Digital Inclusion Challenge:
Embracing Digital Education For All

23rd October > 1st November 2020   150 Teams Globally   CA $22,000 Prize Money

Challenge Handbook:
✿ **Deadlines & Milestones**
✿ **Training Courses**
✿ **Judging Criteria**
✿ **Advice**
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Hello! This document aims to give you all the information you will need during the Challenge to succeed. If you need additional advice, please contact your Mentor first, and then if they can't help, email challenges@convergence.tech as a last resort. Good luck, we can't wait to see what you come up with!

Contents:

Overview

digitalinclusionchallenge.org - 23rd Oct > 1st Nov 2020

Challenge Description

The Digital Inclusion Challenge follows in the spirit of a Hackathon, bringing together teams of students from around the world to ideate on a problem area centered around *Embracing Digital Education for All,* by addressing UN Sustainable Development Goal #4: Quality Education.

Why?

COVID-19 has had an unprecedented impact globally, and the Education industry had to adapt almost overnight. The pandemic has highlighted the merits for a future of blended learning alongside new technologies but has also exacerbated the societal digital divide and mental health concerns. It is also a global issue and not restricted to any one country.

Our 2020 Challenge aims to use COVID-19 as a catalyst for change and seeks to create new technology solutions for the global education sector which will address mental health, digital wellness, equity, and diversity issues. With this, we hope to empower a challenge to the status-quo and enable educational success for all children globally.

How?

The Challenge follows in the spirit of a Hackathon, in which teams of students globally are encouraged to work collaboratively to design a viable educational solution. See 'Submissions' for more details, but the Challenge will use English as the main language throughout.

Before the start of the Challenge, there will be an Education Conference with a series of presentations led by industry experts in their respective fields. The presentations discuss some of the opportunities and challenges faced by the education sector, others around the world and the benefits of and concerns with technology. They are intended only to provide background knowledge for participants, as well as stimulate ideas and discussions for them during the Challenge. Non-participants including educators, policy makers, NGOs are also able to join this Conference. All courses and materials will be provided free of charge. A course on Design Thinking will be mandatory for all participants.

Teams will then have ten days (Oct 23 - Nov 1st) to develop their solutions. Students will also have access to a limited number of training resources to support their ideation and solution development journey. **We do not specifically designate a certain issue that the teams must solve, rather we leave it open-ended to inspire different ideas and voices from across the world. Teams can solve an issue they find interesting, one that affects their community, or something they're inspired to change - although we ask that solutions are based around the United Nations Sustainable Development Goal #4: Quality Education.**

At the end of the ten days, students are required to submit details about their proposed solutions which will be reviewed by a selection committee. The top 10 teams with the best proposals will then be invited to pitch their solution to a panel of expert judges and CA $22,000 in prizes will be awarded between the Top 3 teams. It is important to note that the decisions reached in the judging process are final and there can be no

appeals due to the turnaround timescales involved. We also hope that all participants will enjoy the process and have fun while engaging in this challenge!

Who?

The Challenge this year will be fully virtual and is open to all High School, College & University students globally. This event is **completely free** and we encourage teams from a broad range of backgrounds globally to participate, especially those groups currently under-represented, so that we can capture a diversity of perspectives in the solutions that emerge. We're thrilled to have received applications from 29 countries worldwide:

This is a challenge which attracts those groups interested in using the potential of digital technologies to improve educational outcomes for children worldwide. Whilst not essential, we suggest that teams should be composed of both 'technical' and 'non-technical' students to ensure solutions are successful.

If the challenge experience is new for you, then hopefully these videos may be of help (apologies, they're a bit crude but should give a general overview):
- What is a Hackathon - Link
- 5 Things you should know before your first Hackathon - Link

How it Works

The Schedule

Week Commencing Monday 19th Oct	Challenge Handbook Distributed	*i.e. This Document*
	Training Courses Available	*Refer to 'Training Courses' section*
	Mentors & Teams Allocated	*Refer to 'Help & Advice' section*
	Mentors & Team Welcome Call	*Refer to 'Help & Advice' section*
Thursday 22nd 8AM-4PM EST	The Education Conference (Live & available afterwards OnDemand)	*Refer to 'The Conference' section*
Friday 23rd	The Challenge	
Saturday 24th		*Refer to 'Town Hall' section*
Sunday 25th		
Monday 26th		*Refer to 'Town Hall' section*
Tuesday 27th		
Wednesday 28th		*Refer to 'Town Hall' section*
Thursday 29th		
Friday 30th		*Refer to 'Town Hall' section*
Saturday 31st		
Sunday 1st Nov - 5pm EST	Final Day - Teams Finalise & Submit their Solutions	*Refer to 'Submissions'*
Wednesday 4th	Top 10 Teams Announced	*Refer to 'Top 10 Teams'*
Saturday 7th 7-11AM EST	Top 10 Teams Pitch Solutions to Judges Live	*Refer to 'Final Presentations'*
	Top 3 Winning Teams Announced	*Refer to 'Prizes'*

The Challenge

You will have 10 days (23rd October > 1st November) to create a solution to an educational issue that is related to United Nations Sustainable Development Goal 4: Quality Education ("ensure inclusive and quality education for all and promote lifelong learning."). Our Challenge builds upon this to create solutions which *embrace digital education for all*.

There is a wealth of information and resources available online, but to give you a starting point, here are a few helpful documents:
- UN SDG4 Homepage (inc Facts & Figures and the Goal Targets) - link
- UNESCO SDG4 Yearly Reports on Targets - link

- UN SDGs Database - [link](#)

We do not specifically designate a certain issue that teams must solve, rather we leave it open-ended to inspire different ideas and voices from across the world. Teams can solve an issue they find interesting, one that affects their community, or something they're inspired to change - although the solutions must be based around UN SDG 4. For your application, your team gave an indication of the issue you'd like to solve - this is your chance to adapt, build-upon or change this idea and develop it into a finished solution.

Your team can start working on their project on the **23rd October** and it **must be submitted by 5PM (EST) on the 1st November** - more details in the 'Submission' section below. You cannot work on previous projects or commence work before this point, in the interests of fairness. Your team will be paired with a Mentor to advise and support you during the Challenge if you need, but they are not there to do your work for you and you are advised to seek out your own resources as you explore potential ideas and build on them. To participate in the Challenge, each team member <u>must</u> attend a Welcome call with your Mentor where they will verify your student status (more about this in the 'Mentor' section below). For those teams with school-aged students, you were asked during Registration to designate a responsible teacher or adult to supervise and advise the team during this event - they should monitor your use of the internet and participation in the Challenge to ensure your welfare at all times.

On the 1st November, teams must submit their solution proposals virtually - these take the form of a Pitch video and accompanying PowerPoint presentation. There is more detail about what to include in your video and presentation under the 'Submissions' section later in this document, but teams should include details such as: use case, design, market analysis, impact potential and a demo (if applicable). Note the PowerPoint presentation itself isn't marked - you will be assessed on just the Pitch video, the PowerPoint presentation is only to provide adjudicators with an additional overview and easy-to-access information. Your Pitch video will be assessed according to the Judging Criteria (found in its section below) and then the Top 10 Teams will be invited to pitch their solution to our Judges on the 7th November - more details under 'Final Presentations'

Educational Solutions **do not** have to be technology or software focused - such as projects to improve students' handwriting or reading ability. However, with the COVID-induced shift to online learning and students' first-hand experience of this, most teams have already expressed interest in creating a technology-related solution in their Registration form. Teams **do not** have to create a coded prototype of their solution if they do not have the relevant skill sets and can still do very well in the criteria without. However, those teams aiming for top marks in the 'Solution Readiness' criteria bracket should include a prototype demo of their solution - advice on this can be found under 'Milestones' and 'Submissions'.

Your Mentor can help you with this but, before the Challenge starts, Teams should have allocated roles amongst themselves, according to their skillsets/interests, including a Project Manager. Don't forget to allocate time around your other commitments (including School/Uni, ugh!) to ensure you give yourselves enough time to work on your Solution. Roles and responsibilities will vary amongst teams, but they will likely centre around the following areas:
- artwork and design, application user interfaces (if applicable)
- business analyst: impact of the solution, value proposition, customer impact & benefits, research
- presentation and pitch development
- developers (if applicable): front-end, back-end, UX

Your safety and wellbeing is vital to us so you **must abide by the Code of Conduct** at all times - please view the relevant section below.

