The information below is in addition to the [ASA Conduct Policy](#).

Rules

- We request that **all work be completed with your teammates, and only with your teammates.** You are welcome to consult with the professional mentors and utilize online or text resources, but please do not seek assistance from people outside of the DataFest event.

- We ask that you please use the Microsoft Teams channels provided when collaborating with team members. Our goal is to keep all of the information regarding this data set within one central place.

- Before being able to download the dataset your entire team must sign the Non-Disclosure Agreement by agreeing to the terms of use and entering your name and email address. At the end of DataFest, delete all data from thumb drives, hard drives, etc. The data is sensitive. If you have not submitted your NDA response, you can do so [on our department site](#).

- Should members of your team drop out at the last minute, let a mentor know as soon as possible, you might be merged with another team who is also missing members.

Information on Mentors

- At all times between 9:00 am-12:00 a.m. midnight (EST) there will be a friendly consultant Present, referred to as a Mentor. These are faculty, grad students, staff members, and industry professionals. They all have different areas of expertise, so if you get stuck on something, be sure to seek out assistance from one of these mentors.

- There will be a mentor designated channel on MS Teams that participants can use to contact a mentor. Mentors will not be monitoring their email, only this channel, if you email them, they may miss your request.

- Mentors will be available throughout the event, and we encourage you to take advantage of their expertise. **Feel free to ask anything.** This is not an exam, but a collaborative competition. Do not expect the mentors to write code for you or do data management, etc. They are there to help point you in the right direction, but you are responsible for getting there on your own.

- We also ask that all DataFest teams book a check-in session with a mentor sometime on Saturday. This session is to help ensure you are on the right track. We ask that as many members of your team join in this session, but you will not be penalized if some members cannot attend.

- Booking a Saturday check-in can be done on [our booking site](#). The site will automatically set up a MS Teams meeting link with a mentor and send you an email confirmation. We ask that only one (1) member from each team make the booking.

Submissions & Judging

- Each team will have **five (5) minutes** to present their findings to the judges <u>by submitting a pre-recorded video of the presentation</u>.

- Each team will be allowed to use **at most two (2) slides** (not counting the title slide) during the presentation. At some point on Sunday, you might want to set aside time to plan out the best use of these three slides and think about what the judges might find the most important. The 5-minute time limit will be strictly enforced. All team members must be present for the presentation, but not all team members need to actually speak (given the time limitation).

- Your presentation must be submitted to your assigned team channel on Microsoft Teams by 12:00 p.m. (noon) EST on Sunday. You will be able to submit by going to the 'Files' section and uploading it there. MS Teams will provide a timestamp to inform the judges when the last changes were made, please ensure all editing takes place before 12:00 p.m. (EST) on Sunday.

- The video should include your presentation slides and video of the speaker's face.

- The allowed format for the video submission is .**MP4**. What tool you use to create this is up to you, however, some recommendations are platforms like MS Teams or Zoom.

- Together with your presentation video, you will also need to submit a one-page write-up (.Docx or .PDF) of your project. You can think about this as the text of your presentations. The judges will rely on this as a reference during deliberations.

- Awards will be given in three categories:
    - Best in Show
    - Best Visualization
    - Best Use of Outside Data

- Winners will receive $500 per student on each winning team.