Student Congress on NSDA Campus
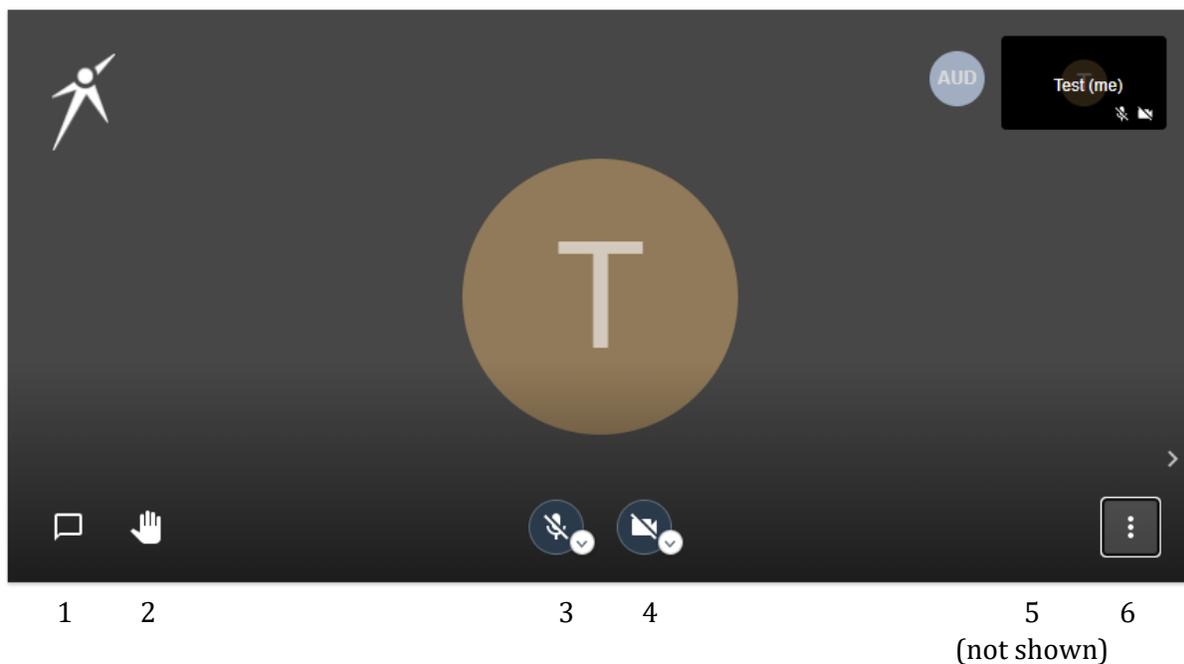
Florida Gulf Coast Catholic Forensics League

Prerequisites

- Use a laptop, desktop, or tablet with a camera, microphone, and speakers/headphones
- Use **Google Chrome** browser
- You must have a linked Tabroom account; try logging in the day before the tournament
- In your Tabroom profile, make sure that "No emails or texts" is **NOT** checked

Joining Your Session

- Log into Tabroom; if you're logged in, click your email address at the top of the screen
- Your scheduled round will appear (at the start time); click the blue button with the camera
- NSDA Campus will open in a new tab; you can drag this tab down to open a new window
  - **JUDGES:** Also click the "Ballot" button to open your online ballot
- You may be prompted to allow access to your microphone and camera; **allow both**

NSDA Campus Controls

1   2   3   4   5   6

(not shown)

1. **Show/hide text chat**—Use the text chat as the equivalent of passing notes. Note that anything you type in chat is visible to the entire chamber, the judges, and the Tab Room.
2. **Raise hand**—Displays a blue "hand" badge on your picture to get the PO's attention. Use this button instead of standing for recognition or voting.
3. **Mute/unmute**—Use this to turn your microphone on or off. In general, you should stay muted except when you have the floor, e.g., you're speaking, asking a question, or actively presiding.

4. **Camera on/off**—Use this to turn your camera on or off. You should have your camera on while competing. If you need to turn your camera off, make a point of personal privilege to exit chambers.
5. **Change view**—When multiple people are in a room, there is a button that switches between Gallery View (shows all participants in small windows) and Speaker View (shows one speaker). The PO should use Gallery View at all times; everyone else can do what they feel is best.
6. **More features**—Adjust the video quality or enter full screen mode.

Additional Guidance

- Speakers, questioners, and POs should remain seated.
- All votes, including PO elections, are to be taken by show of hands. Voice voting is impractical.
- The PO should use Gallery View and full screen (keep track of recency with pen and paper or another device) and keep a watch for "hand" icons.
- The PO should give time signals either by hand or using time cards. At 3 minutes, the PO should unmute and gavel the speaker down.
- If "ghost" or duplicate speakers appear, enter some text in the text chat to get rid of them.
- If a speaker has forgotten to unmute, the PO should immediately stop them, remind them to unmute, *ensure that they have done so*, and restart time.
- The debate time limit for each B/R is 30 minutes. In each session, the chamber should elect its PO, debate two items, recess for 15 minutes, debate two more items, then adjourn.