We wish you all the best for the Challenge, we can't wait to see what you come up with and have an impact on re-shaping the future of education. Don't forget, you're not alone on this - your teammates, Mentors, teachers and further support (see later) are available to support you and ensure your success.

Milestones

To ensure your team stays on-track and is able to deliver on-time, we *suggest* the following six Milestones are completed by the recommended dates:

Milestone 1: [by Oct 23] Mentor Welcome Call & Design Thinking Training Completed
Milestone 2: [by Oct 25] Problem Refinement and Solution Design
Milestone 3: [by Oct 28] Solution Concept / Presentation In Progress
Milestone 4: [by Oct 30] Solution Creation Freeze
Milestone 5: [by Oct 31] Record Pitch
Milestone 6: [by Nov 1] Final Checks & Upload

To allow you to meet your milestones, suggested tasks are below. Tasks in blue are only relevant for those creating a coded/developed solution with demo video.

Milestone 1: [by Oct 23] Mentor Welcome Call & Design Thinking Training Completed
- ❏ Your Mentor will be in touch week commencing 19th October to introduce themselves and have an initial Welcome Call before the Challenge begins. To take part in the Challenge, each team member <u>must</u> join this meeting as this is where your student status will be verified - any team member failing to join this meeting or failing to meet this criteria will result in their team being removed from the Challenge, as this is a prerequisite for taking part. More information can be found under the 'Mentors' section.
- ❏ To ensure all Teams are successful in the Challenge, we insist that they must complete the Design Thinking training courses <u>before</u> the start of the Challenge. More info under 'Training Courses'.

Milestone 2: [by Oct 25] Problem Refinement and Solution Design

- ❏ Initial research into the problem at hand that you wish to address. Draw out as many details as you can as to the current situation.

- ❏ Who will be using your solution? Define user personas, age, gender and other specifics of the user(s) / demographic.

- ❏ Begin to elaborate as to "what" your solution may be, generate and evaluate concepts.

- ❏ If developing a web or mobile application consider which screens your users will interact with. Define a minimum set of screens / user interfaces that will need to be built. Please keep in mind the final demo video of the solution itself will likely not be longer than 2 minutes, therefore only design / develop what is necessary. For example, do not build a login page - instead, begin your demo "logged in as user X". Aim to design 1 or 2 screens that are to be developed.

By Oct 25, each team should have:

- ❏ The problem you are solving should be clear, well understood and easily articulated.

- ❏ 'Mocked up' what their solution is - i.e. their general look and feel and usage is completed (& UI/UX) … basic idea of the interface or what is envisioned to be presented.

- ❏ The 'mock-up' or solution designs and concepts can be formatted on docs, slides, paper or whichever means preferred
    - ❏ If applicable, the flow of the interface should be described where you are able to talk through the concept of the final demo, for example: "When logged in as a User A, I see… <insert page 1> … when I click on <insert some button> … then <some event occurs>"... "now logged in as User B, I see… <insert page 2> … I click on <insert some button> … then <some event occurs>"

- ❏ Allocation of team roles and tasks laid out and general execution strategy / plan in place

Creation of PowerPoint Presentation & Pitch (and Solution) Begins
- ● If applicable in the case of mobile or web application development, technical members of each team should begin to build the defined solution, with the previously discussed team roles and work allocation understood by each team member
- ● Team members begin to map out the PowerPoint presentation and structure of the final pitch
    - ○ **Remember** that the PowerPoint presentation isn't marked and is just there to support your Pitch video, so you should focus most of your time on the Pitch. See 'Submissions' for more details.
- ● Major content creation process ensues to be evaluated and refined by team members and mentors

- ❏ Team should continually check in with each other (& their Mentor) and reconvene to gauge progress. Challenges? Road blocks? General progress update

- ❏ Time to make any last changes and final decisions on the key parameters of the PowerPoint presentation & pitch (and solution) - nothing major should be changed after this point

Milestone 3: [by Oct 28] Solution Concept / Presentation In Progress
- ❏ The solution concept should be clear and finalized by the team
- ❏ The creation of the PowerPoint presentation & pitch (and solution) should be well underway

Pitch & Presentation (& Solution) Creation Continues
- ❏ Development continues on the pitch & presentation (and solution)
- ❏ Teams are working independently on assigned tasks but are sure to regularly check in with one another as well as Mentors

Milestone 4: [by Oct 30] Solution Creation Freeze
- ❏ The team should finalize a "pitch ready" version of their presentation (and solution)

Pitch Rehearsal
- ❏ Each team should refine and finalize their end Powerpoint presentation & pitch
- ❏ Seek feedback and iterate until you are happy with the pitch (& demo, if applicable)

Milestone 5: [by Oct 31] Record Pitch
- ❏ If applicable, you should record a video recording of your solution demo, to include in your main pitch video
- ❏ The team should spend today recording their 10 minute pitch video and finalise their Powerpoint

Milestone 6: [by Nov 1] Final Checks & Upload

- ❏ You should make your final tweaks to your Powerpoint slide today, and ensure yesterday's recorded pitch video is embedded within the presentation
- ❏ Try a 'mock' upload (not into the Challenge Submission form, but try send it to a friend etc) to ensure access permissions are set correctly and file size etc is okay
- ❏ Don't leave it to the last minute to submit - you should build-in extra time for final tweaks and technical issues, to ensure you don't miss the *strict* 5PM (EST) deadline.
- ❏ See 'Submissions' for more information

For more advice about submitting your Pitch Video (Marked) & Powerpoint presentation (Unmarked), refer to 'Submissions' later below.

Judging Criteria

Your Team will be anonymously assessed on its Pitch Video (& demo, if applicable) according to the following criteria: **Originality & Innovation, Impact, Market Analysis & Research, Pitch Presentation, and Solution Readiness.**

Each of the 5 criteria is equally weighted (i.e. 10 points each, totaling 50 points).

Originality & Innovation:
How original / unique is the project?

Very Good - 10	Exceptional originality demonstrated to address the project problem - is a net new solution globally
Good - 8	Very high degree of originality demonstrated - original, builds on an existing idea
Average - 6	Good level of originality demonstrated to address project problem - comparable solutions exist globally but maybe not in a local setting
Poor - 3	Some degree of originality demonstrated
Little Effort - 0	No originality demonstrated

Impact:
How big is the potential impact of the solution? Impact could be local or global. Is it easily accessible to the local community/users?

Very Good - 10	Solution moves the needle significantly for their target market and can be easily accessible/implemented - irrespective of whether impact is local or global
Good - 8	Solution creates some efficiencies and an average level of impact and can be easily accessible/implemented
Average - 6	Solutions creates some efficiencies in process but question and problems remain around practicality/accessibility/implementation
Poor - 3	Impact seems highly dubious and unproven
Little Effort - 0	There is little or no impact

Market Analysis & Research:
Have they researched the problem, potential solutions already available, local market fit. How related to education is it?

Very Good - 10	Team has presented an outstanding analysis of market opportunity, supported by robust evidence and deep insights into the opportunity
Good - 8	Team has presented a very good analysis of market opportunity, supported by sufficient evidence and good insights into the opportunity
Average - 6	Team has presented a good analysis of market opportunity, supported by some evidence and basic insights into the opportunity
Poor - 3	Team has presented a basic analysis of market opportunity, supported by minimal evidence and only superficial insights into the opportunity

Little Effort - 0	Team has not presented any evidence of market analysis

Pitch Presentation:
The quality of their Pitch Video (and demo video quality, if applicable). The PowerPoint is not marked, nor is the ability of their spoken English. Must be <10 minutes.

Very Good - 10	Presentation was engaging throughout and seamlessly delivered. They spoke with confidence about their solution and excelled in presenting the above marking criteria. Visual aids were effective and of excellent quality.
Good - 8	Presentation was good although it had areas for improvement. On the whole, it was clear, concise and compelling. Conveyed all criteria within the time frame. Design and visual assets were of high quality and utilised effectively.
Average - 6	Presentation needed lots of improvement. Whilst criteria was covered, they struggled to clearly define their solution. Time was inefficiently distributed. Visual aids were too numerous, unnecessary or unutilised.
Poor - 3	Presentation was poor. The content missed lots of criteria or wasn't in sufficient detail. Was hard to follow and without clear structure. Quality of the presentation design and used assets was basic.
Little Effort - 0	N/A - a Pitch Video must be provided for the solutions to be marked at all. Any provided pitch video over 10:00 is automatically rejected and unmarked.

