ENDEAVOUR EXHIBITION:
Engineering and IT for the Future

We look forward to having your project be a part of the Faculty of Engineering and Information Technology's Flagship Event; Endeavour Exhibition: Engineering and IT for the future.

Endeavour Exhibition Overview

This year's Mid-Year Endeavour Exhibition will be held on **Wednesday 25 May 2022.** The exhibition will be held at **Melbourne Connect,** with the option for students to join in virtually as well if they are not located in Melbourne. The day will consist of three parts:

- **Endeavour Exhibition**
  - 11am - 12pm AEST: Academic Assessment part 1
  - 12 - 3pm AEST: Exhibition open to the public
  - 3 - 4pm AEST: Academic Assessment part 2
  - 5:30 - 6:30pm AEST: Industry Viewing (invite only)

- **Endeavour Awards**
  - 7 - 8pm AEST: Endeavour Awards Night (invite only)
  - 8pm AEST: Celebrations

Physical Exhibition

This main event of the exhibition will be open to the public, each group will have a space to exhibit and present their projects. There will be university students, staff, academics and general members of the public in attendance. The Endeavour Exhibition is an opportunity for students to break down the barriers of engineering and IT and get members of the general public engaged and excited in their work. Students will practice explaining their projects in general terms to those who have no technical knowledge of their work.

During this time, judges will also be visiting projects that have been shortlisted for a Departmental Award to select their winners. The public will also be voting for their favourite project to win the People's Choice Award. If your project is being assessed, your project supervisor will also come by to mark your project. There must be one person present with your project at all times so we encourage you to take turns, though during judging, **all** members of your team must be present. Check in with your supervisor the approximate time they may be dropping by.

Teams joining online will have their poster displayed in an online teams zone. This zone will also include a bank of laptops where the general public will be able to join your online booth and chat with you about your project (either via text or face to face)

Hybrid teams will have the opportunity to divide online and in-person engagement responsibilities between them.

- **Industry Viewing 5:30pm – 6:30pm AEDT**
This is an exclusive invite-only event where industry members will be invited to view the Endeavour Exhibition. We strongly recommend that students return for the Industry Viewing to network with industry members and practice pitching their projects in a professional setting. Project groups who have been shortlisted for an industry award must be present to meet the judges.

- **Endeavour Awards Night 7:00pm – 8:00pm AEDT**

Wrap up your final semester by celebrating what you've achieved for the Endeavour Exhibition! Winners and runners-up will be announced for the Departmental Awards, Industry Awards, Road to Endeavour Prizes and People's Choice Award. There will be light canapes, refreshments, and live music so that you can celebrate the wrap up of your project.

Student Requirements

In the lead up to the Endeavour Exhibition, project students will be required to submit compulsory work relating to the exhibition. You will find this information below. **It is the student's responsibility to keep track of deadlines and key dates.**

Students will be able to participate in the information night and workshops online. The exhibition itself will be available both in-person and online.

Separate briefs and schedules will be sent out to each group with more details as planning progresses.

Other information regarding Endeavour can be found on the website at endeavour.unimelb.edu.au.

If you have any event related questions, please contact the Endeavour Events Team at endeavour-feit@unimelb.edu.au. For coursework or marking related questions, please contact your project supervisor.

Key Dates and Information

Week	Description	Date	Link
	SEMESTER 1		
Week 1	**Project Group Registration opens** Assign a team leader to be your group's main point of contact. They will need to complete the registration form for your group and fill out details about your project and team member details. Team leaders are encouraged to submit this form as soon as possible. The 'software and exhibition requirements' may be filled out at a later date. This from can be edited up until Sunday 20 March with any changes to your project. Changes after this date must be emailed to the Events Team.	Monday, 28 February	https://go.unimelb.edu.au/mp3i
Week 2	**Endeavour Information Session** This a briefing session to run students through everything they need to know about participating in the Endeavour Exhibition. There will be time for a Q&A with an academic and the Events Team to answer any questions you might have.	Wednesday 9 March, 4:00pm	View recording here.
Week 3	**Project Group Registrations close** Ensure that you have filled out the whole Project Group Registration form, including the Software and Exhibition Requirements page.	Sunday 20 March, 11.59pm	https://go.unimelb.edu.au/mp3i

Week	Description	Date	Link
	Any changes after this date must be emailed to the Events Team.		
Week 4	**Endeavour Industry Award Applications Open** Details about the awards and application can be found on the website. All project teams are eligible to apply. Requirements: • Read each award application carefully to ensure your team meets the requirements. • Teams may apply for more than one award. • Submit your application in PDF format. • Ensure you name your file with your project code and title of your project.		Award information: endeavour.unimelb.edu.au Send your application(s) to endeavour-feit@unimelb.edu.au
Week 4	**Poster Design Workshop (optional)** This workshop will assist your team in developing your project poster. You will have the opportunity to gain tips and advice for creating an effective and engaging poster that will help boost your marks and attract more attendees to your booth.	Tuesday 22 March, 3:00pm	Join here: https://go.unimelb.edu.au/2sne
Week 4	**Presentation and Networking Workshop (optional)** This workshop will assist your project group how to • Engage with a general public audience in an exhibition setting • How to 'sell' your project to industry members • How to prepare an online presentation (useful for your Road to Endeavour videos and for those participating online).	Thursday 24 March, 3:00pm	Join here: https://go.unimelb.edu.au/8sne
Week 5	**Risk Management Workshop (required)** This workshop will teach students about risks, hazards and how to complete a risk assessment form. The workshop will also go through online safety.	Wednesday 30 March, 2:00pm	https://go.unimelb.edu.au/3c3i
Week 6	**Road to Endeavour video due (optional)** This is a homemade 1-minute video creating a quick snapshot of your team's project. We would like you to address the three following questions: 1. Who are you? 2. What course are you studying? 3. What problem are you trying to solve? 4. Why does it matter? The purpose of this video is to entice your audience to want to visit the exhibition to learn the outcome of your research. We highly encourage all students to produce a Road to Endeavour video as a fun way to present their project and promote to their own network. Requirements: • File name to include department and the team leader's name. Eg. "biomed John Smith Road to Endeavour video"	Sunday 10 April 11:59pm	Via Canvas

