

AAUW California Speech Trek

September 30, 2021
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Program Director – spechtrek@aauw-ca.org

Welcome

Presentation materials:

- Download the presentation from the AAUW California website home page.
- The meeting recording, a summary Q&A document and example documents will be posted following the meeting.

Questions:

- Use the Q&A function to pose a question. We'll stop periodically to answer general questions.
- Chat has been disabled.

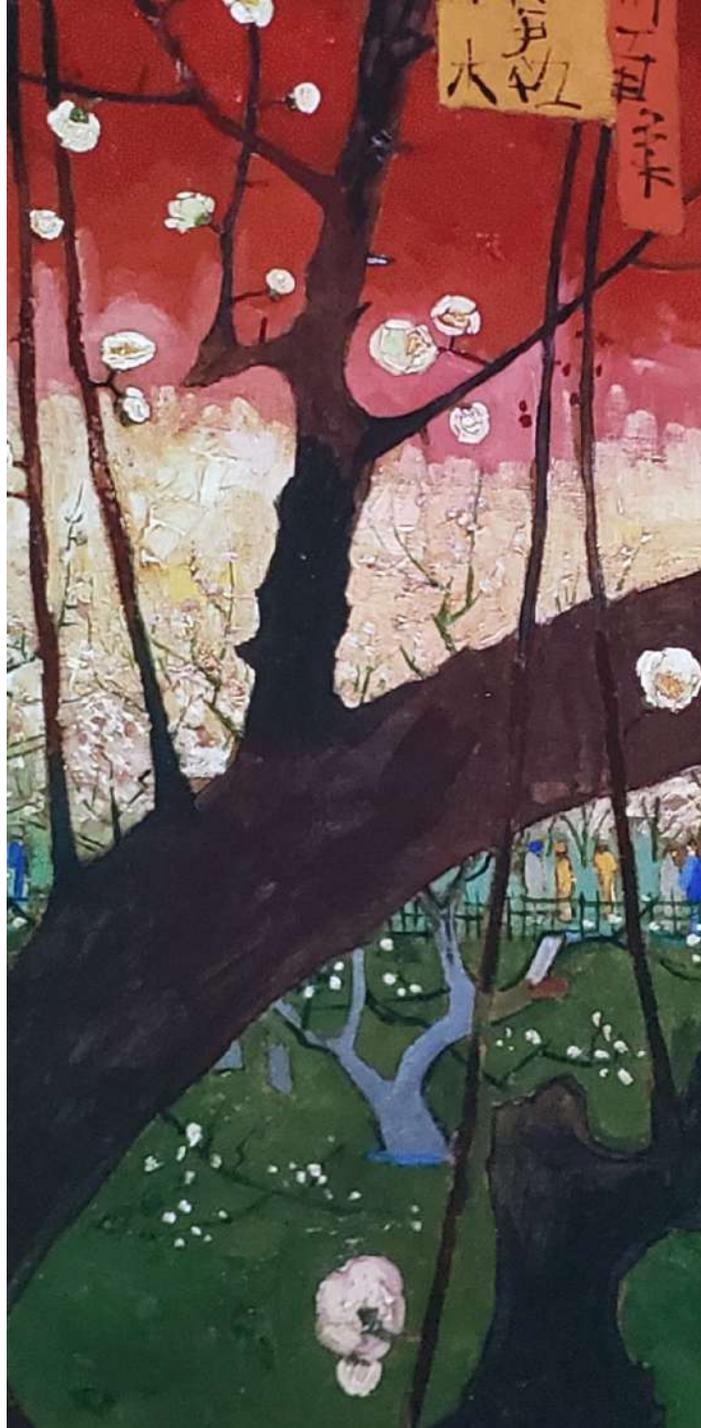
The screenshot shows a Zoom 'Question and Answer' window. At the top, there are two tabs: 'All questions (1)' and 'My questions (1)'. A red dashed arrow points from the text 'Check here for answers to all questions.' to the 'All questions (1)' tab. Another red dashed arrow points from the text 'Check here for answers to your questions' to the 'My questions (1)' tab. The main content area shows a question from 'You' at 09:45 AM: 'Where can I download the presentation?'. Below it is a 'Collapse all (1)' button and an answer from 'AAUW California' at 09:46 AM. At the bottom, there is a text input field with the placeholder 'Type your question here...'. A red dashed arrow points from the text 'Type your question here.' to this input field. In the bottom left corner, there are two icons: 'Chat' (circled in yellow) and 'Q&A' (circled in red). A red dashed arrow points from the text 'Chat has been disabled. Use the Q&A function' to the 'Q&A' icon. A 'Leave' button is located in the bottom right corner.



“

“If you hear a voice within you say ‘you cannot paint,’ then by all means paint, and that voice will be silenced.”

Vincent Van Gogh (1853-1890)







“According to most studies, people's number one fear is public speaking. Number two is death. Death is number two. Does that sound right? This means to the average person, if you go to a funeral, you're better off in the casket than doing the eulogy.”





“

“The human brain starts working the moment you're born and never stops until you stand up to speak in public.”

George Jessel, actor

History Of Communication In 30 Seconds

The phone my sister has (she's six)



The phone I had when I was six



The phone my dad had when he was six



Communication Through the Ages

	Speech	500,000 B.C.
	Writing	3,000 B.C.
	Printing	1400
	Telecommunication	1900
	Space Age	1970
	Information Age	1985
	Web Browser	1995

Since 1995:

- Google 1998
- Facebook 2004
- Gmail 2004
- YouTube 2005
- Twitter 2006
- iPhone 2007
- Pinterest 2010
- Instagram 2010





Great Speeches Still Matter



“...A culture increasingly dependent on often unreliable social media platforms for the exchange of information, ideas, insight and calls to action, it was like a sustained rainfall in the middle of a drought - a reminder of the unique and necessary artistry of the spoken word.”

From an article on Rep. John Lewis' funeral by Mary McNamara, LA Times columnist, July, 2020

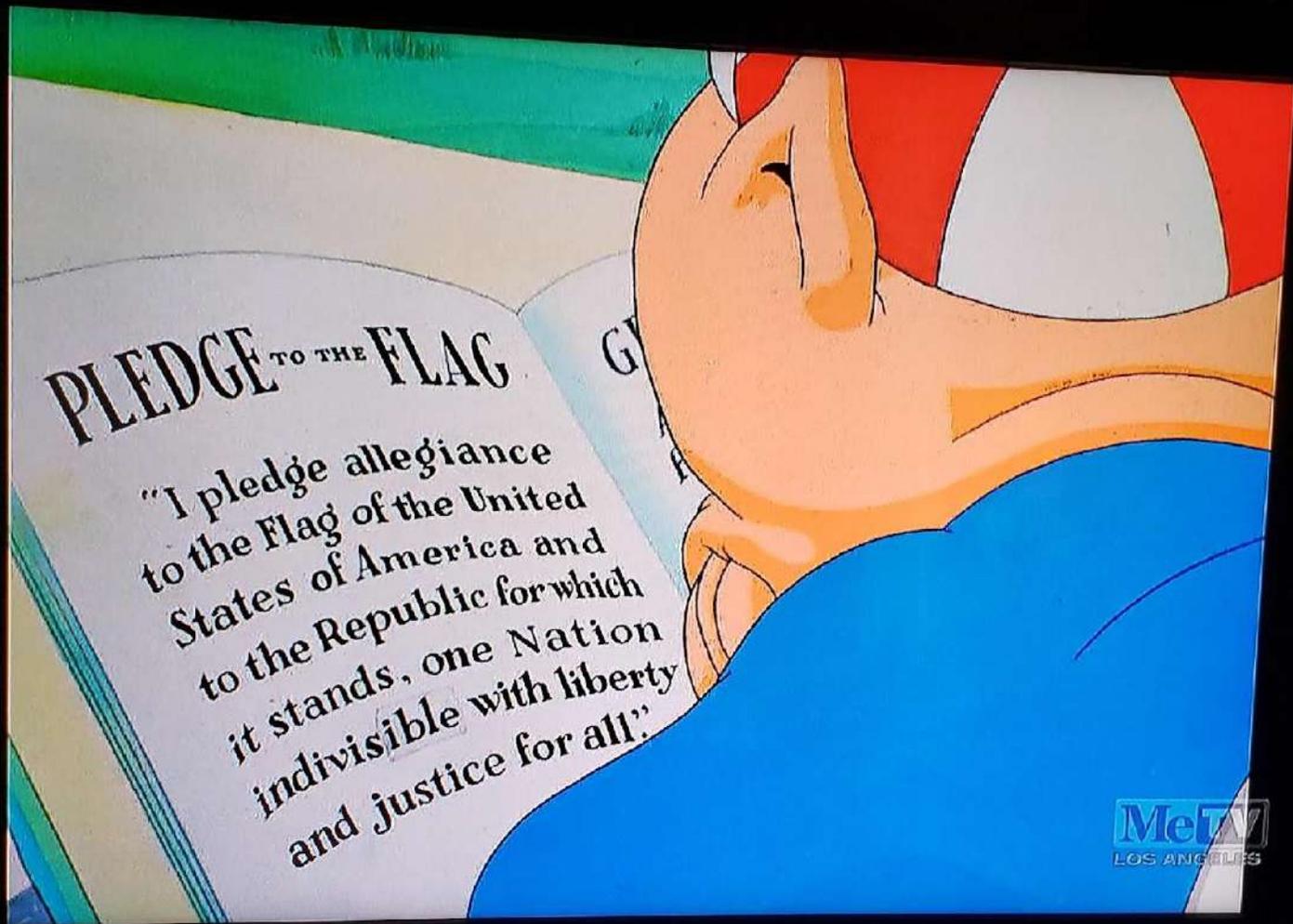
What is Speech Trek?

- Annual AAUW California speech contest for high school students
- Sixteenth year
- Over \$50,000 in prize monies
- MISSION: To promote understanding and communication of gender-equity issues among high school students through their research, preparation, and presentation of high-quality speeches, while promoting the value of public speaking as a life and leadership skill.

How Are Topics Chosen?

- The topic of the speech must be directly related to the AAUW mission, drawn from AAUW initiatives, public policy priorities or similar sources.
- The state Speech Trek Program Director consults with the AAUW California Speech Trek Committee to determine the topic and submits it to the AAUW California Board of Directors for approval.
- Next year's contest topic is announced at the state final competition at the AAUW California convention or annual meeting.





SONY

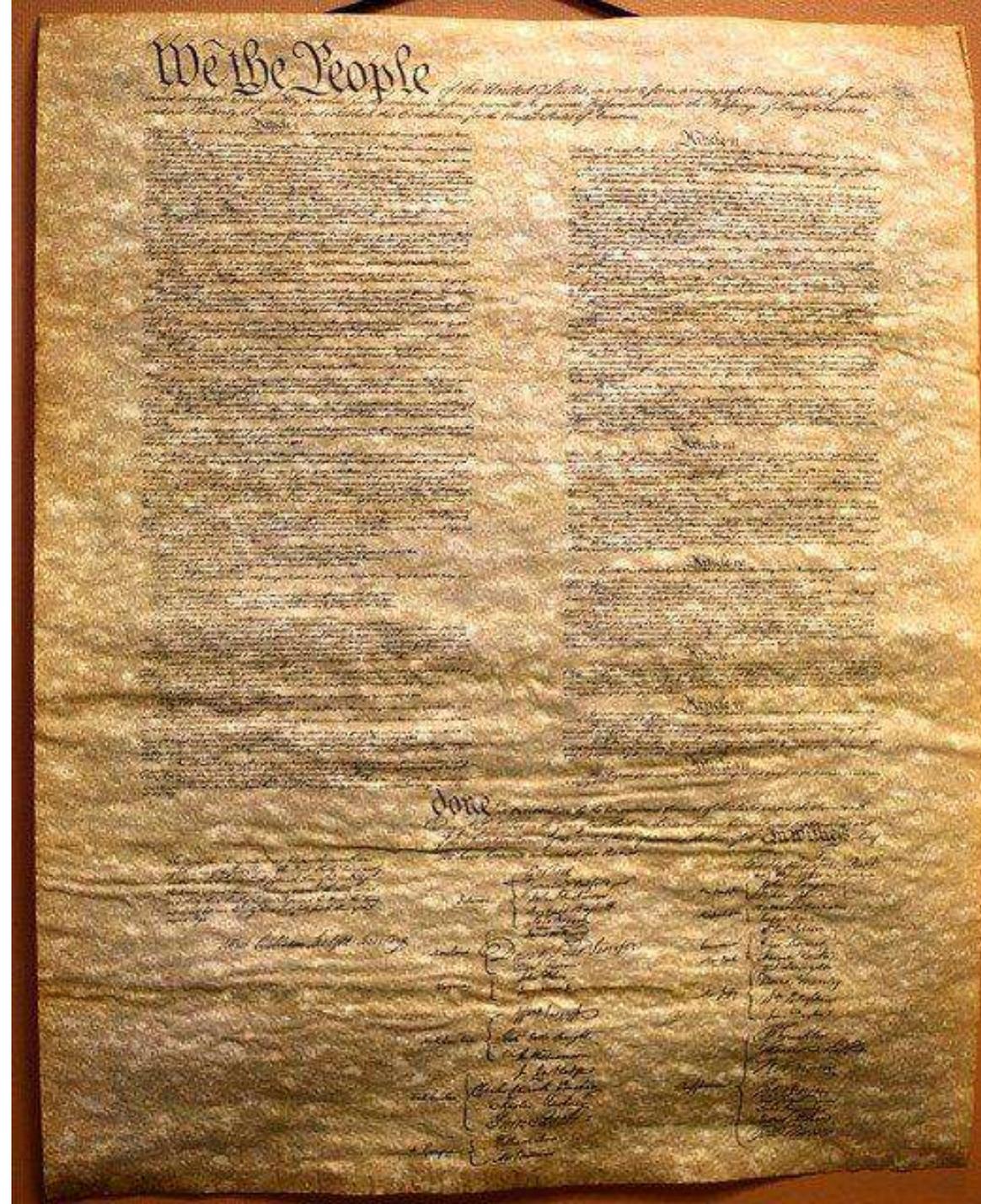


We hold these truths to be self-evident, that all men are created equal, that they are endowed by their creator with certain unalienable rights, that among these are life, liberty and the pursuit of happiness.

Declaration of Independence, 1776

2021-2022 Topic

Has the United States lived up to its pledge of “liberty and justice for all”? Would requiring the study of diversity, equity and inclusion in a high school setting help ensure liberty and justice for all?



What's New in 2022

- New logo
- Branch Toolkit 2021-2022
- Student Toolkit 2021-2022
- Policies and Procedures – updated August 2021
 - Key policy change: branch members may now serve as judges



AAUW California
Speech Trek

AAUW California Signature High School Program

- Introduces AAUW to the next generation
- Is cost-effective
- Invites diversity
- Showcases your branch
- Is mission-based
- Can be done virtually



Speech Trek Promotes Membership By:

- Increasing your branch's visibility
- Showcasing your mission
- Encouraging community involvement