Solution Readiness:
Of coded solution via a demo video. The code is not assessed. This criteria assesses the content of the video, rather than the video quality (see Pitch Presentation). Demo videos must be included within the 10 minute Pitch limit.

Very Good - 10	User Experience (UX)/User Interface (UI) is seamless, simple, accessible and the solution can be efficiently scaled and is market ready (or requires minimal time/investment) for deployment.
Good - 8	UX/UI is relatively seamless, simple, accessible. A moderate investment and significant amount of time will be required to scale and implement the solution in the market.
Average - 6	UX/UI shows potential but needs improvement to support simplicity and ease of access. Is not market ready but with a sizable investment of time and money could be on the right path to implementation.
Poor - 3	UX/UI is cumbersome and incomplete. Accessibility therefore is impaired. Not market ready.
Not Provided - 0	No coded solution or demo

Training Courses

Design Thinking

Design Thinking is a human centered, problem solving framework. It is a framework, or process, that is used in a variety of settings, to solve real world problems. From Industry, to NGOs, to Education, it is used to solve problems that focus on the end user. It is not theoretical in approach, but practical, making it highly useful to solve problems, no matter how big, or small. In the context of the Digital Inclusion Challenge, we strongly encourage teams to use the Design Thinking approach in order to solve their chosen problem. As a result, we **insist that each team member completes the Design Thinking course** <u>before</u> the Challenge, for their own benefit. This'll only take one hour and will massively benefit your solution and future endeavours.

In the first video, Ginger Grant, the Associate Dean, Applied Research and Innovation, at Humber College, will introduce you to the Design Thinking approach, and provide a detailed explanation of each stage in the framework, and how to use them to solve a problem. She also explains why human centered design matters and is important to finding the best solutions.

In the second video, Ryan Persaud, The Director of IT and Innovation at the International School of Curitiba, will dive deeper into the Design Thinking approach. Ryan will further explain each stage in the approach, and provide tips, and strategies of how to use each stage in the context of the Digital Inclusion Challenge.

Please watch Ginger's video first, then Ryan's. Both of them also provide a variety of resources for students to explore to learn more about Design Thinking.

Ginger's Video is available here and her PowerPoint here.
Ryan's Video is available here and his PowerPoint here.

Design thinking is a non-linear, iterative process that teams use to understand users, challenge assumptions, redefine problems and create innovative solutions to prototype and test. Involving five phases—Empathize, Define, Ideate, Prototype and Test—it is most useful to tackle problems that are ill-defined or unknown.

In user experience (UX) design, it's crucial to develop and refine skills to understand and address rapid changes in users' environments and behaviors. The world has become increasingly interconnected and complex since cognitive scientist and Nobel Prize laureate Herbert A. Simon first mentioned design thinking in his 1969 book, *The Sciences of the Artificial*, and then contributed many ideas to its principles. Professionals from a variety of fields, including architecture and engineering, subsequently advanced this highly creative process to address human needs in the modern age. Twenty-first-century organizations from a wide range of industries find design thinking a valuable means to problem-solve for the users of their products and services. Design teams use design thinking to tackle ill-defined/unknown problems (aka wicked problems) because they can reframe these in *human-centric* ways and focus on what's most important for users. Of all design processes, design thinking is almost certainly the best for "thinking outside the box". With it, teams can do better UX research, prototyping and usability testing to uncover new ways to meet users' needs.

Design thinking's value as a world-improving, driving force in business (global heavyweights such as Google, Apple and Airbnb have wielded it to notable effect) matches its status as a popular subject at leading international universities. With design thinking, teams have the freedom to generate ground-breaking solutions. Using it, your team can get behind hard-to-access insights and apply a collection of hands-on methods to help find innovative answers.

Coding

For those looking to learn more about coding, we recommend you spend time watching this series of videos, as they're a really helping starting point and can be supplemented by other resources. https://www.youtube.com/playlist?list=PLHrN7HL-00e86L-OP_uxjjztT_Eyy-tho

Whilst Teams do not have to create coded solutions to take part or have coding knowledge, most teams have expressed that they already possess some level of coding ability, albeit to varying extents. Whilst it is up to each Team, we do not generally recommend a team tries to learn to code from scratch during the Challenge just to be eligible for the 'Solution Readiness' Judging Criteria, as they are unlikely to score high-enough to justify this time investment. Rather, we suggest they spend time on trying to excel at the other areas (such as market research and pitch video), which those developing coded solutions may not be able to spend as much time on. Those developing coded solutions do not have to be expert coders, but should be able to create a mockup of their proposed solution for their demo video.

We are trying to get each Team access to a free coding course for after the Challenge, where you will have more time to learn and practise the fundamentals instead of just spending 10 days on it. Any progress on this will be communicated to you via email.

Pitch Advice

Adam Lemmon will be hosting a short session on hints and tips for your submission Pitch videos during the Conference on the 22nd. This will also be recorded and distributed afterwards. We strongly advise each team to watch this video as it'll include suggestions on what to cover in your Pitch video.

Submissions

This section outlines what we require you to submit and some guidance for what to include. In short, you must supply only one thing - the link to a 10-slide PowerPoint (/ similar) presentation. 9 slides of this is content about your solution, but the last slide must contain a link to your 10-minute Pitch video (including your demo, if applicable). It is important to note that the PowerPoint itself is not marked - *you will solely be assessed on the Pitch video* - more details below.

It is *vital* that you each carefully read this section now and refer to it closely when nearing submission as there are lots of opportunities to fall if you rush this process or miss a step.

Powerpoint Presentation (Unmarked):

You must submit the link to a PowerPoint presentation using the form at the bottom of this section. The PowerPoint presentation must have 10 slides or less, including a title slide/appendix (if applicable) - any Team submission with more than 10 slides will automatically be rejected and not marked at all, even if the Pitch video is amazing.

It is important to note that the PowerPoint itself is not marked - *you will solely be assessed on the Pitch video*. The PowerPoint presentation is only there to provide markers with an overview of your solution which is easily accessible when they're reviewing your Team. Therefore, do not add material to the PowerPoint presentation which isn't referred to during your Pitch video as it will *not* be considered. Thus, the Powerpoint is not your main focus during the Challenge, spend your time working on your solution development and Pitch instead.

The only thing we *do* require is for 1 of the 10 slides to solely be your Pitch Video, with nothing else on this page - see the next section for more advice on the video.

Pitch Video (Marked):

Teams must record a Pitch video which is a *maximum* of 10-minutes, embedded directly into their 10-slide PowerPoint presentation. Any Team submission with a video of longer than 10 minutes will automatically be rejected and not marked at all, even if the Pitch video is amazing.

It is up to your Team to decide how to embed the video into your PowerPoint - 1) you can either insert the video file directly in the PowerPoint so it is stored within the file, or 2) you can upload the video to Youtube/similar and then just embed the link.
- We *strongly* suggest you use the second route, just as it reduces any possible issues with file size or video corruption etc.
- Please ensure that this video is 'Unlisted' when you upload (i.e. only those with the link can view your video, so not publicly available through the search bar etc). Therefore the video will only be accessible to those with access to your presentation (i.e. just the Marking Committee). You can delete this video on the 7th November. By sharing this video link, you consent to the Marking Committee viewing it.
- It is the responsibility of the team to ensure the video is properly uploaded, viewable via the link provided, and without issue. For example, the video shouldn't contain any music/video files that YouTube/similar may flag and take-down because of copyright. You must follow YouTube/similar's terms and conditions of usage, and Convergence.Tech is not responsible for any associated issues.

However, **if your team is aged <18**, please do <u>not</u> upload the video publicly and use the first route for your own safeguarding - your teacher will help advise you here.

We do not have any set guidelines about what your Pitch video should include or how to split up the time - we leave it up to the Team to decide and encourage creativity. For example, you can either film individual clips and edit them together, or you can just talk us through your Pitch by recording your screen and voice - the possibilities are endless! It is also up to the teams to decide how to actually do their Pitch - they can either take it in turns to speak, or just nominate one spokesperson. Just remember to follow our Code of Conduct and ensure your Pitch video is appropriate for an educational setting. At minimum though, your team *could* consider covering: problem definition, current system and shortcomings, concept, benefit, roadmap ahead, and demo (if applicable).