Week	Description	Date	Link
	A transcript must be provided with the video for captioning OR the students may caption the videos themselves.		
Week 7	**Project withdrawal deadline** If your project group is no longer able to participate in the Endeavour Exhibition, please email the Endeavour Events Team immediately.	Sunday 17 April, 11.59pm	Contact endeavour-feit@umimelb.edu.au
Week 7	**Project groups to be finalised** • Project title confirmed • Project description confirmed • Software and Exhibition requirements confirmed Any changes after this date may not be accepted.	Sunday 17 April, 11.59pm	Email any changes to endeavour-feit@umimelb.edu.au
Week 8	**Industry Award Applications Close**	Sunday 1 May 11:59pm	Send applications to endeavour-feit@umimelb.edu.au
Week 10	**Student photo shoot** Your project group will be allocated a scheduled time to attend a photo shoot at the university. Individual photos will be taken of each student and will be uploaded online to their project group's page. Requirements: Business attire	TBC	Group's schedule to be sent via email
Week 10 – Week 11	**Shortlisted Applicants for the Endeavour Industry Awards notified**	Between 9-20 May	
End of week 10	**Poster Due** Requirements: • **A0 size** (84.1cm x 118.9cm), landscape • Save as a **PNG or JPG** file • The University of Melbourne logo **may not** be used on your posters • Ensure you receive permission to use any industry logos • Poster to include project title, all team member names, supervisor's name, discipline. • File name to include department and team leader's name eg. "biomed John Smith poster" Please ensure all the requirements are met before submitting your poster.	Sunday 15 May, 11.59pm	Via Canvas

Week	Description	Date	Link
Week 10	**Student photos due** If you are unable to attend the photo shoot due to being located interstate or overseas, please send an individual photo of yourself instead. Requirements: • **Professional** photo of student, square cropped to show head and body. • Save in JPG or PNG format and submit. • Try not to have a plain white background. Name your file as "booth number, last name, first name".	Sunday 15 May 11.59pm	Send to endeavour-feit@umimelb.edu.au
End of week 10	**Risk Assessment Due** This is an extension of the risk assessment you would have already completed in your capstone unit. Revise the risks and hazards that you have previously recorded and add additional risks that are relevant to the Endeavour Exhibition. If you have not created a risk assessment before, please create a new one. Documents: - Risk assessment template - Hazard checklist Requirements: • Save in **PDF** format. • Team leader to sign the form on behalf of all team members (all names must be listed), or each team member can sign the same form. • **Your supervisor or course coordinator must sign the form.** • File name to include department and team leader's name i.e. "biomed John Smith risk assessment"	Sunday 15 May, 11.59pm	Via Canvas
BUMP IN			
Week 12	All project groups will need to set up their exhibition booth the day prior. A schedule will be provided to your group with specific times allocated for your group to access the venue. Students are also required to bring all electrical equipment that they intend to be plugged in (chargers, extension cords etc) to be tested and tagged.	Tuesday 24 May, between 10:00am – 5:00pm	Refer to your group's schedule to be sent via email

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Week	**Description**	**Date**	**Link**
Week 12	**Endeavour Exhibition** The main exhibition where members of the public will be present. During this time, your team will be engaging with attendees to tell them more about your project and answering questions (both physically at the exhibition and virtually on your team's web page). Consider splitting your group into shifts throughout the day so that you can take breaks. At least one member of your team must be present at all times throughout the exhibition. 11am-12pm and 3-4pm are allocated for academics to mark your project. The exhibition will not be open to the public during this time to assist with the noise requirements for hybrid and online groups. If your project is applicable for assessment, you will be required during these times. Check in with your supervisor to see what time they might be coming so that your whole group is present. Requirements • Closed toe shoes • Smart casual to business attire (no singlets, hoodies etc)	Wednesday 25 May, 11:00am – 4:00pm	Melbourne Connect, Level 1 Mezzanine, The Super Floor
Week 12	**Endeavour Industry Viewing** An exclusive invite-only event with university donors and industry members present to view your projects. This is where you will use your 'elevator pitch' skills to 'sell' your project and make connections with industry leads. Requirements • Business attire	Wednesday 25 May, 5:30pm - 6:30pm	Melbourne Connect, Level 1 Mezzanine, The Super Floor
Week 12	**Endeavour Awards Night & Celebrations** Following on from the Industry Viewing, students and guests will head to the Awards Night where winners of the Road to Endeavour Prizes, Departmental Awards and Industry awards are announced. There will be light canapes, refreshments and live music so that you can celebrate the wrap up of your project.	Wednesday 25 May, 7:00pm onwards	Melbourne Connect, Level 1, The Forum
Week 12	**Project student bump out** All project groups will need to take all of their belonging (projects included) after the awards ceremony.	Wednesday 25 May, 9:00pm – 10:00pm	

Thank you for being a part of Endeavour Exhibition: Engineering and Information Technology for the future, we look forward to seeing all your projects!