- Establishing public discourse on mission-based topic
- Introducing AAUW to the next generation



Speech Trek Promotes Education By:

- Encouraging research on a key societal issue
- Helping high school students develop critical thinking and public speaking skills
- Advancing democratic values by encouraging public discourse
- Developing partnerships with other organizations - e.g., Toastmasters International
- Giving high schoolers a voice on a mission-based topic



VIRTUAL OR IN-PERSON?

Requirements

Virtual

- Reliable wi-fi
- Video conferencing software such as Zoom

In-Person

- Venue
- Videographer
- Covid protocols

Features

Virtual

- Increases potential # contestants
- Eliminates transportation issues
- No venue
- Enhances on-camera communication skills
- Expands pool of judges

In-Person

- Provides experience speaking to live in-person audience
- Offers immediate audience feedback
- “Live” competition

Getting Started

1. Assign a Speech Trek Chair at your branch.
2. Go to the AAUW California [website](#) and click on Programs/Projects.
 - Print 2021-2022 branch toolkit. Word version available.
 - Print 2021-2022 student toolkit. Word version available.
 - Become familiar with Policies and Procedures (August 2021).
3. Email or mail the Memorandum of Understanding (MOU) indicating your branch's intention to host a Speech Trek program.
Deadline: November 1, 2021



Key Roles (Whether Virtual Or In-Person)

- Emcee
 - Hosts the event.
 - Introduces the contestants.
 - Interviews the contestants while ballots being tabulated.
 - Announces the winners.
- Judges
 - Judge each contestant using ballot provided in toolkit.
 - Provide signed and completed ballots to Chief Judge.
- Timer (speeches are 5-6 minutes, with 30-second grace period at beginning and end)
 - Provides timing signals to each contestant.
 - Example: green card at 4:30; yellow card at 5:30; red card at 6:00
 - Alerts Chief Judge if any timing violations.