View Adam's video at the Education Conference (or recorded) for more training advice on Pitch Methodology.

When recording, please bear the following in mind so we ensure everyone's videos look great:
- Videos should be recorded in landscape, unless there is a particular 'style' you're going for!
- Please try to speak slowly and clearly (given our global audience) but with enthusiasm!
- Please record your video using whichever device you have access to that has the best quality. This is likely to be a smartphone (ideally rear camera but be careful of your framing, otherwise front 'selfie' camera is okay), but a webcam or 'normal' camera will suffice
- Please record your video in a quiet environment with no background noise, whilst ensuring your voice and delivery is clear and smooth. If you encounter problems with this, or if your device's microphone isn't great quality, then we suggest you use AirPods/headphones with a mic
- Please try to have a clean background behind you (yes, you'll have to make your bed!)
- Most importantly, have fun and be as authentic to yourself as possible - please be humans and not robots in your responses!

If you encounter filmmaking related issues, please chat with your Mentor first and if they can't help then they'll be able to contact the Organising Committee for assistance. Please do <u>not</u> leave this to the last minute as we only have finite resources and will operate on a first-come-first-served basis. Convergence & Mentors cannot guarantee that issues received via email on Sunday 1st November will be processed in time to make the submission deadline due to the number of teams, so we stress that you should anticipate any issues (where possible) and act upon them early to avoid disappointment. Remember to utilise the skillset within your team and don't try to create something above your means - we're interested in your solution Pitch, not creating a Hollywood Blockbuster!

<u>Demo Video (if applicable):</u>

<u>If</u> your team is creating a coded solution as part of their Challenge, then this is its chance to shine!

The Marking Committee will <u>not</u> require or be reviewing your code, they will only see your solution prototype through this Demo video. Therefore you can be selective about the processes you focus on developing and then just highlight these in the video - i.e. you don't need to develop the Contact Us' section for a website.

We <u>suggest</u> this video takes up no more than 2 minutes - **remember**, the Demo Video <u>is</u> included in the 10-minute limit for your entire Pitch video, so be effective in your planning and editing.
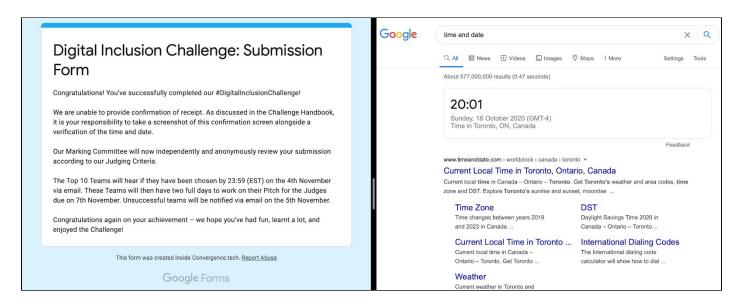
Remember to utilise the skillset within your team and don't try to create something above your means - we're not expecting the next Facebook to be written by you in just 10-days, although 'Solution Readiness' is the Judging Criteria for coded solutions. You do <u>not</u> need to be expert-level coders to attempt to make a coded solution. Should you need additional coding/development support or UX/UI advice, we have Technical Mentors on hand - see their respective section later in this document.

<u>The Submission Process:</u>

The deadline for submitting your solution proposal is *strictly* 17:00:00 (EST) on the 1st November. Any entries received after this time will not be reviewed, marked, or shortlisted for the Top 10. Therefore, ensure you schedule in plenty of time before the deadline to ensure everything goes smoothly. It is the Teams' responsibility to ensure your submission is complete and delivered on time, no one else's. Convergence will not follow up with any teams to verify if a submission is missing, nor will we be able to confirm receipt of delivery.

You will receive an automated confirmation screen once you click 'Submit' on the Google Form. Please take a screenshot which includes this confirmation screen *and* a verification of the time and date (this can just be a simple split screen window with the confirmation screen on one side and a [Google search of "time and date"](#) in the other window, as shown below). It is the Teams' responsibility to remember to take this screenshot (will be the only way of verifying your entry, if there are any issues) so you must keep it safe until the 4th November. We will <u>not</u> ask to receive this screenshot, unless in exceptional circumstances. Should you have to provide this for any reason, we will also examine the metadata of the screenshot to ensure it wasn't tampered with, for fairness.

The Submission Google Form will go 'live' mid-Challenge, so teams can submit early if their commitments require.

Submissions (both Pitch Videos & PowerPoints (and solution demo, if applicable)) must be delivered in English. Teams that do not have English as their first language will not be penalised during marking, as the 'Presentation' judging criteria focuses on the content of your solution and the design/structure/engagement of your Pitch, rather than your speaking abilities.

To emphasise, you will only be submitting one document - your PowerPoint slide presentation. In this, you should have 10 slides - 9 of which are about your solution, and the final slide is a link to your 10-minute video pitch recording (including demo, if applicable). Only the Pitch video (& demo) is marked.

1. To share this PowerPoint, please upload the final file to a cloud hosting service (e.g. Dropbox, Google Drive, OneDrive).
    a. If embedding the video file directly into the PowerPoint, it is the Teams' responsibility to ensure the video is still available remotely once uploaded
2. Once uploaded, please ensure the settings are such that <u>anyone with the link</u> can view the document.
    a. This is *imperative* so each of the Marking Committee will have access to your document without having to request individualised access. We will only securely share the link within the Marking Committee network and you can delete this cloud file after the 7th November.
    b. Please try sending the link of the file to a friend/family member who is *external* to your team to ensure that you have chosen the right settings. Unfortunately, submitted links that we receive which don't give us access will not be marked and there won't be time for back-and-forth communication re changing settings. Thus, this is vital to get right.
3. After you've confirmed the link is set okay and everything is sorted within the Presentation, please complete the Submission Google Form and copy the URL link to your presentation document - the link can be found at the bottom of this section.
    a. Don't forget to take a screenshot of your submission confirmation and time & data, as detailed earlier

Only <u>one</u> designated member per team should submit your Submission Google Form. Repeat submissions by the same/different team members will result in your team being automatically rejected from the Challenge. Please note that once submitted, you are unable to change your response and repeat submissions will not be marked. In the interest of fairness, do not edit your cloud PowerPoint presentation after the submission deadline - evidence of doing so will be checked and guilty Teams will instantly be rejected.

Your form and application will be reviewed *anonymously* and without any of your background details (bar your Team Name, which only your Mentor & the Organising Committee know) so it is the teams' responsibility to ensure your document <u>does not</u> contain any personal details (names, age, school, country etc) apart from your Team Name. Please ensure you submit the form using the exact same Team Name as you initially registered with - any deviation from this will result in your solution not being marked.

If you think you will have technical issues with any part of the submission process, please bring it to the attention of your Mentor <u>far in advance</u> so they can either help you directly, or reach out to Convergence. Convergence & Mentors cannot guarantee that issues received via email on Sunday 1st November will be processed in time to make the submission deadline due to the number of teams, so we stress that you should anticipate any issues (where possible) and act upon them early to avoid disappointment. With 150 Teams and a very tight turnaround time for marking, we are unable to accept *any* excuse for late or broken submissions, and this decision is final.

For transparency, the marking process is as follows:
1. Your Mentor will review and approve your submission
2. It'll then be passed onto a marking team who will mark it according to the Judging Criteria and longlist the best ones

3. These longlisted proposals will then be reviewed by a completely different marking team who will independently review them and shortlist the top entries
4. The shortlisted solutions will then be reviewed by the Organising Committee to pick the Top 10 teams, which will then advance to the final round on 7th November.
5. All decisions are final and can not be appealed

Please note that we are unable to provide individual feedback on your application, due to the number of teams and turnaround time. The decisions made by the Marking & Organising Committees are final.

The Google Form link to submit your solution proposal is:
https://forms.gle/XFadVPAuHvCPMCe3A

Congratulations! You have now successfully completed the Challenge!

Top 10 Teams

The Top 10 Teams will hear if they have been chosen by 23:59 (EST) on the 4th November via email. These Teams will then have two full days to work on their Pitch for the Judges due on 7th November. Unsuccessful teams will be notified via email on the 5th November.

