SARSEF
Science and Engineering Fair

Interview Zoom Meeting Host Instructions

March 1, Elementary School

11:00 Start the Zoom Meeting and display the first powerpoint slide with instructions. Prepare the breakout rooms. You should create 50 breakout rooms and click the button to "Assign Manually." Rename a breakout room for each team that you're overseeing. Leave the remaining rooms numbered.
- As judges enter, have them rename themselves with "Judge [team name] [first name]." You can assist individuals as necessary. As they rename themselves, assign judges to the appropriate team room.

11:25 Open the Breakout Rooms by clicking "Open All Rooms" at the bottom of the Breakout Room window.

11:30 **Caucus Begins:** Monitor rooms/participants as they are added, manually assigning as needed. If a room requests help, send the recorder into a team's room.

12:30 "Enable the waiting room" by clicking on the "More" button at the bottom of the Participants window. (This is so that students don't while the judges are caucusing.) Be sure to watch the waiting room and admit any judges that may be entering late or left Zoom and are trying to return.

12:40 By this time, we hope that teams will begin calling Recorders to finalize their selections. They'll request a recorder by "asking for help." A recorder will enter them breakout room, assist the team in entering winners, and remind them about the interview process.
- The Recorders should instruct the judge that they should talk to a student for 5 min or less, then return to the main session and let the Host know they're ready to visit another student. Let them know that they can leave comments on projects while they're waiting for another interview assignment.

12:55 Admit all of the students and disable the waiting room. (Do not close the breakout rooms. The judges should remain in their team's room.)
- Broadcast "The interviews will begin shortly. You will be sent to an interview room when a student is ready for you."
- Do not send any members of a team to interview students unless they have finished caucusing and entering their scores.

1:00 **Interviews Begin:** For the interviews, as students enter the meeting, ensure that they rename themselves their project number and that they have an adult present with them. Congratulate the child and instruct them that once they are interviewed 3 times, they can

just leave the meeting! Then you will assign them to a room. Once they have joined that room, you may assign a judge to that room by moving a judge from their team's room to the student's room. As judges return to the main session, assign them to a new room.

- ● Try to keep track of which judges have spoken to which students using your [Breakout Room Tracker](#). (You can make a copy and use this digitally, but we recommend printing it out and having it beside you to take notes.)

2:00   4th Graders begin to arrive

3:00   PreK-3rd graders begin to arrive

4:00   Wrap up any last interviews by now. Thank the judges and end the Zoom meeting for all.

**If a judge needs a break, they should just let the Host know, mute themselves, turn off their camera, take a 5-10 minute break, and then return and request to go to the next room.

March 2, Middle School

7:30a   Start the Zoom Meeting and display the second powerpoint slide with instructions. Prepare the breakout rooms. You should create 50 breakout rooms and click the button to "Assign Manually." Rename a breakout room for each team that you're overseeing. Leave the remaining rooms numbered.

- ● As judges enter, have them rename themselves with "Judge [team name] [first name]." You can assist individuals as necessary. As they rename themselves, assign judges to the appropriate team room.

7:55a   Open the Breakout Rooms by clicking "Open All Rooms" at the bottom of the Breakout Room window.

8:00a   **Caucus Begins:** Monitor rooms/participants as they are added, manually assigning as needed. If a room requests help, send the recorder into a team's room.

9:00a   "Enable the waiting room" by clicking on the "More" button at the bottom of the Participants window. (This is so that students don't while the judges are caucusing.) Be sure to watch the waiting room and admit any judges that may be entering late or left Zoom and are trying to return.

9:10a   By this time, we hope that teams will begin calling Recorders to finalize their selections. They'll request a recorder by "asking for help." A recorder will enter them breakout room, assist the team in entering winners, and remind them about the interview process.

- ● The Recorders should instruct the judge that they should talk to a student for 7 min or less, then return to the main session and let the Host know they're ready to visit another student. Let them know that they can leave comments on projects while they're waiting for another interview assignment.

9:25a   Admit all of the students and disable the waiting room. (Do not close the breakout rooms. The judges should remain in their team's room.)

- ● Broadcast "The interviews will begin shortly. You will be sent to an interview room when a student is ready for you."
- ● Do not send any members of a team to interview students unless they have finished caucusing and entering their scores.
- ● As students enter the meeting, ensure that they rename themselves their project number and determine whether they have an adult present with them.

- As moderators enter the meeting, instruct them to change their name to "Moderator [first name]" and promote them to co-hosts.