What You Need for the Contest

- Contest officials (judges, timer(s), emcee, ballot counter(s))
- Contestants
- An audience
- If in-person: venue, videographer
- If virtual: videoconferencing program such as Zoom
- \$25.00
- Prizes

Before the Contest: Recruiting Judges

- Draw from your community
 - Organizations
 - Local government
 - Local businesses
 - Other women's organizations
 - Retired educators
 - If virtual, can draw from outside your community

Please note: Policies & Procedures
allow AAUW California members to serve as judges

Before the Contest: Recruiting Contestants

Reach out to:

- School superintendent and gain their blessing.
- School principal(s). Ask them which teachers might be most interested.
- Teachers that might have a special interest such as English and Social Studies teachers.
- School social media contact as they often have an “intranet” where they share school info with parents. Advertising on that platform might work well for you.
- Home schools.
- Extracurricular student groups like 4H, FBLA (Future Business Leaders of America), Junior Achievement, ROTC, scouting.
- Past contestants and advise them of the new topic.

Mandatory Forms

Branch

- Memo of Understanding (MOU) – November 1, 2021
- Notice of winner – March 1, 2022

Contestant

- Affidavit of eligibility and liability release – prior to contest
- Student application and parent/guardian permission – prior to contest

Memorandum of Understanding

The Annual Branch Speech Trek Participation Memorandum of Understanding is entered into this ____ day of _____ 20__ between AAUW California, a California nonprofit corporation and affiliate of AAUW National, with its principal office in Sacramento, CA (AAUW California) and the _____ Branch of AAUW, an affiliate of AAUW National. This Memorandum of Understanding is in effect from November 1st through October 31st of the AAUW year _____.

Sample MOU

It is understood by all parties that the branch must have a signed Memorandum of Understanding in place to participate in the Speech Trek program for the 12-month period (November 1-October 31) that the Memorandum of Understanding covers. The branch will not be allowed to participate in Speech Trek if this signed Memorandum of Understanding (MOU) is not on file with the state Speech Trek Program Director, AAUW California President and the AAUW California office.

In signing this Memorandum of Understanding both parties agree to the following conditions under which the branch will participate in the program, to include: the selection of program participants, the distribution of program marketing and application materials, and all other aspects of the program in which the branch is involved:

BRANCH RESPONSIBILITIES

1. The branch agrees that they will follow the current Speech Trek Branch Toolkit as the

2. Notices are to be delivered to the addresses noted below. Either party may change their address by providing the other party with written notice. Notice shall be given within 15 days of an address change.

AAUW California
915 L Street, Suite C, Box #418
Sacramento, CA 95814
office@aauw-ca.org

_____AAUW Branch

Sample MOU – Signature Page

AMENDMENT

No change, amendment, or modification of this Memorandum of Understanding shall be valid unless in writing and signed by both parties to the Memorandum of Understanding.

AAUW California, Inc.
By: _____
President, on behalf of AAUW California
Date: _____

_____AAUW Branch
By: _____
Branch President
Date: _____

By: _____
Branch Speech Trek Chair
Date: _____

Date of Branch Board Approval

AFFIDAVIT OF ELIGIBILITY AND LIABILITY RELEASE

AAUW Speech Trek Contest

The undersigned participant of the American Association of University Women (AAUW) Speech Trek Contest and the participant's parent or guardian hereby declare that they have read and understand all of the rules and conditions for the contest and that the undersigned has met all eligibility requirements on the date their contest entry was submitted.

The undersigned and the participant's parent or guardian represent that the speech submitted to the contest (the "Entry") is the participant's own original creation, and that the participant has perpetrated no fraud or deception in entering the contest or claiming any prize.

The undersigned and the participant's parent or guardian represent and warrant that neither she/he nor any parent or guardian is an employee of AAUW, or its related, parent, affiliated and subsidiary companies, advertising and promotion agencies, or the panel of judges, nor is she/he or any parent or guardian connected with them in any way.

The undersigned and the participant's parent or guardian irrevocably grant to AAUW, its successors and assigns and all other persons deriving rights from them, all rights, title and interest in the undersigned's Entry in perpetuity, to print, publish, broadcast, use or modify in any manner in any media whatsoever the Entry as submitted for the contest to the fullest extent permitted by applicable law.

In addition, the undersigned and the participant's parent or guardian grant to AAUW, its successors and assigns and all other persons deriving rights from them, the right to use the participant's name, likeness and/or voice and biographical information, and city of residence for promotional purposes in any medium without compensation, to the fullest extent permitted by applicable law.

The undersigned and the participant's parent or guardian hereby waive the opportunity and any right to inspect or approve any such promotion, printing, broadcast use or publication, and further release AAUW, its successors and assigns from all liability in connection with any such promotion, printing, broadcast, use or publication.

