

Virtual Speech Room Administration



If your ballot is labeled “Panel 1” – You are the designated Head Judge for this speech round.

As the Head Judge you have two responsibilities:

- Supervise the official time for each speech
- Manage the room

Use your own timepiece

Supervise the time:

1. For events that have prep time (**Apologetics and Mars Hill**):
 - a. Re-set the timer to the appropriate prep time and **count down**.
 - b. Start the timer as soon as the 3 topics are revealed.
2. Competitors should also self time their prep time and speech time.
3. Re-set the timepiece to 00:00 and **count up**.
4. Turn the timepiece toward the speaker so the student and judge may synchronize timepieces.
5. **Press start** when the competitor begins speaking.
6. **Immediately press stop** when the competitor concludes the speech.
7. Announce **this official time** to the student and to the other judges to record on their ballots.

Manage the room:

1. Set the timepiece for **two (2)** minutes between speakers for **judge feedback** on the ballot.
2. Confirm any **required penalties** (see ballot) with the other judges.