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Sri Hemkunt Foundation Inc.

32nd International Symposium 2021

PREPARING FOR THE VIRTUAL SPEECH

TECHNOLOGY REQUIREMENTS

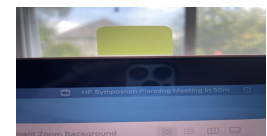
- Internet Enabled computer: PC/MAC-Laptop or Desktop
- Hard-wired Internet Connection Recommended (Test your speed at <https://speedof.me/>). You want at least 2 Mbps upload speed
- Webcam
- Earbuds or headphones to reduce audio echo are recommended. Wired is preferred
- Have the Zoom application downloaded on your computer and make sure the day prior to you have checked your version of Zoom to be the latest. Instructions [here](#) to verify your version.
- Request all parents and non-speaking participants to keep their camera off

SPEAKING ENVIRONMENT

- Set up in a quiet area
- Eliminate Distractions / Prevent interruptions when possible
- Can sit or stand
- If you are going to use a provided virtual background, keep in mind that your image will disappear if you make a sudden movement or motion.
- If your computer does not support or you prefer not to use a virtual background, strive for a clean uncluttered solid colored background behind you

WEBCAM ADVICE

- Set webcam slightly above eye level
- Light source should be in front of you
 - If possible, sit facing the window, desk lamp, or other light source to ensure your face is well illuminated and clearly visible.
 - You don't need professional light equipment. Just optimize Natural Light Sources
- You can choose to stay off camera when it is not your turn
- When presenting:
 - **Keep your camera on**
 - Make sure that you are clearly visible in the camera frame
- Trick - put a post-it note behind the camera -so that you have something to look at while presenting





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ETIQUETTE DURING THE SYMPOSIUM

SPEAKING

- Please keep your microphones always muted
- You will be unmuted by the host when it is your turn
- As a mark of respect, please try and refrain from talking to each other or parents during the session.
- When others are presenting, please keep your camera off
- If parents would like to see participants on camera, they should join from a separate device and from a separate room to avoid echo

DRESS CODE

- As a mark of respect, please cover your head
- Suggested - wear solid colors - patterns tend to cause visual disturbance on the screen
- Please refrain from wearing noisy bracelets or earrings

PHOTOGRAPHY

- The Virtual symposium will be recorded by the host
 - By participating in this session, parents / participants consent to being photographed or recorded.
- Photographs or recordings will be used only to promote the Foundation and its programs.

MISCELLANEOUS

- No food or drinks during the session - there will be a break or two where you can re-fuel!
- Put all other devices on **do not disturb**
- Do not Make inappropriate, offensive, or unkind comments including through emojis and / or images..
- Parents/guests will be able to move between groups to see any group's symposium. More details will be given during the Parents Meeting on July 25th.



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SPEECH GUIDELINES

ORDER OF PRESENTATION

- The order of presentation of each age group is randomly generated.
- Order of presentation is published under the “Int’l Participants” tab on the website before the symposium.
- If there are multiple participants from the same family in different groups, it should be highlighted by the Zonal Convener at the earliest, so that these can be staggered while establishing order of presentation.
- You will be called upon to unmute yourself and present when it’s your turn

FORMAT

- Before starting your speech the MC will conduct a quick audio / video check
- You will be orally presenting your topic in the form of an essay.
- You may choose to stand or sit, as long as you are clearly visible in the camera frame.
- At the beginning of the presentation, you need to clearly state the order in which you intend to answer the questions.
 - You may choose to state the question before answering it.
 - You may state the question number before answering it.

ANSWERS

- You may present information from a source other than the prescribed book. The source should be clearly identified.
- If you disagree with the author, you should clearly explain the reason and quote the reference.

LANGUAGE

- You can speak in English or Punjabi for equal marks. However, speaking in Punjabi is encouraged and those speaking in Punjabi will be awarded a special prize.

TIMEKEEPING

- **You are responsible for keeping track of your own time**
- The timekeeper assigned to your group will just note the total time taken
 - Time countdown will begin as soon as you start speaking and **not** after you greet the Sadh Sangat with (Waheguru ji ka Khalsa! Waheguru ji ki Fateh!!)
- The International Coordinator will calculate the penalty for exceeding the allotted time while preparing the results.
 - One point will be deducted for every 10 seconds **or part thereof** beyond the allotted time



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JUDGING AND SCORING

WHAT IS THE SAME

- There are 3 judges who will give scores independently
- Besides the quality of the content of your answer, you will be judged on the following presentation elements
 - Eye contact
 - DO look at the camera / screen
 - DO NOT simply look down and / or read from a book or notes
 - Voice & Diction
 - Speak clearly and loudly
 - Make sure to check your microphone beforehand. [Here](#) are instructions on how you can do that
 - Language
 - Use effective and persuasive language to narrate your answer
 - Use rich and varied vocabulary to express your ideas
 - Punjabi or English can be used
 - General Effect
 - Overall impact of the speech

WHAT IS DIFFERENT

- You will not be judged on 'Style & Delivery'
- You need to keep track of your own time. You will get no warning.
- Consideration will be given in case of technology issues (see tech protocol on next page)

SCORING & RESULTS

- The raw scores of all the judges will automatically transfer over to a consolidated scoresheet
- Ranks will automatically be calculated
- There are no Tie breaking rules. In case two participants get the equal rank, both of them will get the first position award etc.



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TECHNOLOGY ISSUE PROTOCOL

ZOOM TROUBLESHOOTING

- If you have any issues with zoom, first please refer to [this document](#) for potential problems and suggested simple solutions
- Should you have any issues on the day of the symposium, there will also be a Helpdesk that will be available to you
 - On a Zoom Link that can be accessed from the website from 11:30 am to 12:15pm EST (New York)
 - Via Text on this number : 609-791-9885

JUDGING PROTOCOLS

Issue	Protocol
Voice not clear before you start your speech	<ul style="list-style-type: none">■ Coordinator will take 1 minute to help troubleshoot■ If the issue is not resolved you will be moved to the end of the queue and will have to restart your speech. Contact helpdesk, if needed
Voice freezes in the middle of the speech	<ul style="list-style-type: none">■ The MC will ask you to stop & you will be moved to end of queue and will have to restart your speech
Video issues before you start your speech	<ul style="list-style-type: none">■ Coordinator will take 1 minute to help troubleshoot■ If the issue is not resolved you will be moved to the end of the queue and will have to restart your speech. Contact helpdesk, if needed
Video freezes briefly in the middle of the speech but voice remains clear	At the MC's' discretion, one of the following options: <ul style="list-style-type: none">■ Continue the speech<ul style="list-style-type: none">● Judge will make a note in the scoresheet■ You will be moved to the end of the queue and will have to restart your speech
Completely Disconnected	<ul style="list-style-type: none">■ You will be moved to the end of the queue and will have to restart your speech
One of the 3 judges are disconnected	<ul style="list-style-type: none">■ The alternate judges will also be scoring. Their scores will be used in case one judge gets disconnected or has technical issues.