We will send the Top 10 Teams more information about the next steps in the confirmation email, including pitch length details, alongside the opportunity to invite any family/friends/teachers to hear them pitch on the 7th. If you are chosen and in an area with generally unreliable or slow internet, we ask *(where feasible)* you do everything in your control to receive the best internet connection possible for the 7th November to ensure Judges can ask you questions via Zoom without issues. Please ensure your entire team is free between 7-11AM (EST) on the 7th November without any interruptions or other commitments. For those teams in Eastern time zones where it'll be getting late, we will prioritise you in the Presentation schedule to accommodate you, where possible.

Final Presentations

The Final Presentations from the Top 10 Teams will take place from 7AM on the 7th November, via Zoom. This will be attended by fellow teams from across the world, alongside your teachers, our Committee members, sponsors and more. Whilst teams are encouraged to watch and support their fellow students, these presentations will also be recorded and distributed afterwards for those that cannot make it due to time-zones. All Teams will receive an automatic Zoom invite email link closer to the time.

Teams will present for 10 minutes and then have 5 minutes of Q&A by the Judges. After all 10 Teams have pitched, Judges will then retire to make their decisions, during which time there will be some additional talks, comments from our sponsors, and closing thoughts from an incredibly exciting 10-days!

Our Judges are held in high-esteem worldwide and are industry experts in their respective fields, so their advice and insights for teams will hopefully stay with them for the rest of their education and future endeavours. Their biographies can be found here.

The Judges are as follows:

Satya Tripathi, UN Assistant Secretary-General, Head of New York Office at UNEP, Secretary of the UN Environment Management Group

Sopnendu Mohanty, Chief FinTech Officer, Monetary Authority of Singapore

Senator Colin Deacon, Senate of Canada

Eileen Mercier, Chancellor of Wilfrid Laurier University

Jocelyn Mason, Resident Representative, United Nations Development Programme, Somalia

Nicolaj Petersen, Danish Ambassador to Uganda

Kristine McLeod, Deputy Grand Chief, Gwich'in Tribal Council

Stéphan Vincent-Lancrin, Senior Analyst, Project Leader and Deputy Head of Division, OECD

Dafna Carr, Associate Deputy Minister and Corporate Chief Information Officer, Ontario Public Service

Asyia Kazmi, Global Education Policy Lead, Bill and Melinda Gates Foundation

John Pollaers, Chancellor of Swinburne University

Hillary Hartley, Chief Digital and Data Officer, Deputy Minister, Ontario Digital Service

Misheck Mwaba, Vice President, Academic, Bow Valley College

Leerom Segal, Co-Founder, Chairman & CEO, The Klick Group

Winit Theanvanichpant, Researcher, Thailand Development Research Institute

Prizes

Srinarayanathas Foundation - 1st Place Sponsor

Srinarayanathas Foundation will be sponsoring our 1st place team with a prize of CAD $10,000.

Inspired by nearly a century-old tradition of giving back, the Srinarayanathas Foundation, chaired by Muraly Srinarayanathas, supports a wide variety of causes in education, health, and economic empowerment – both in Canada and around the world. You can learn more about the foundation [here](#).

TD Bank - 2nd Place Sponsor

TD Bank, Canada will be sponsoring our 2nd place team with a prize of CAD $7,500.

More information about TD Bank can be found [here](#).

CIBC - 3rd Place Sponsor

Commercial Imperial Bank of Canada (CIBC) will be sponsoring our 3rd place team with a prize of CAD $5,000.

More information about CIBC can be found [here](#).

We will *try* to partner Winning Teams with relevant organisations in our network to help develop your solutions in more detail.

The Conference

To kick off the #DigitalInclusionChallenge, we will be hosting a virtual Education Conference on the 22nd October with an incredible line-up of Presenters (see full agenda below).

It's **free to attend** and we *strongly* recommend you attend at least some of it as the presentations will be especially helpful in setting the stage for the focus areas of the challenge and may inspire your solutions. Some presentations will be pre-recorded and we will also record the live ones so you can catch-up on them if you cannot watch on the day - the links to these recordings will be distributed afterwards.

You will also have access to a number of pre-recorded presentations which don't feature in the Conference itself - details of which can also be found below - and the link to these will be distributed alongside the recordings from the Conference presentations themselves.

The Zoom Conference details are as follows:
https://us02web.zoom.us/j/87168508976?pwd=NjFBanZZVzdoTUYwQU5jdGlheU1hQT09
Passcode: 060515

The Agenda

22nd October

(Also recorded and distributed afterwards. Please NB the timings are all in EST)

08:00	**Jay Vyas**	*Master of Ceremonies*	Welcome
08:05	**Chami Akmeemana**	*CEO, Convergence.Tech & Trybe.ID*	Opening Remarks
08:10	**Robert Jenkins**	*Chief of Education and Associate Director, UNICEF*	Global Perspective on the Challenges in the Education Sector
08:30	**Stéphan Vincent-Lancrin**	*Senior Analyst, Deputy Head of Division, OECD*	Transforming education through creativity and critical thinking
08:50	**Asyia Kazmi**	*Global Education Policy Lead, the Bill and Melinda Gates Foundation*	Foundations In Learning, Numeracy and Literacy Fireside Chat with Dave Tiffin (Convergence.Tech)
09:10	**Educators Panel Discussion**	*Rahim Essabhai, Juliana Elisa Raffaghelli, Mark Hansen, Jenny Luca, Darien Rossiter, Simon Tanner, Baldish Nijjar, Alim Ladha, Madiha Rehman & Aanchal Sant*	Global Perspective on Challenges and Opportunities in Education. Experts from Canada, USA, UK, Spain, UAE, Pakistan, India and Australia share their experiences and some insights to future planning Moderated by Ihsan Ajwad (Senior Economist, World Bank)
10:10	**Break**		
10:35	**Jeffrey Schiffer**	*Executive Director, Native*	Digital Education in Indigenous

Time	Speaker	Title	Topic
		Child and Family Services of Toronto	Communities: Challenges, Opportunities and Innovations
10:55	**Eric Windeler**	*Founder & Executive Director, Jack.org*	Youth Mental Health & Digital Education during COVID-19
11:15	**George Siemens**	*Professor, University of Texas Arlington*	Considerations for Teaching Online
11:35	**Rashad Robinson**	*President, Color Of Change*	Building a Racial Justice Framework for Equitable Education Interview Fireside Chat with Maryam Nizam (Convergence.Tech)
11:55	**Kimberly Bates**	*Chief Futurist, Faith Popcorn's BrainReserve*	A "Glass Half Full" Future - Ingenuity for the Good of Humanity
12:20	**Lunch**		
12:40	**Randy Fernando**	*Co-Founder & Executive Director, Center for Humane Technology*	The State of our Digital World - lessons from Netflix's 'The Social Dilemma' Fireside Chat with Guy Pearce (Convergence.Tech)
	Anna Lembke	*Program Director, Addiction Medicine, Stanford University*	
13:10	**Joni Brennan**	*President at Digital ID & Authentication Council of Canada*	Why is Digital Identity an Important Consideration in the Education Sector?
	Krista Prawley	*Principal, Culture & Reputation Architect, Imperative Impact*	
13:30	**Melony Mahaarachchi**	*CEO iSTEM Without Borders Ex NASA & SpaceX Engineer*	Women Conquering Space Technology
13:50	**Student Panel Discussion**		Students from UAE, Canada, Singapore & more share their experiences of 'lockdown' online learning
14:10	**Break**		
14:25	**Anjan Chatterjee**	*Founding Director, Penn Center for Neuroaesthetics*	Rewards, Motivation, and Challenges for Learning
14:45	**Bonnie Leask**	*Relationship Lead, Watershed Partners*	Community Building & Engagement in a Virtual Setting
	Charlie Ursell	*Head of Advisory, Watershed Partners*	
15:05	**Nathan Fa'avae**	*Winner of Amazon Prime's 'Eco Challenge: The World's Toughest Race'*	Grit and Endurance: A Lesson for Educational Success Fireside Chat with Chami Akmeemana

			(Convergence.Tech)
15:30	**Adam Lemmon**	*Manager of Engineering Operations, Convergence.Tech*	Participants: Pitch Advice & How to Succeed in the Challenge
15:45	**Jay Vyas**	*Master of Ceremonies*	Closing Thoughts

Additional Videos

(Available after the Conference)

