The Super Simple Moderator "Cheat Sheet"

1. Have teams and judges introduce themselves.

   Remember no more than six team members may sit for a match, and any member of the team that leaves during a match may not return.

   Remember that no pre-written notes are allowed.

2. Distribute scratch paper, but remind teams they should not write on it until the case question is distributed and read aloud.

3. Pick someone from one of the teams to call a coin flip. The winner of the coin toss gets to decide whether to go first or second.

4. Once it is established with team is going first, have judges fill out their score sheets to reflect which team is Team 1 and which is Team 2.

5. Distribute the Question for the 1st case of the match – each team gets a copy and judges get a copy. Then read the question out loud.

6. Start the timer for 2 minutes for conferral.

7. Ask the presenting team if they want visual or verbal time warnings.

8. Set the timer for ten minutes. Warn teams with 3 and 1 min. remaining.

9. After the presentation, remind judges to score the presenting team's presentation.

10. Set the timer for 1 minute for conferral.

11. Ask the commentary team if they want verbal or visual warnings.

12. Set the timer for 5 minutes. Warn the team with 3 and 1 minutes remaining.

13. Remind judges to score the commentary team, making sure they put the score on the *opposite side of the page from their score for the presenting team.*

14. Set the timer for 1 minute for conferral.

15. Set the timer for 5 minutes. Warn the team with 3 and 1 minutes remaining.

16. Remind the judges to score the team that originally presented for their "response to commentary

17. Set the timer for 1 minute for judges to confer

18. Set the timer for 10 minutes for judge's question and answer session with the original presenting team. Warn team at 3 and 1 minutes remaining. (I recommend also providing a warning at 5 minutes here, but that is optional.)

    Note – team members may confer before answering a judge's question, but feel free to "nudge them" if they take more than 30 seconds.

    Note – also feel free to "nudge a judge" if they judge is taking a long time to get around to their question ☺

19. Remind judges to score the original presenting team for their response to judge's questions.

20. Remind judges that they should *not* yet have a total score for either team.

21. Clear scratch paper from the first half of the match.

22. Distribute and read the question for the 2nd case for the round.

23. Repeat the process above.

24. After the match, give judges time to total their scores, reminding them not to confer about scores.

25. Ask judges to announce their scores, and record the scores on your moderator score sheet. (Make sure you also put the Room, Rd., and your name on the Moderator Score Sheet)

26. Announce the winner of the match.

    Remember, the winner of the match is the team with the most judges – it is *not* based on total points.

27. Have a coach from each team (or if no coach is available, then a member of the team) sign your moderator score sheet.

28. Collect the judge's score sheets. Someone will collect the judge's score sheets and your moderator score sheet from you.

29. Someone will also bring you questions for the next round.

Moderator Script

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THE PRINDLE INSTITUTE *for Ethics*
DEPAUW

BEFORE THE MATCH BEGINS, WELCOME EVERYONE TO THE ROOM AND ASK THEM TO CHANGE THEIR DISPLAY NAMES IN ZOOM (E.G., ROLE/SCHOOL, FULL NAME). ANY EXTERNAL SPECTATORS IN THE ROOM SHOULD CHANGE THEIR NAMES TO "SPECTATOR." PLEASE REMIND COACHES AND ANY SPECTATORS THAT THEY SHOULD HAVE THEIR CAMERAS AND MICROPHONES TURNED OFF ONCE THE MATCH BEGINS.

WHILE STUDENTS ARE COMING IN AND GETTING SETTLED, YOU SHOULD CREATE YOUR BREAKOUT ROOMS AND VERIFY YOUR SETTINGS. YOU CAN NAME EACH BREAKOUT ROOM BY SCHOOL/ROLE AND BEGIN TO SORT STUDENTS AND JUDGES INTO THEIR RESPECTIVE ROOMS BASED ON THEIR NAMING.

WHEN THE TEAMS, JUDGES, AND SPECTATORS ARE SETTLED, ANNOUNCE THE BEGINNING OF THE MATCH AS FOLLOWS:

Welcome to the (FIRST/SECOND/THIRD/SEMI-FINAL/CHAMPIONSHIP) round of the 2024 IEB Online Regional Ethics Bowl. This match is between SCHOOL ON LEFT and SCHOOL ON RIGHT. Before we begin, I'd like to thank our judges for volunteering their time today and ask them to please introduce themselves.