9:30a **Interviews Begin** for 6th Grade: For the interviews, as students enter the meeting, ensure that they rename themselves their project number and determine whether they have an adult present with them. Congratulate the child and instruct them that once they are interviewed 3 times, they can just leave the meeting! Then you will assign them to a room. If they do not have an adult present with them, assign a moderator to that room as well. Once they (and the moderator if assigned) have joined that room, you may assign a judge to that room by moving a judge from their team's room to the student's room. As judges return to the main session, assign them to a new room.

- Try to keep track of which judges have spoken to which students using your [Breakout Room Tracker](). (You can make a copy and use this digitally, but we recommend printing it out and having it beside you to take notes.)

10:30a 7th Graders begin to arrive

11:30a 8th Graders begin to arrive

12:30p Wrap up any last interviews by now. Thank the judges and end the Zoom meeting for all.

**If a judge needs a break, they should just let the operator know, mute themselves, turn off their camera, take a 5-10 minute break, and then return and request to go to the next room.

March 3-4, High School

Wednesday, 3/3

8:00a-9:00a Pre-caucus 9:00a-11:00a Interviews 11:00a-12:00p Final Caucus
Animal Science, Biochemical Science and Bioengineering, Cellular and Molecular Biology

10:00a-11:00a Pre-caucus 11:00a-2:00p Interviews 2:00p-3:00p Final Caucus
Behavioral and Social Science, Earth and Environmental Science

12:00p-1:00p Pre-caucus 1:00p-3:00p Interviews 3:00p-4:00p Final Caucus
Chemical and Material Science, Electrical and Mechanical Engineering

Thursday, 3/4

8:00a-9:00a Pre-caucus 9:00a-11:00a Interviews 11:00a-12:00p Final Caucus
Energy and Environmental Engineering, Microbiology

10:00a-11:00a Pre-caucus 11:00a-2:00p Interviews 2:00p-3:00p Final Caucus
Health and Biomedical Science, Plant Science

12:00p-1:00p Pre-caucus 1:00p-3:00p Interviews 3:00p-4:00p Final Caucus
Physics, Astronomy, and Mathematics, Robotics and Computer Science

1. Prepare by having your interview schedule printed and next to you so that you may take notes and make any changes that come up.

2. Start the Zoom Meeting 30 minutes before the Pre-caucus is to begin. Share your screen with the third slide of the presentation with instructions for attendees. Prepare the breakout rooms by choosing the number of rooms needed and clicking the bubble to "Assign Manually." You will rename each room a corresponding project number so that every project in the category has their own room. There should be one additional room called "Judges Lounge" where judges will caucus and meet during interviews as needed.
3. Open the Breakout Rooms by clicking "Open All Rooms" at the bottom of the Breakout Room window. Do this 10 minutes before the pre-caucus is set to begin.
4. As judges arrive to pre-caucus, instruct them to change their name to "Judge [first name]" and assign them to the Judges Lounge breakout room.
5. As students arrive, congratulate them and instruct them to change their name to their project number and assign them to their designated room. Tell them they may share their screen, pull up their project, and prepare for judges to arrive.
6. As moderators arrive, instruct them to change their name to "Moderator [first name]" and promote them to co-hosts. Then, begin assigning them to project breakout rooms. There should be one moderator in each room. (Do not assign a judge to a room unless there is a moderator present.)
7. Five minutes before interviews are to begin, broadcast a warning to all breakout rooms that says "Interviews will begin in 5 minutes. If you receive an invitation to a breakout room, please accept." Spend the last 5 minutes of the pre-caucus moving judges to their first interview.
8. Interviews are 10 minutes long and will begin every 15 minutes (allowing 5 minutes to get switched to the next interview).
9. As each interview period ends, broadcast to all: "This interview period is ending. Judges, you will be transferred to your next interview assignment or back to the Judge's Lounge."
10. Wait 60 seconds for them to complete their conversations, then begin moving judges to their next project interview room using the Breakout Room window.
11. At the time that the next interviews should begin, broadcast to all: "You may begin the interview. You have 10 minutes."
12. **Note:** If a "Sponsored Award" judge arrives and wants to interview a specific student, look at the schedule and assign that judge a time when the student will be available. Let the SA Judge know to come back 5 minutes before that time so that they can interview the student. Watch the SA Judges Interview Request Document for a heads-up of who might be showing up during your category's interviews.
13. Once the interview period is complete, all judges should be returned to the Judge;s Lounge to make final judging decisions. When ready, they'll request a recorder by "asking for help." Send the recorder to enter the breakout room and assist the team in entering winners.
14. Once the winners have been successfully added, end the meeting for all.