Irene Sterian	*Director, Technology & Innovation, Celestica President & CEO, ReMAP*	Women in Technology: Leaders of Tomorrow
Manish Khera	*Associate Partner, Forensic & Integrity Services, EY*	Adventures in Cybersecurity
John Wunderlich	*President, John Wunderlich & Associates Board Member, MyData Global*	From Minority to Majority: building systems to empower students to manage their own data
Elizabeth Rapa	*Senior Postdoctoral Researcher, Child and Adolescent Psychiatry, University of Oxford*	The importance of effective communication with children about illness and death
Louise Dalton	*Consultant Clinical Psychologist, Child and Adolescent Psychiatry, University of Oxford*	
Jennifer Laffier	*Assistant Professor, Faculty of Education, Ontario Tech University*	Mental Health in the Digital Age and Human Development
Rob Fraser	*Director of Clinical Services - Canada, Swift Medical. Adjunct Assistant Professor - Western University*	Addressing Mental Health using Technology
Karen Mossman	*Vice-President, Research of McMaster University*	My 'Plan A' fell through: pandemic proof that failure can lead to success
Phiona Lloyd-Hentry	*Vice Principal, Rick Hansen Secondary School*	Critical democratic pedagogy and anti-oppressive forms of teaching and learning
Shelley L. Craig	*Canada Research Chair in Sexual and Gender Minority Youth*	Safe spaces in the Digital Realm for sexual minority youth

Help & Advice

Past Participants

We have collated some advice from three previous participants in our Challenges (previously 'Blockchain Learning Group'). These will help you organise your team, learn from their mistakes, and hear their experience - we *strongly* encourage teams to review these short videos before you start the Challenge.

John: https://youtu.be/z8rCPtthqho
Antionia: https://youtu.be/rkRdt7Pd4Mw
Kelly: https://youtu.be/uuFLxMIKuvc

Team Mentors

Each Team will be allocated a Mentor (week commencing 19th October) and they will contact you directly once allocated. If you haven't heard from your Mentor by the 21st October via the email address you supplied during Registration, then please contact us at challenges@convergence.tech.

The Mentor is here to advise and support you during the Challenge - eg sharing insights, challenging your ideas so they can be refined, remind you about upcoming milestones so you can achieve them, and provide a general sounding board for advice. They are not here to do your work for you *or* to give you all the answers, and are only here to help in an advisory capacity. Sole responsibility for team success and meeting deadlines lies with the members of the team.

Mentors will be your first port of call for help or advice during the Challenge. Except if you are a school student, then your designated teacher (self-supplied during Registration) should also facilitate you.

Mentors will lead this by emailing you to set up a Welcome call to take place before the 23rd October.
- This call will simply introduce themselves, outline their role, and hear what your team's plan is. Therefore, Teams should have a good indication of what they want to solve and how before this call, then the Mentor can help flesh this out in more detail.
- During this call Mentors will also verify your student status (*every* member of your team *must* be a *current* student at a School, College or University educational institute. This is to ensure a level playing field across all teams).
  - Proof includes an active student ID card, or a copy of your student registration, or confirmation in a program/school. They will not record or copy these documents, they just need to check them. Please have one of these documents (or similar) to hand during your Welcome call.
  - This check of student status is *essential* to taking part in the Challenge and your team will be removed if ineligible. Therefore, **every team member must attend this meeting and provide documentation**.
  - Even if you do not wish to utilise your Mentor *during* the Challenge itself, your **team must still attend** this initial meeting. Failure for your Team to reply to emails about setting up this meeting and/or failing to attend will result in them being removed. After this meeting, Teams will be able to utilise their Mentor as much or as little as desired, as detailed below.

Mentors will then check-in with you every day during the Challenge, unless otherwise agreed during your Welcome call. These check-ins will likely be via email, to ensure that everything is going okay. If your team

needs additional help, then please say so in these emails and then you & your Mentor can set up an appropriate time to call and discuss any issues. Please do not abuse your Mentor's generosity and time - they are volunteering to help you, are supporting multiple Teams and have day-jobs too - mentors will be unlikely to be available to you for more than an hour a day <u>at most</u> and most days you should only be having a quick check-in email with them!

Teams can use Mentors as much or as little as their needs require, but it is the Teams' responsibility to reach out and set up these additional calls when needed. Your Mentor will try to contact your team twice, but if they don't hear anything from you then you will be marked as unresponsive and not receive any additional Mentor support (although this will not affect your submission as Teams do not need to use Mentor support).

During the Welcome call, Teams & Mentors should also discuss preferred methods of communication which suits their requirements, workflow and technology-access (eg email, Slack, WhatsApp etc). Both Mentors & Teams <u>must</u> abide by the Challenge Code of Conduct at all times and across all mediums. The choice of communication platform is totally at the discretion of the Mentor and Teams.

Technical Mentors

The 'regular' Mentors are here to help advise teams as you develop your solutions. *If* you are creating a coded solution, then we also have a pool of Technical Mentors who can help you with any coding or development question. Again, they are here to give advice and support, but <u>not</u> to do your work for you.

If your team is in need of *specific* coding, development or UI/UX help, then please email Adam (adam@convergence.tech) & Erik (erik@convergence.tech) and they will assign you with a Technical Mentor. Please note that there will likely be a delay in processing this due to finite resources and other commitments, so you should only get in contact if you have exhausted all other resources (eg YouTube videos) and your network. Please don't leave it till the last minute (see suggested Milestones above).

Teachers

For those teams with school-aged students, you were asked during Registration to self-supply a responsible teacher or adult to supervise and advise the team during this event - they should monitor your use of the internet and participation in the Challenge to ensure your welfare, and that the Code of Conduct is upheld by all parties.

They can work in conjunction with your Team, and Mentor, to help advise and support you during the Challenge - eg sharing insights, challenging your ideas so they can be refined, remind you about upcoming milestones so you can achieve them, and provide a general sounding board for advice. They are <u>not</u> here to do your work for you *or* to give you all the answers, and are only here to help in an safeguarding, support and advisory capacity. Sole responsibility for team success and meeting deadlines lies with the members of the team.

Please note that having a Teacher/similar is *only* an option available to those school-aged Teams - College or University students are not eligible for this additional support, to ensure a level playing field. Thus, College and University teams must <u>not</u> utilise the help, support or advice from anyone outside their registered Team or Mentor. Evidence of this will result in the Team being removed from the Challenge.

Town Halls

In addition to the Mentor scheme, Convergence.Tech will also be holding regular 'Town Hall' style events throughout the Challenge. These will enable interested teams to stand-up and discuss their project/ backgrounds/ interests to bring an element of global discussion and networking to the Challenge.

These will be held virtually and at different times through the day to allow for global time zones. Teams are encouraged to join *at least one* of these Town Hall's during the 10 days at a time convenient for them, but they are not compulsory. To maintain everyone's privacy, please do not share details of these sessions to non-Participants and the Code of Conduct (see section below) *must* be followed during these Town Halls.

The details for each Town Hall is as follows:
07:00 EST: 04:00 Seattle, 12:00 London, 16:00 Islamabad, 19:00 Singapore, 22:00 Sydney
14:00 EST: 11:00 Seattle, 19:00 London, 23:00 Islamabad, 02:00 Singapore, 05:00 Sydney
20:00 EST: 17:00 Seattle, 01:00 London, 05:00 Islamabad, 08:00 Singapore, 11:00 Sydney