The undersigned and the participant's parent or guardian hereby release and hold harmless AAUW and its officers, directors, employees, and agents from any and all losses, claims or damages that may result, directly or indirectly, from participation in the contest or use of the prize award. The undersigned understands that any and all local, state or federal tax liability for the award will be the responsibility of the undersigned and the participant's parent or guardian.

Affidavit of Eligibility and Liability Release

Affidavit of Eligibility and Liability Release - Signature Page

The undersigned and the participant's parent or guardian further acknowledge and agree that the contest prize is non-transferable, and that no substitution of prizes will be allowed, except by the AAUW due to the unavailability of prizes at the time of the award.

The undersigned and the participant's parent or guardian understand that AAUW is proceeding with the award of any prize in the contest in express reliance on this release and the undersigned and the participant's parent or guardian represent and agree that they are free to grant the rights set forth in this release.

The undersigned contest participant and the participant's parent or guardian hereby attest that they have read and understand all the foregoing provisions of this affidavit and agree to be bound by the same.

Signature of contest participant

Date

Type or print name of participant
Contest participant's current address
Telephone number

Signature of parent/guardian (if contest participant is under 18 years of age)

Print name of parent or guardian

Dated: _____

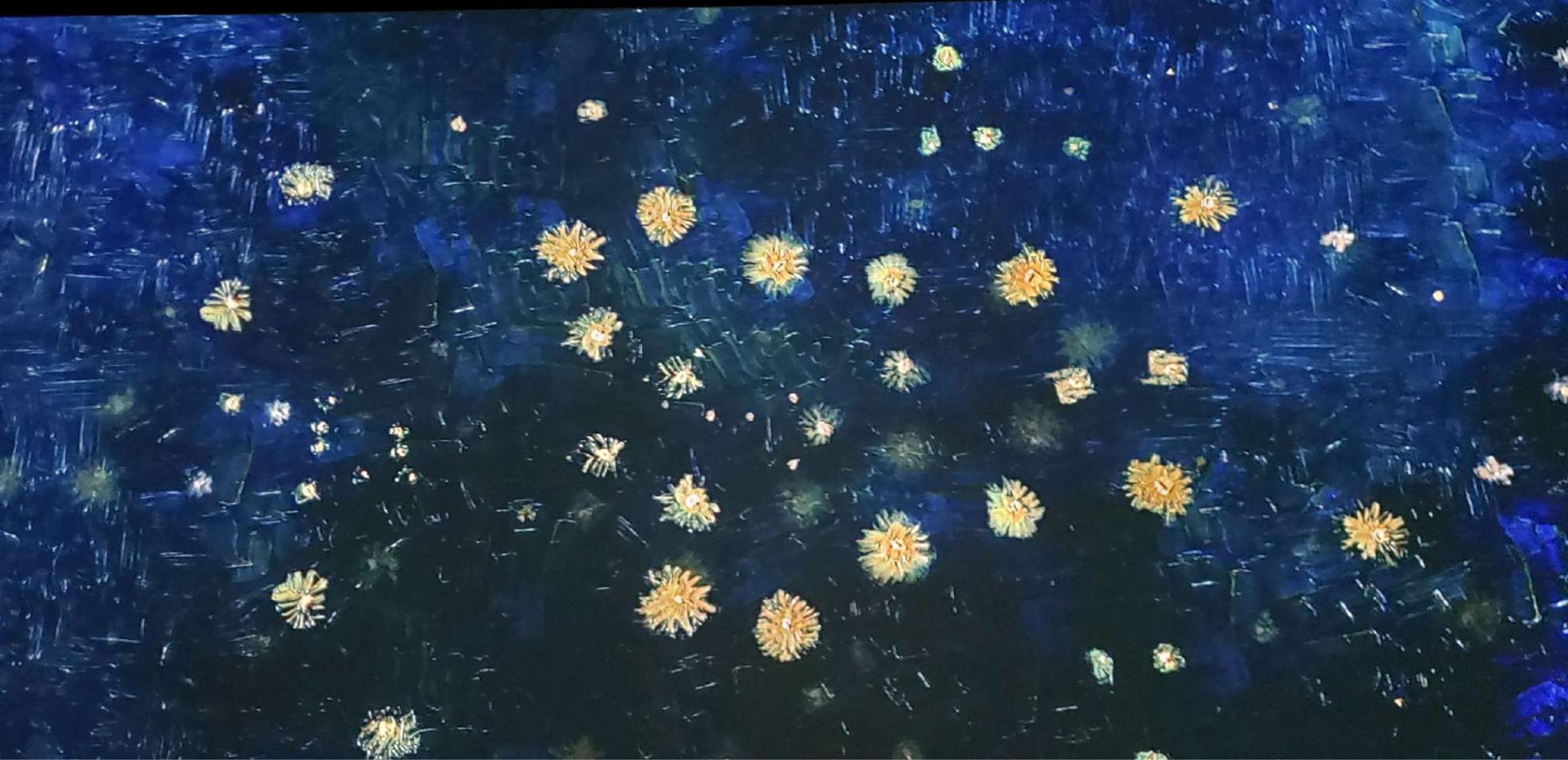
How Can We Help You?

For Speech Trek questions:

- Email spechtrek@aauw-ca.org
- Call Marlene Cain, 909.866.2819

For technical questions:

- Email webteam@aauw-ca.org



Has the United States lived up to its pledge of “liberty and justice for all”? Would requiring the study of diversity, equity and inclusion in a high school setting help ensure liberty and justice for all?

FIND OUT at your Speech Trek contest!!

Holding a Speech Trek Competition on Zoom

How Much Zoom Experience Do You Have?

Basic and advanced Zoom training materials are available on the AAUW California website.

Advanced Zooming!

APRIL 5, 2020 (EDIT)



Have you already mastered basic Zooming and are ready to expand your audience and experience? We've created a reference tool on how to use Zoom's advanced features available on a paid account. [Read More](#)

Basic Zooming!

JULY 9, 2020 (EDIT)



Are you ready to master Zooming? We've created a reference tool on how to use Zoom's basic features. [Read More](#)

<https://www.aauw-ca.org/category/tech-tools/>

Preparing for a Virtual Contest

What's Different

- Managing the participants
 - Students
 - Judges
 - Technical team
- Communicating with judges
- Creating the video

What's the same?

- Recruiting your participants
- The contest “rules”



Schedule a practice session with your judges and technical team to work out the technology details.

Managing the Room

Participants

- Students
 - Do you want your students to see the other performances?
You can:
 - Keep them in the waiting room or let them join.
 - Keep their video/microphone off when they are not performing.
- Judges –
 - Do you want them to be anonymous?
 - Change their screen name before the students arrive.



Managing the Room

Technical support

- Time keeper
 - Keep your video on and mute the audio.
 - Use your phone to time.
 - Raise a colored piece of paper in front of your camera to designate time.
- Room manager
 - Let students, judges and audience into the room.
- Chief Judge
 - Receive scores from judges, identify and convey winner to emcee.



Judging

- Use a physical ballot to record scores.
- Communicate scores to the Chief Judge via email or phone. Using Chat is risky.
- Plan an activity during the lull when scores are being tallied.





Recording the event

- Record to the cloud.
- Stop the recording between speakers. This will generate individual recordings for each speaker.
- Download the recording to your desktop.
- Upload the recording to YouTube.





Where Can I Find the Recordings?

Within your Account

1. Recordings
2. Cloud Recording
3. Change date range if needed
4. Search

zoom SOLUTIONS ▾ PLANS & PRICING CONTACT SALES

PERSONAL

- Profile
- Meetings
- Webinars
- Recordings** 1
- Settings

ADMIN

- > User Management
- > Room Management
- > Account Management
- > Advanced

Cloud Recordings 2 Local Recordings

From mm/dd/yyyy To 09/29/2020 All Status 3

Search by ID Search 4 Export

<input type="checkbox"/>	Topic	ID
<input type="checkbox"/>	AAUW California's Zoom Meeting	853 6343 8109
<input type="checkbox"/>	Show Me the Money: Fundraising Ideas For a COVID World	831 3219 5659
<input type="checkbox"/>	AAUW California's Zoom Meeting	892 5920 0400
<input type="checkbox"/>	Waging a successful GOTV campaign in the time of Covid	841 9740 9476
<input type="checkbox"/>	How to manage your Speech Trek contest on ZOOM.	853 9661 1328

How Do I Download the Recording?



If you stopped the recording between speakers, you'll have multiple recordings from which to choose.