[JUDGES INTRODUCE THEMSELVES]

Now I'd like to welcome the students. Students, will you please introduce yourselves?

[STUDENTS INTRODUCE THEMSELVES]

Thank you. Now we will begin the match. Teams, from this point on there are no substitutions, consulting with anyone other than your teammates, or reviewing outside materials. Coaches and spectators, please remember that communicating with either team (either verbally or via chat) is impermissible. Please keep your microphones muted throughout the competition so that the students can concentrate. I'll now flip a coin to determine the presenting order.

CHOOSE ONE TEAM AT RANDOM, AND ASK: HEADS OR TAILS?

[TEAM CALLS, AND YOU FLIP THE COIN]

The coin is HEADS/TAILS. **TOSS-WINNING TEAM**, you have the option of presenting first or have the other team present first. What is your choice?

THE TEAM WILL MAKE ITS CHOICE—EITHER TO FIRST PRESENT OR TO ALLOW THE OTHER TEAM TO PRESENT THE FIRST CASE. IDENTIFY TEAMS CLEARLY FOR JUDGES.

OK, TEAM A , you will present first and are known as Team A. Judges, please note on your score sheet that TEAM A is Team A and TEAM B is Team B.

CASES + QUESTIONS

We are ready to begin! The case is CASE NUMBER, CASE TITLE. The question is QUESTION. It is now available in the chat for your reference.

COPY AND PASTE QUESTION INTO ZOOM CHAT.

Team A: you now have up to 2 minutes to confer before beginning your presentation. Both teams may take notes and communicate in their breakout rooms while conferring. Judges, when you go to breakout rooms during these conference times, you may discuss the cases or plan for the Q&A, but you should not discuss your scoring with the other judges.

OPEN BREAKOUT ROOMS. GIVE TEAM A 2 MINUTES TO CONFER BEFORE CLOSING.

Team A now has 10 minutes to make its presentation. Any member of the team may speak, one at a time. Team A, I will give you reminders in the chat when there are three minutes and one minute remaining.

GIVE TEAM A 10 MINUTES FOR ITS PRESENTATION, GIVING THEM THE TIME REMINDERS IN THE CHAT. IF TEAMS USE UP ALL OF THEIR TIME, TELL THEM THAT TIME IS UP, BUT ALLOW THEM TO FINISH THE LAST SENTENCE.

Judges, please mark your scores for Team A's presentation (wait a few moments for the judges to mark their scoring form). Team B, you now have 2 minutes to confer. Both teams may take notes and communicate in their breakout rooms while conferring.

OPEN BREAKOUT ROOMS. GIVE TEAM B 2 MINUTES TO CONFER.

Team B, you now have up to 5 minutes to comment on Team A's presentation. Any member of your team may speak, one at a time. Team B, I will indicate in the chat when you have 1 minute remaining.

GIVE TEAM B UP TO 5 MINUTES FOR ITS COMMENTARY, GIVING THEM A ONE MINUTE REMINDER.

Judges, please record your scores for Team B's commentary (wait a moment for the judges to mark their scorecards). Team A, you now have 2 minutes to confer. Both teams may take notes and communicate in their breakout rooms while conferring.

OPEN BREAKOUT ROOMS. GIVE TEAM A 2 MINUTES TO CONFER.

Team A has 5 minutes to respond to Team B's commentary. Any member of your team may speak, one at a time. Team A, I will indicate in the chat when you have 1 minute remaining.

GIVE TEAM A 5 MINUTES FOR ITS RESPONSE, GIVING THEM A 1 MINUTE REMINDER.

Thank you. Judges, please note your score for Team A's response (wait a moment for the judges to mark their scores). We will now have a 10 minute question and answer session for the Judges and Team A. Judges, you may ask your questions in the order you see fit. I will let you know when there are two minutes remaining in the Q&A.

