



## 2022 Ohio Mock Trial Recommended Set-Up

OCLRE strongly prefers that students join from a single location with as few video devices as possible. This makes it easier for judges to follow the trial and reduces the likelihood of technical issues. However, we recognize that is not possible for all teams, so we leave the set-up to your discretion based on what works best for you.

### Single Location – Shared Devices

Students are in one physical location such as a classroom, conference space, or library.

#### **Device Set-Up:**

- One device captures the attorneys at counsel table – this can be one table, or two desks pushed together.
  - For best view, the device should be positioned on a desk/table in front of counsel table.
  - Camera will always be on.
  - Device microphone **on** when witness is testifying but muted during all other portions of the trial.
    - The direct examining attorney should turn this microphone on as they approach the witness. When the witness “steps down” they should mute the microphone.
  - Device speakers (audio output) should be always turned off.
- 2<sup>nd</sup> device captures the witness chair with space to see the direct examining attorney.
  - For best view, the device should be positioned on a desk/table in front of the witness chair so the camera can capture the witness and the direct examining attorney at the same time.
  - Camera will only be on when your witnesses are testifying. Camera will be turned off when the opposing team’s witnesses are testifying.
  - Device microphone **on** when attorneys are presenting or objecting but muted during all other portions of the trial.
  - Device speakers (audio output) should be always turned off.
- 3<sup>rd</sup> device is used only by the bailiff/timekeeper
  - This device will be positioned on the bailiff/timekeeper’s desk so they can display timecards to camera.
  - Camera will always be on.
  - Microphone **and** speakers will be turned off unless they need to provide a time update or discuss a time discrepancy, then microphone can be turned on.

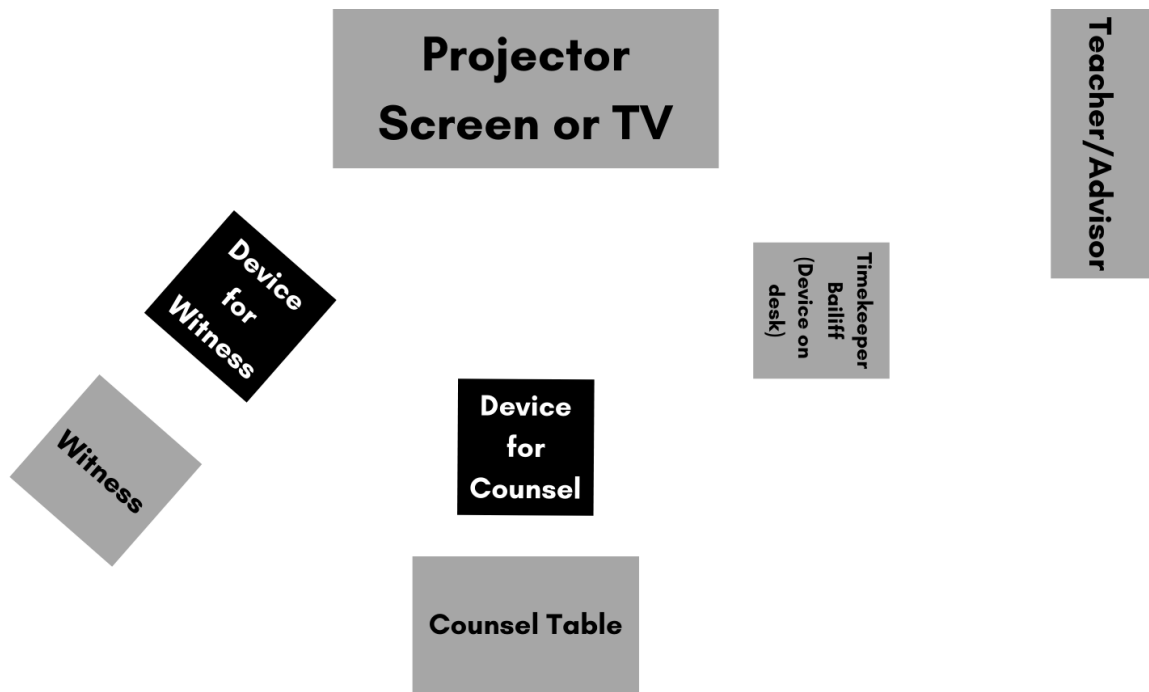
- 4<sup>th</sup> device used by advisor or other team member to project the trial.
  - ***This device will be the only one with speakers turned on.*** Keeping only one audio output will reduce echo.
  - This device will project the trial so everyone can see the presiding judge and the opposing team.

### **Spectators**

To keep participant numbers manageable, spectators are not permitted to join the Zoom meeting from individual devices. Each team is allowed ***one*** additional device designated for spectators. We recommend that teams use this device to join the Zoom meeting and display it on a TV or other screen. We recommend that this display be in a separate room to avoid any feedback or other disturbances.

### **Additional Guidance/Recommendations**

- Teams must practice their set-up and their technology prior to competing.
  - OCLRE will offer virtual practice sessions for teams to test their technology and set-up.
  - Use the scrimmage list to set up virtual trials with other schools to familiarize students with the process.
- Test your audio!
  - This has been a consistent problem we have seen during various online events. If students are wearing masks or speaking from a distance, it can be very difficult to hear them clearly.
  - If your team is using the shared device option, this is especially important. You may need to hook up a microphone or use a separate device for audio only.
    - If students try to speak into a device that is situated across the room, they will not be heard clearly.
- A sample diagram is included on the next page, followed by photos from an actual classroom's set-up.



## **Non-participating Team Members and Observers**

## Full View of Team Set-Up:



## Direct Examination:





Bailiff/Timekeeper:



Counsel Table:

