

Organiser Interview Guide for Hybrid Hackathons

This interview guide comprises of a pre-event and post-event instrument, designed to gather perceptions from hybrid hackathon organisers and covering pre-event planning, event execution and post-event retrospectives.

Pre-hackathon Interview Guide

Introduction

"Thank you for participating in this study. The aim is to explore how hybrid hackathons function, identify best practices, and derive suggestions for future event organisers and participants. During this interview, we will discuss your motivations for organising this event as well as your involvement in the planning of the hackathon. We will also discuss the planning process overall with an emphasis on the hybrid format, including technology choices and hybrid space layouts."

Introductory questions

Let's start by talking about why you decided to organise this hybrid hackathon.

- How did you get involved as an organiser?
- How many hackathons have you organised before this one? How many were hybrid?
- How did you decide on a hybrid format instead of a purely in-person or online hackathon? [*probes: cost considerations, accessibility and inclusion, flexibility for attendees, environmental and ethical aspects*]

Preparation and background

Let's talk about how you planned for the hackathon.

- When did you start planning the hackathon? (alternative: When did you get involved in the hackathon planning?)
- Can you walk us through the planning process?
 - Did you consult anyone when preparing for the hackathon?
 - Did you follow any existing guidelines for organising hybrid events? If so, what were they?
- From where do you expect remote participants to join? (timezone, locations)
- What - if anything - did you do to prepare for the hybrid format?
- How can participants reach you? [*probe: in-person or remote?*]

Event logistics

Can you walk me through the event program/agenda?

[Team formation, Idea generation, Set-up]

- How - if at all - do you support team formation?
 - How are you planning to address the needs of participants who might just show up alone, online, or in person?
- How are you planning to guide teams?
 - How are you planning to support hybrid teams? [*probes: technology support*]

[Team Collaboration, Team Project]

- Do you have any materials to share or orientation sessions for the teams we could participate in?
- How do you plan to guide teams in the hackathon? [*probes*]
 - *Are roles like a moderator/leader, note-taker, or presenter suggested to the teams? If so, are resources provided to help teams with any of these roles?*
- How will mentor onboarding work? How are mentors made accessible to both online and in-person participants? [*probes: time slots, dedicated technologies/channels, physical setup*]
- Which - if any - activities outside of teamwork did you plan for participants? [*probes: games, meet-ups, coffee breaks*]
 - How do you consider online participants?
- Can we have a walkthrough of the spaces you will provide for hybrid teams?
 - [**during the walk-through**] Can you describe the arrangements you made in the physical space to support the hybrid format? [*probes: room arrangements, remote whiteboard, projector, speakers, mics*]
 - [**during the walk-through**] What technologies are you using to support the hybrid format? Why?

Closing

Can you share what challenges you might expect with the hybrid format?

- Is there anything else you'd like to add regarding your experience in organizing this hybrid hackathon so far?
- [**if experienced**] What - if any - from your past experience in hybrid hackathons did you implement in this hackathon? Please provide a concrete example if possible.
- [**if experienced**] Can you describe any significant changes you made for this hackathon compared to previous events you organized? [*probes*]
 - *Specifically for the hybrid format? Please provide a concrete example.*
 - *What nudged you to make these changes (if changes were made)?*

Post-hackathon Interview Guide

Introduction

"Thank you again for participating in this study. The aim is to explore how hybrid hackathons function, identify best practices, and derive suggestions for future event organisers and participants. During this interview, we will discuss your impression of how the hackathon event went, the challenges you faced, and any future plans you might have."

Introductory questions

Now that the hackathon is over, can you share your overall impressions of how it went?

- What about the hybrid format? How did that go?

Team - hybrid format

- Which - if any - issues did you become aware of related to the hybrid format during the hackathon? Please think of a concrete example.
 - How did you become aware of these issues?
 - How did you address these issues?
 - How did you ensure that the same issue would not come up again?
- Which - if any - challenges related to the hybrid format were you not able to address?
- Did you interact with any hybrid teams?
 - Which team did you think the hybrid set-up worked very well for? Why was this the case? Please think of a concrete example.
 - Any instances of teams you thought did not manage the hybrid format well? Can you describe from your perspective what you thought the issues were?

Retrospection and closing

- What went well?
- What would you do differently when organizing future hybrid hackathons?
- Reflecting on the entire experience, is there anything else you would like to share or think it's important for future hybrid hackathon organizers to know?
- **[if experienced]** How did participants respond to changes made for this hybrid hackathon compared to previous hybrid hackathons you organized?

