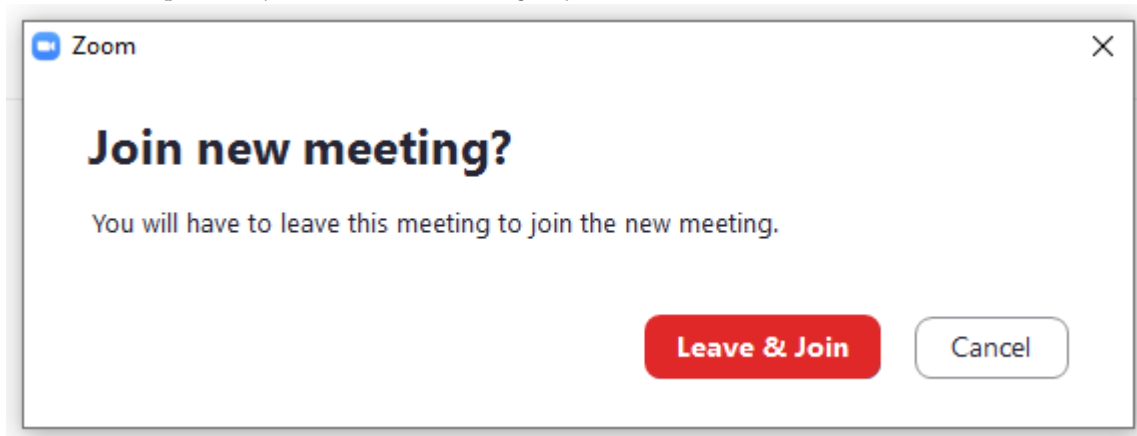
- 2) The allocations on the draw include a building name and a room number. These “buildings” represent separate Zoom calls where debates will be taking place. To keep things simple, find the building you're supposed to go to and join the Zoom meeting with that name. We will automatically send you to the correct Breakout Room.

Debaters should join the Zoom meeting as soon as the draw is out. The rest of the announcements, including motion release, will be done through Discord. For impromptu rounds, both you and your

opponent will be required to stay in the Zoom Breakout room throughout prep-time with your video turned **on**. You can find the links to the Zoom Meetings on Discord. These will be sent to you via Private Message and to the **#announcements** channel before each round.

For Judges, we will be sending the meeting links to the chat on the Judge's Zoom GA. Once the CA Team verbally announces the start of a round, you should click on the link that corresponds to the building you've been assigned to. This will prompt a pop-up window, asking you to leave the current meeting and join the next one.

Please only leave the Judges GA using this method. If you somehow leave the GA without the link to the debate rooms, please re-join the GA so we can give you the correct link.



For impromptu rounds:

- 3) The impromptu motions will be released simultaneously on TabbyCat, Discord, and the Judges Zoom GA. Judges can hear it announced verbally, or find the text on the Zoom GA chat or TabbyCat site. Debaters can hear it announced verbally on the Announcements voice channel, or find the text on the **#announcements** channel or the TabbyCat Site.

For Debaters only: We have made Voice Channels on Discord for each team. Nobody can access these channels except you, your partner, and the organizing team. As soon as the motion is released, join this voice channel and begin prepping. Unless an exception has been granted, all participants are required to prep on their Discord voice channel. If you must use an external platform, please let us know either in **#admin-support** or [via email](#). At this point, each speaker should be connected to their Discord voice channel and their Zoom Breakout room for the round. All debaters are required to **keep their video on in the Zoom Call** throughout the duration of prep.

Teams are allowed to use Google Docs, or other collaborative platforms, to write their cases. However, they must be prepared to share this document with a member of the organization team upon request.

For Judges only: debaters will now have a 30 minute session with their partner to prepare their case for the round. Of these 30 minutes, you are welcome to take a 20 minute break, as long as you can return to your computer 10 minutes prior to the start of the round. Then, you should join the debate room that you have been assigned to. If a judge fails to show up to their round by the scheduled time, the teams they represent are subject to being dropped from the tournament entirely.

