

Dear ICPC Asia Hong Kong Regional Coach,

The ICPC Asia Hong Kong Regional Contest will be held on January 14, 2023 at The Chinese University of Hong Kong. Coaches are a critical part of the ICPC contest structure, and we are relying on you to ensure that your team competes within the rules of the contest.

1. **Contest Venue Environment:** All teams belonging to the same school need to participate in the competition in the same room (contest venue). The distance between any two teams should not be less than 3 meters. At least one volunteer is assigned to proctor at each venue, who is responsible for contest venue supervision and assistance. The volunteers should have their laptops ready and ensure smooth communication for timely contact through Zoom.
2. **Contact:** Before the contest, please contact us via email if you have any questions. During the contest, please use Zoom.
3. **Computer devices:** During the contest, each team is only allowed to use **only one computer (with a single screen) for problem viewing, coding, debugging, code submission and so on. If a laptop is used as the contest computer, it can be connected to an external display. But the laptop's screen cannot** be used when using an external display.
4. **Printing device:** Each team can choose whether to configure a printing device on their own. If choosing to configure a printing device, the team **can only** use a unique printing device independently. It is **not** allowed for multiple teams to share the same printing device. The equipped printing device must be connected to the contest computer through the printer data line. Connection through the network is **not** allowed.
5. **Video monitoring device**
 - a. **A panorama camera** should be installed at each venue (which can be fixed on a specific bracket) that clearly captures all the participating teams inside the room. The microphone of the panorama camera should be turned on. The video camera should attend a Zoom Conference Room ("university name - panorama").
 - b. **The local screen of the contest computer** of each team should be recorded during the contest. A screen recording software should be installed

for recording the local screen (“university name - team name - contest computer”). Its microphone should be turned off.

c. **A front monitoring device** that captures the front image of the team (e.g., using a built-in camera of the computer A or an external camera). It attends a Zoom Conference Room (“university name - team name - front”) and the video needs to be recorded. Its microphone should be turned off.

d. **A back monitoring device** (such as another computer or a smartphone) that is capable of capturing the back of the team should be prepared. It attends a Zoom Conference Room (“university name - team name - back”) and the video needs to be recorded. Its microphone should be turned off.

e. **A side monitoring device** (such as another computer or a smartphone) that is capable of capturing the back of the team should be prepared. It attends a Zoom Conference Room (“university name - team name - side”) and the video needs **not to be** recorded. Its microphone should be turned off.

6. **Local Proctoring Volunteers:** During the contest, participating universities must arrange to have local proctoring volunteers. The volunteers are responsible for informing and feeding back contest information. The volunteers also need to supervise the process of contestants’ leaving for the washroom, and ensure that the contestants do not contact other people, devices or materials during this period.

a. **Identification Verification:** Before the contest, according to the online proctors’ instructions, the local proctoring volunteers use Zoom Conference Room 2 to complete the identity verification. **In front of the camera, coaches need to take a picture of each team with students holding their student ID cards and send the photo through Zoom chat.** At the same time, local volunteers should demonstrate the on-site environment to the online proctors. Then the volunteers should confirm that both the camera placement and printer connection meet the contest requirements, and complete the registration of all the competition personnel.

b. **Hard Copies of Contest Problems:** Ten minutes before the contest, the electronic version of the contest problems will be sent to the local proctoring volunteers for printing. Local volunteers will be able to distribute hard copies of the contest problems when the contest starts. But after 10 minutes of the start of the contest, the hard copies of the contest problems are no longer allowed

to be distributed. Nothing else can be distributed to the contestants during the contest.

c. **Bathroom Break:** During the contest, the contestants cannot leave the team's competition area at will. If contestants need to go to the bathroom, they must make a request to the local volunteers. The local volunteers will contact the online proctors through Zoom Conference Room 1 and the contestants cannot leave until getting approval. The processes of walking to and from the bathroom need to be recorded by a camera on site. After returning to their seats from the washroom, the local volunteers should report to online proctors using Zoom Conference Room in the panorama camera.

7. **Video Submission and Saving:** After the contest, the participating teams should use software (such as FileMD5) to calculate the MD5 hash of the recorded videos on contest computers and monitoring devices.

a. **The MD5 hash of all the recorded video files (the local screen capture, the front camera, and the back camera)** must be submitted to the online proctors as required within 30 minutes after the contest.

b. **The recorded video files of the local screen of the contest computer** should be uploaded to some online drives, and the sharing link must be submitted to the online proctors before 24:00 (midnight) on the day of the contest. Make sure the video can be downloaded from your link without typing any extraction code.

c. **The video files recorded by the three(screen/front/back) monitoring devices** should be properly kept by each participating university. If any suspected violation is found in the subsequent examination process, the participating team will be notified to provide the video recorded by the monitoring device as evidence for the auxiliary judgment.

Sincerely,
Siu-on Chan
Regional Contest Director