1. Click on the recording to view it and find the correct recording.
2. Download the recording.

Recordings > test

test ✎

Sep 24, 2021 08:04 AM Pacific Time (US and Canada) ID: 868 2855 3965

0 total views • 0 total downloads [Recording Analytics](#)



Recording 1 ✎

2 files 1 MB

Download

Copy shareable link



The recording includes the files listed below:

Shared screen with speaker view



Audio only



Recording 2 ✎

2 files 921 KB

Download

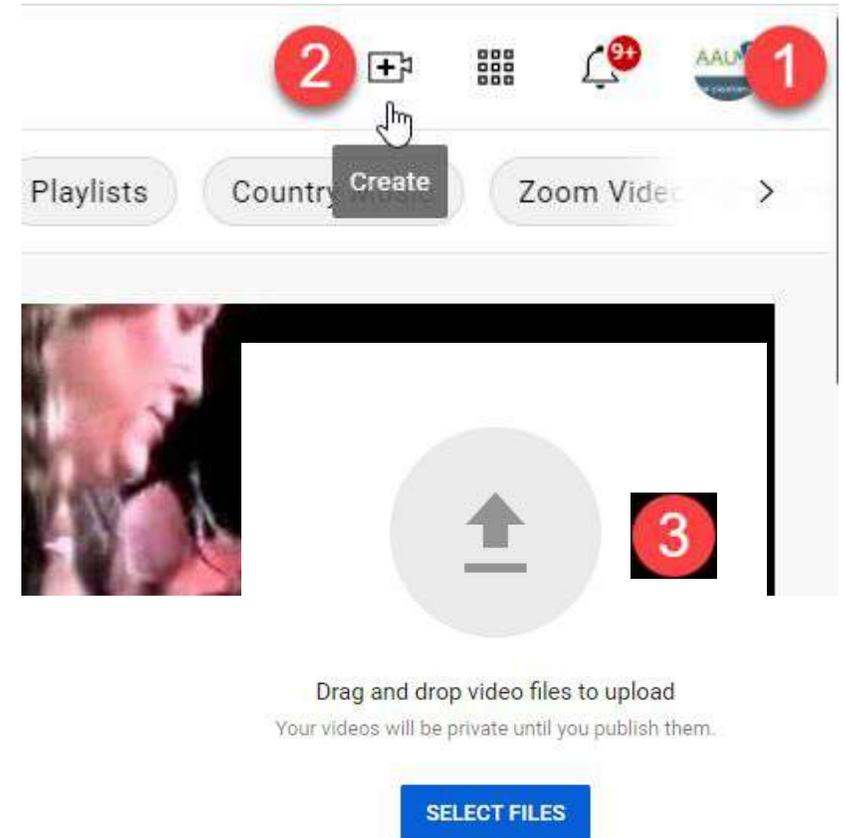
Copy shareable link



How Do I Upload My Video to YouTube?

Go to your YouTube Account

1. Choose your account in the upper right hand corner.
2. Choose upload video.
3. A new dialog box will appear. Upload your video here.
4. Send a link of the video to Marlene Cain @ spechtrek@aauw-ca.org



Need to create a YouTube account?

<https://www.dummies.com/social-media/youtube/how-to-create-a-youtube-account/>



Zoom Settings to Consider

- Enable waiting room (this is the default)
- Require registration if you want to
 - know how many attendees will be joining
 - control who attends
- Turn participants video OFF
- Mute participants upon entry
- Chat
 - Allow meeting participants to send a message visible to all participants - turn off
- Screen sharing - host only

Where Do I Change Recording Settings?



Within your Account

1. Settings
2. Recording

The screenshot shows the Zoom account settings interface. On the left, a navigation menu is visible with the following categories and items:

- PERSONAL
 - Profile
 - Meetings
 - Webinars
 - Recordings
 - Settings** (marked with a red circle containing the number 1)
- ADMIN
 - > User Management
 - > Room Management
 - > Account Management
 - > Advanced
- Attend Live Training
- Video Tutorials
- Knowledge Base

On the right, the 'Recording' settings page is displayed, with the 'Recording' tab selected (marked with a red circle containing the number 2). The settings are organized into sections:

- Recording**
- Local recording**
 - Allow hosts and participants to record the meeting to a local file
 - Hosts can give participants the permission to record locally
- Cloud recording**
 - Allow hosts to record and save the meeting / webinar in the cloud
 - Record active speaker with shared screen
 - Record gallery view with shared screen [?](#)
 - Record active speaker, gallery view and shared screen separately
 - Record an audio only file
 - Save chat messages from the meeting / webinar
- Advanced cloud recording settings**
 - Add a timestamp to the recording [?](#)
 - Display participants' names in the recording
 - Record thumbnails when sharing [?](#)
 - Optimize the recording for 3rd party video editor [?](#)
 - Save panelist chat to the recording [?](#)



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