Date	Time	Zoom Meeting Link	Zoom Meeting Passcode
Saturday 24th	07:00 EST	https://us02web.zoom.us/j/88274173836?pwd=TE9EbU4wUktqVFJXcVhGVS9vNkJZUT09	937698
	14:00 EST	https://us02web.zoom.us/j/86417954281?pwd=MzZuU2FDZ0dRTmFwZXJTS0VJQmNWUT09	937698
	20:00 EST	https://us02web.zoom.us/j/88536316501?pwd=SWpoQUdrZFY5Zmkvc1VRM2g3cUlwQT09	937698
Monday 26th	07:00 EST	https://us02web.zoom.us/j/81562964082?pwd=VjQ4L0xGUGpVWkprbnkvaGYxRE5YUT09	937698
	14:00 EST	https://us02web.zoom.us/j/87919664830?pwd=L2dhdnpZMHpPZkxJMVBhME5lRG9Udz09	937698
	20:00 EST	https://us02web.zoom.us/j/85337934334?pwd=aVpxdS9PYTBzWWk3NEFwa2xQZEZEdz09	937698
Wednesday 28th	07:00 EST	https://us02web.zoom.us/j/86306847971?pwd=THFkY2U0N2tobXIzbzJoUk8xSmpldz09	937698
	14:00 EST	https://us02web.zoom.us/j/84337246396?pwd=RHkwcHZSQjlDY1dzWG1zYkplMkM4Zz09	937698
	20:00 EST	https://us02web.zoom.us/j/81904787731?pwd=ekJQT1RmSWhrNnJacXpEcUNyeVY4dz09	937698
Friday 30th	07:00 EST	https://us02web.zoom.us/j/85161168530?pwd=TGpSUmh5Wm5iNStRblY4M2o4a0JWQT09	937698
	14:00 EST	https://us02web.zoom.us/j/82202482689?pwd=ZFRlZG8zYXdVS201OWhhRmZFT1hNZz09	937698
	20:00 EST	https://us02web.zoom.us/j/87045911296?pwd=cm9ERmd3MmhuUVpCalBObUxjV3FQQT09	937698

Social Media

Make some noise! Let's make #DigitalInclusionChallenge Instafamous and trending on Twitter & LinkedIn globally! Be sure to spread the word about your solution, your journey and experience throughout the Challenge to get others engaging in conversations about reshaping the future of education.

Our Twitter Account is: @__convergence__
Our LinkedIn Account is: Convergence.Tech
Our Main Hashtag is: #DigitalInclusionChallenge

We'd love to see pictures as you collaborate, research and build your solutions - feel free to send pictures daily to the challenges@convergence.tech mailbox and we will select a few to post on our channels daily.

(Please ensure you're polite and follow our Code of Conduct & Privacy Policy re Media Usage, as well as the social media platform's relevant usage policies. Convergence.Tech are not responsible for any 3rd party posts).

Digital Credentials

Credentials are a tangible qualification, achievement, quality, or aspect of a person's background, especially when used to indicate their suitability for something. Digital credentials convert paper-based credentials such as a driver's licence, movie theater ticket or high school diploma to a digital format.

Given their digital nature, they create benefits such as being portable, loss-proof, easily transferable to third parties, and highly-visual and optimal for sharing on social media. The use of blockchain technology on the back-end of digital credentials also makes them user owned, secure, tamper-proof and therefore trusted and verifiable.

Each Team will be issued a Digital Credential for taking part in the Challenge. The Top 10 Teams will get an additional Digital Credential for being shortlisted, as too will the Top 3 Teams. Digital Credentials will be issued via email after the Challenge, and you can share them on your LinkedIn pages etc.

Further Help

This Challenge Handbook and subsequently your Mentor should be your first port of call for help during the Challenge. Should they not be able to help you, then please contact us (challenges@convergence.tech) and we will do our best to support you. If emailing us, please expect a lag in response time due to busyness, and we will only distribute resources fairly across teams to ensure a level playing field.

Mentors have been selectively chosen by us to ensure they're experienced and have a wealth of knowledge, many of whom are industry experts in their respective fields. We will try to pair them according to similar interests and time-zone to each team but this may not be possible in every instance. Should there be something you Mentor cannot help you with, then we also have a pool of Subject Matter experts on hand to help field *specific* queries from teams when developing their solution. To access these experts, please discuss your requirements with your Mentor first and if they *really* can't help then *they* will contact us to organise this additional help. Please note that due to 150 teams and limited resources, we can't help every team with an industry expert for their solution's theme, so should only be used as a last-case fall-back with

a *specific* issue/question, and there will be a lag in responding to this so please don't leave it to the last minute or rely solely on this service.

Safeguarding issues should be reported *immediately* to your Mentor, Teacher (if applicable) and to challenges@convergence.tech.

Good Luck, and Remember to Have Fun!

Code of Conduct

You were sent this following document during your Confirmation email and by taking part in the Challenge from that point onwards, you each confirmed that you had read and agreed to the terms of our Challenge Code of Conduct. If you do not consent, then please contact us immediately and we will remove you from the Challenge.

During this #DigitalInclusionChallenge, we want to create a platform that is both welcoming and conducive to learning, developing your solutions, and fostering global voices. Our Code of Conduct is more than just a statement of rules, it also establishes our values like trust, inclusivity and privacy. This Code of Conduct explains expectations for ('Participants', 'Mentors' & 'Organising Committee' henceforth) the way you interact and conduct yourself during the Challenge and its component parts. Our mission is to provide an inclusive environment in which everyone feels welcomed to join in. We ask that you help maintain that environment by respecting our Code of Conduct.

For those teams with school-aged students, you have been asked to designate a responsible teacher or adult to supervise and advise the team during this event - they should monitor your use of the internet and participation in the Challenge to ensure your welfare and that the Code of Conduct is upheld by all parties.

If you are in breach of our Code of Conduct, the Organising Committee will take action. This may include suspending your access to the Challenge, removal from the Challenge completely, and/or notifying the participants parents/guardians and faculty mentor. This will depend on the severity of your actions.

The decision(s) of the Organising Committee are final and non-negotiable.

By taking part in the Challenge, you and your team each consent to following this Code of Conduct. If you do not consent then please contact us immediately and we will remove you from the Challenge. Any ongoing questions or queries should be directed to your Mentor and challenges@convergence.tech.

1) Respect and Inclusivity. We expect you to respect everyone else who partakes in the Challenge and to use a respectful language in your interactions with others. This means that we expect both language and conduct to be inclusive of others. You must be respectful of other points of view and opinions, even if you disagree with them. This is not an excuse to use violent or disrespectful language. Constructive criticisms are welcome and should be received in a graceful manner;

2) No Discrimination. We can't insist enough on this. We will not allow any discrimination in action or in language, for any reasons. Gender, age, sexuality, origins, race, physical or mental disabilities, Challenge solutions, language and political affiliations are no reason to discriminate;

3) No Harassment. We will not tolerate any harassment, whether sexual or otherwise. This means no sexualised language or images should ever be used, or unwelcome sexual attention or advances. We ask that you be patient, and if you do not get the answer that you expect in due time, please raise your concerns with us - as opposed to harassing another colleague. It is important that all Participants, Mentors & Organising Committee members feel safe when taking part in our Challenge. If you are involved in criminal harassment, we may report you to the relevant authorities;

4) Respect Privacy. We will not accept that you spy or intrude on the private life of other Participants, Mentors or Organising Committee members. You cannot use the Personal Information of other individuals, or publish them online, or use them for commercial purposes, unless they consented for you to do so. You should not stalk other individuals, and you may not engage in defamation, which means not saying things to hurt their reputation. If you are not satisfied with a Mentor or member of the Organising Team, or if a Mentor/Organising Team member has an issue with a Participant, you should bring these concerns to us at challenges@convergence.tech straight away. Participants should not use our channels (such as email chains) to ask for Personal Information from other Participants;

5) Appropriate content: All content, including images and messages, that are shared during the Challenge must be appropriate for an educational setting. Content that is violent, degrading, discriminatory or inappropriate must not be shared at any time;

6) Appropriate behaviour. All Participants, Mentors & Organising Committee need to maintain appropriate professional relationships for an educational setting. Participants, Mentors and the Organising Committee are expected to maintain professional behaviour for the length of the Challenge;

7) Appropriate Discussions. We do not allow Participants, Mentors or the Organising Team to discuss political parties, elections, religions, and political opinions except as required for educational purposes or those pursuant to your solution. We prohibit these types of conversations to avoid collecting sensitive information about individuals and their beliefs, but also to ensure that the conversations remain respectful in a collaborative setting at all times

8) Intellectual Property. All ideas created or developed during this event also remain solely those of the creator. This is with the understanding that ideas and content shared during in Teams' solution proposal document or presentation pitch (where applicable) will be shared publicly amongst fellow groups, judges, and the organising committees. A high-level version of your solution proposal may be shared in follow-up post-event marketing purposes, but will still remain the creator's Intellectual Property. The mentors, presenter(s), and Organising Committee will retain Intellectual Property of their presentation(s) and any additional material shared.

Chami Akmeemana (CEO, Convergence.Tech & Trybe.ID) is the designated safeguarding lead for this Challenge, contactable at challenges@convergence.tech.