**Debaters: remember to ensure you are muted in the Zoom call
so your opponents can't hear your prep.**

- 4) If there is something unclear about the motion and you need to ask a question, you may ask in the **#ca-questions** channel on Discord. Do not send a private message to a member of the CA Team. Do not ask a friend or coach. Do not post a meme during prep time. **All clarifications must be public, and no clarifications will be given after the first five minutes of prep.**
- 5) Once prep time is over, the Chair judge will call the room to order and facilitate introductions from the panel and all speakers. These introductions will double as a mic/tech check before beginning each round. At this point, debaters are free to disconnect from their Discord voice chat.

Procedure for the debate:

- 6) Barring technical issues, the round should start at the scheduled time. In the case of technical issues or a missing participant, please contact the OrgComm immediately. The tab team will provide direction on a case-by-case basis.

To contact us, you have several options:

- Send us an email: tournaments@ubcdebate.com
- Debaters: send a message on Discord via the **#tech-support** or **#help-me** channels.
- Any participant can click the “Ask for help” button on Zoom.

By default, we will expect all POI's to be non-verbal. You should give POIs by either holding up a piece of paper with your position written on it, or by posting something like “POI from OG” in the Zoom chat (if you're OG). Regular protected time rules still apply, and speakers will be called to order by chairs if they ask POIs inside protected time.

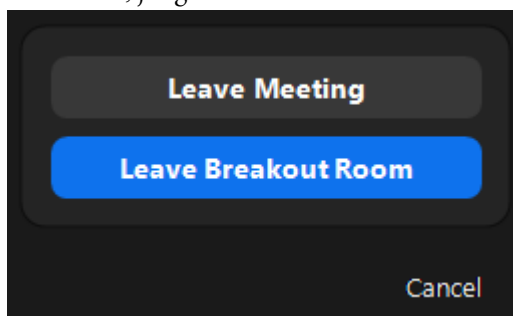
If you (as a speaker) will not be looking at the chat, feel free to request that POI's be done in a verbal way (that is, your opponents unmuting and saying POI). Unless a speaker explicitly consents, **you should not be interrupting the speaker to give a POI** -- this is because it can make it more difficult for judges to hear the speaker over an internet call.

TIP: When you are speaking or judging you may want to switch to gallery view by using controls in the top right hand corner of the Zoom call so you have an overview of people giving POIs.

- 7) Generally, we expect all participants to keep their video on during the entire round. However, we understand that internet connections can be unreliable, so this is not a hard rule. Debaters should never be penalized having their camera off, or for an unstable internet connection.

After the round:

- 8) After the final speech, all debaters should leave the Breakout Room and wait in the main call. Please, **do not leave the meeting**. Once the debaters have left, the judges have 15 minutes to discuss the round and agree on the results. Here, judges should decide both the winner of the round and the scores for each speaker.



You can leave a breakout room by clicking the “Leave Room” button on the bottom-right corner. Make sure you press “Leave Breakout Room”, and not “Leave Meeting”.

- 9) Once the judges have agreed upon the results, **all** judges should submit a ballot through their Private URL. All ballots should be identical, but we like having multiple submissions for verification purposes. If there are discrepancies, or missing ballots, the tab team will contact the Chair. Both of these cause delays to the tournament. Please ensure your ballots are correct.
- 10) Once the ballot has been submitted, one of the judges should leave the Breakout Room to inform the teams that a decision has been made. Then, all participants should return to their Breakout room

You can rejoin a Breakout Room by clicking on the “Breakout Rooms” button:

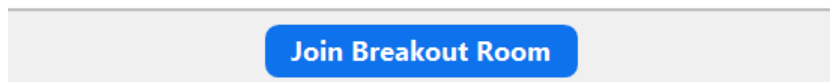


Once you click that button, this message will pop up:



You have been assigned to Breakout Room:

Allard 102



- 11) Now, the Chair judge should announce the decision. Judges should announce who won and lost the round, and provide a brief reason for the decision. All judges are welcome to provide additional personal feedback for the debaters, but this is not required. Speaker scores should not be disclosed.
- 12) After the round, Judges should return to the Judges’ GA on Zoom and debaters should rejoin the GA voice channel on Discord.

General etiquette:

- Always keep yourself muted unless speaking, and don’t spam the public chats.
- If you have questions, emailing the tournament or using Discord support channels is preferable to sending private messages.
- Keep your camera on throughout unless you have an exemption, or your connection is significantly worse because of video.