JUDGES WILL ASK QUESTIONS, AND TEAM A WILL ANSWER FOR UP TO 10 MINUTES. YOU MAY NEED TO REMIND THE JUDGES TO KEEP THEIR QUESTIONS AS BRIEF AS POSSIBLE.

Thank you. Judges, please score Team A's responses to your questions.

[PART 1 OF ROUND FINISHED]

CASES + QUESTIONS

We are ready to begin the second half. The case is CASE NUMBER, CASE TITLE. The question is QUESTION. It is now available in the chat for your reference.

COPY + PASTE QUESTION INTO ZOOM CHAT.

Team B: you now have up to 2 minutes to confer before beginning your presentation. Both teams may take notes and communicate in their breakout rooms while conferring. Judges, when you go to breakout rooms during these conference times, you may discuss the cases or plan for the Q&A, but you should not discuss your scoring with the other judges.

OPEN BREAKOUT ROOMS. GIVE TEAM B 2 MINUTES TO CONFER.

Team B now has 10 minutes to make its presentation. Any member of the team may speak, one at a time. Team B, I will give you reminders in the chat when there are three minutes and one minute remaining.

GIVE TEAM B 10 MINUTES FOR ITS PRESENTATION, GIVING THEM THE TIME REMINDERS IN THE CHAT. IF TEAMS USE UP ALL OF THEIR TIME, TELL THEM THAT TIME IS UP, BUT ALLOW THEM TO FINISH THE LAST SENTENCE.

Judges, please mark your scores for Team B's presentation (wait a moment for the judges to mark their scorecard). Team A, you now have 2 minutes to confer. Both teams may take notes and communicate in their breakout rooms while conferring.

OPEN BREAKOUT ROOMS. GIVE TEAM A 2 MINUTES TO CONFER.

Team A, you now have up to 5 minutes to comment on Team B's presentation. Any member of your team may speak, one at a time. Team A, I will indicate in the chat when you have 1 minute remaining.

GIVE TEAM A UP TO 5 MINUTES FOR ITS COMMENTARY, GIVING THEM A ONE MINUTE REMINDER.

Judges, please record your scores for Team A's commentary (wait a few moments for the judges to mark their score sheets). Team B, you now have 2 minutes to confer. Both teams may take notes and communicate in their breakout rooms while conferring.

OPEN BREAKOUT ROOMS. GIVE TEAM B 2 MINUTES TO CONFER.

Team B has 5 minutes to respond to Team A's commentary. Any member of your team may speak, one at a time. Team B, I will indicate in the chat when you have 1 minute remaining.

GIVE TEAM B 5 MINUTES FOR ITS RESPONSE, GIVING THEM A 1 MINUTE REMINDER.

Thank you. Judges, please note your score for Team B's response (wait a few moments for the judges to mark their scores). We will now have a 10 minute question and answer session for the Judges and Team B. Judges, you may ask your questions in the order you see fit. I will let you know when there are two minutes remaining in the Q&A.

JUDGES WILL ASK QUESTIONS, AND TEAM B WILL ANSWER FOR UP TO 10 MINUTES. YOU MAY NEED TO REMIND THE JUDGES TO KEEP THEIR QUESTIONS AS BRIEF AS POSSIBLE.

Thank you. Judges, please score Team B's responses to your questions and review your scoring forms before submitting. If you wish, take a moment to leave any written feedback you may have for either team. Once submitted, please leave your confirmation screen open so you can announce your scores.

GIVE JUDGES A MOMENT TO REVIEW AND LEAVE ANY WRITTEN COMMENTS.

PART 2 OF ROUND FINISHED

Judges, when you're ready, please announce your votes for the winning team, one by one.

AT THIS POINT, JUDGES WILL ANNOUNCE THEIR VOTES. AFTER THE RESULTS ARE KNOWN, YOU MAY PRONOUNCE THE WINNER OF THE MATCH (I.E., THE TEAM WHICH HAS THE HIGHEST NUMBER OF JUDGE VOTES):

Thanks to both teams for a great match. WINNER received the highest number of judges' votes and is the winner of this match.

ASK TEAMS AND VOLUNTEERS TO CONSULT THE TEAM DASHBOARD FOR THEIR ROOM ASSIGNMENT FOR THE NEXT ROUND.