Privacy Policy

When submitting your online Registration forms, by clicking 'Express Interest', Teams confirmed that they had read and agreed to the terms of our Privacy Policy.

For your convenience, this Privacy Policy is as follows:

Data Protection
Who is responsible for the processing of your personal data?

Convergence.Tech
Toronto, Canada
contactus@convergence.tech

For what purposes do we use your personal data?

The only personal data we can collect are those that you provide yourself by entering them into the Challenge Registration form, Presentation Registration form and contact-us form.

Data entered into the registration form will only be used with the sole purpose of assisting with administrations and communications for this event ('Digital Inclusion Challenge 2020'). Data entered into the contact-us form will only be used with the sole purpose of addressing the query that you enquire about. Data entered into the presentation registration form will only be used with the sole purpose of communicating details about attending this part of the event.

We will not use your personal data to send any non-event marketing material unless you have opted-in and consented for this separately. We will not share or sell your data to any third parties.

Where it is appropriate we may also ask for specific feedback about the event, for example, how helpful you found the Challenge to be.

By submitting an online form, you consent to us using your personal data for the reasons listed above.
You have a right to ask us to stop processing your personal data at any time and for any reason. Deletion of your personal data is possible at any time if requested, but please note that this may preclude you from participating in this event. You have a right to ask for a copy of the information we hold about you. If there are any discrepancies in the information we provide, please let us know and we will correct them.

If you wish to discuss your data or to let us know if you have any concerns, please contact us at: contactus@convergence.tech and challenges@convergence.tech.

What personal data do we collect?

The type and quantity of information we collect and how we use it depends on why you are providing it.

Contact-Us Form:
'Name'
'Email'
'Message'

Challenge Registration Form:
'Name'
'Email'
'Why You Want To Take Part'
'School/College/University Name'
'Group Size'
'Country'
'Team Member Names and Place of Education (if different)'
'Is there a particular problem you'd like to solve?'
'Additional Comments' (if applicable)

Presentations Form:
'Name'
'Email'
'Organisation Name'
'Job Title'
'Additional Comments' (if applicable)

Keeping your data up to date

We make every effort to ensure that the data that we hold on you is accurate and up to date. However, we really appreciate it if you let us know if your contact details change so that we may keep our records up to date. You can do this by contacting us at: contactus@convergence.tech and challenges@convergence.tech.

How long are we going to keep your data?

The personal data you provide will be kept while the 'Digital Inclusion Challenge 2020' is ongoing, that is, until November 30th 2020, and provided you do not request its deletion prior. Once that time comes, we will safely delete all personal data provided to us through this website and it will not be available for further processing. In the meantime, we ensure that there are appropriate technical controls in place to protect your personal details.

To which recipients will your data be communicated?

We will not communicate your data to any third party, except in those cases when we may need to disclose your details if required to the police, regulatory bodies or legal advisors.

By submitting your personal data to us you agree to the secure transfer, storing or processing of data at a location outside the European Economic Area (EEA).

What are your rights when you provide us with your personal information?

You can exercise the right of access to your personal data, as well as request the rectification of those that are inaccurate or, where appropriate, you can request their deletion when the data is no longer necessary for the purposes for which we collected them. Deletion of your personal data is possible at any time if requested, but please note that this may preclude you from participating in this event. You can also request the limitation, portability and opposition of the treatment of your data, in certain circumstances and for reasons related to your particular situation.

You also have the right to revoke your consent at any time without this retroactively affecting the processing of personal data we have made up to that moment.

You can exercise all these rights, under the terms and conditions provided in the legislation in force, by sending an email to contactus@convergence.tech and challenges@convergence.tech, indicating in the subject of the email "Protection of data".

Downloads & Media Files

Any downloadable documents, files or media made available on this website are provided to users at their own risk. While all precautions have been undertaken to ensure only genuine downloads are available, users are advised to verify their authenticity using third party antivirus software or similar applications.

We accept no responsibility for third party downloads and downloads provided by external third party websites and advise users to verify their authenticity using third party antivirus software or similar applications.

Changes to this policy

We may change this Privacy Policy from time to time and it is under constant review to ensure it is compliant with current law. If we make any significant changes in the way we treat your personal information we will make this clear on our Website or we may contact you directly.

If you have any questions, comments or suggestions, please feel free to contact us at: contactus@convergence.tech and challenges@convergence.tech.

Cookie Policy

What are cookies?

'Cookies' are small text files that are stored by the browser on your computer or mobile phone. Websites are able to read and write these files, allowing them to store things like personalisation details or user preferences. You can think of cookies as providing a "memory" for the website, enabling it to recognise a user and respond appropriately. Some cookies also provide meaningful reports about a website's visitors.

Cookies are used by almost all websites, for a variety of purposes:
- Analysis of visitor behaviour (known as 'analytics')
- To personalise pages and remember visitor preferences.
- To manage shopping carts in online stores

Cookies may be either "persistent" cookies or "session" cookies. A persistent cookie consists of a text file sent by a web server to a web browser, which will be stored by the browser and will remain valid until its set expiry date (unless deleted by the user before the expiry date). A session cookie, on the other hand, will expire at the end of the user session, when the web browser is closed. Cookies do not identify people, but instead just record web traffic, allowing us to see which areas of the site are most popular and to tailor our content accordingly.

Use of cookies

In California, the European Union and other jurisdictions (depending on applicable law), websites are required to provide its visitors the option of having their cookies traced for tracking website traffic data or not.

This website uses cookies to better the user's experience while visiting the website. As required by legislation, where applicable, this website uses a cookie control system, allowing the user to give explicit permission or to deny the use of/saving of cookies on their computer/device.

The hosting provider of the website uses tracking software to monitor its visitors to better understand how they use it. The software will save a cookie to your computer's hard drive in order to track and monitor your engagement and usage of the website, but will not store, save or collect personal information.

When visiting any page on our website, a pop-up dialogue box will appear detailing the use of cookies and will remain until you click on an option. The following message will appear:
"This website uses cookies: We use cookies to analyze website traffic and optimize your website experience. By accepting our use of cookies, your data will be aggregated with all other user data."

You will be presented with the option to trace cookies ('Accept') or not ('Decline'):
Data will only be tracked if visitors select Accept.
Data will not be tracked if visitors select Decline or otherwise close the notification without selecting Accept.

We will not transfer or sell your cookie data to any third party. The cookie policy of the hosting provider of our website ('Go Daddy') is here: https://ca.godaddy.com/legal/agreements/cookie-policy

Intellectual Property

All ideas created or developed during this event remain solely those of the creator. This is with the understanding that ideas and content shared during your solution proposal document or presentation pitch (where applicable) will be shared publicly amongst fellow groups, judges, and the organising committees. A high-level version of your solution proposal may be shared in follow-up post-event marketing purposes, but will still remain the creator's Intellectual Property.

The presenter(s) will retain Intellectual Property of their presentation(s) and any additional material shared.

Eligibility

This Challenge is open to all High School, College, and University students globally. Participants must each be a current student and their status must be verifiable upon request.

The teams which are selected to present their solutions to our judges will be asked to provide identification that links them to their place of education. Failure to provide this on-demand, or providing inaccurate evidence, will result in your team's proposal being removed from the shortlist and you will be unable to continue in the Challenge.

Use of Media

Please note that photography, audio, and video recording may occur during this event. By taking part in the event, you consent to interview(s), photography, audio recording, video recording and its/their release,

publication, exhibition, or reproduction to be used for news, promotional purposes, advertising, inclusion on websites, social media, or any other purpose by Convergence.Tech. Images, photos and/or videos may be used to promote similar Convergence.Tech events in the future, highlight the event and exhibit the capabilities of Convergence.Tech. You release Convergence.Tech, its officers and employees, and each and all persons involved from any liability connected with the taking, recording, digitizing, or publication and use of interviews, photographs, computer images, video and/or or sound recordings. By entering the event, you waive all rights you may have to any claims for payment of royalties in connection with any use of this media. You also waive any right to inspect or approve any photo, video, or audio recording taken by Convergence.Tech. You have been fully informed of your consent, waiver of liability, and release before entering the event.

If you would like to opt-out of this creation, use and sharing of photography, audio and video then please contact-us, but be aware that this may limit the extent of your ability to take part in this event and/or access to the event may be removed. We are contactable at: contactus@convergence.tech and challenges@convergence.tech.

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