Participant Post-hackathon Interview Guide for Hybrid Hackathons

This post-hackathon interview guide is designed to capture the participant's perception of their experience and perspectives about a hybrid hackathon.

Introduction

"Thank you for participating in this study. The aim is to explore how hybrid hackathons function, identify best practices, and derive suggestions for future event organisers and participants. During the interview, we will discuss your motivations for participation, your experience during the hackathon related to team dynamics, utilization of technology, spatial arrangements, and the projects you worked on. The interviews will be audio-recorded."

Motivation and mode of participation

Let's start by talking about why you decided to participate in this hackathon.

- How did you participate in the hackathon? [*in person, remote*]
- Why did you decide to participate [*in person, remote*]?
- Would you also have participated [*!in person, !remote*]? Why / why not?

Preparation [team formation, idea generation, set-up]

Let's talk about how you prepared for the hackathon

- Were there any specific resources or guidelines provided by the organizers that you found useful for your preparation? [*probe: event agenda, setup software, technology*]
- [*if remote*] How did you prepare your remote setup in advance of the hackathon?
- [*if in-person*] Describe your physical setup for me at the venue [*probe: microphone and camera placement, equipment to show online participants*]

At the beginning of the hackathon [planning, initial communication]

Let's move into the hackathon event day.

- Did you join as an individual or part of a pre-formed team?
 - What was the composition of your team in terms of in-person and online participants? Any timezone differences?
 - [*If part of a pre-formed team*] Did you have any preparatory meetings before the hackathon? What were they focused on? [*probe: team role assignment, technologies/communication protocols, ideation/brainstorming*]

- Where were you located? Where were your team members located?
 - Did you change locations?
- How did you set up your communication within your team?
 - Which technologies - if any - did you use? How did you decide which technologies would be used?
- How did you decide which project to work on? Who was involved in the decision?
[probe: mainly in-person or remote participants?]

During the hackathon [team collaboration, parallel work, team project]

How were roles distributed among the team?

- Was there a designated leader within your team? [probe: in-person or remote?]
 - How was the team leader selected?
 - What were their tasks?
 - How effective was their leadership?
- Were there any other team-related roles or responsibilities taken? [probe: note taker, time-keeper, presenter] [probe: in-person or remote?]

Can you tell me about how your team collaborated during the hackathon?

- How did your team decide who does what?
- How did you keep track of your own tasks? How did you know what the other participants were doing? How did you know what was still left to do?
- How did you make sure that everyone was aligned and on the same page?
- How active were your other team members? [probe: in-person or remote?]
- Were there any parallel activities you were involved in?
 - Were you aware of any parallel activities of your team members? [**If yes: What were they?**] [probe: in-person or remote?]
- Which technologies did you end up using during the event? [probe for purposes: manage tasks, communicate, collaborate or work together, or share information]

How - if at all - did you participate in activities outside of teamwork? [probe: games, networking, breaks]

At the end of the hackathon [end of event, contribution]

Let's talk about the end of the hackathon. How did your team put everything together?

- How did everyone contribute to the project?
 - Did everyone contribute equally? [if not, probe for specifics]
 - [**if remote**] Did being remote affect your ability to contribute? How so?

- Looking back, how many of your ideas and contributions ended up in the project?
Can you give me some concrete examples?

After the hackathon [project outcome, reflection]

Reflecting on your hackathon experience, I'm interested in your perspectives on the team dynamics and the event's organization.

- Did your team see any changes in the mode of attendance (from online to in-person or vice versa)? *[probe]*
 - *When and why did this happen?*
 - *[if so] how did this impact your team's collaboration?*
- Was the venue equipped to support both in-person and online participants adequately?
 - If not, what were the limitations?
 - What something missing?
- How did the organization of the event affect your collaboration (e.g. checkpoints, games, food, etc.)?

Hackathon outcome and closing

Now that the hackathon has concluded let's discuss your overall experience and your thoughts on the hybrid format.

- Are you satisfied with the outcome of your project?
 - Did the hybrid format impact your project outcome in any way?
- Are you satisfied with the way your team worked together?
- What did you think worked well in the hybrid format? What would you change?
- Will you participate in future hybrid hackathons? *[probe: why? why not?]*
- Is there anything else you'd like to share about your experience?

Hybrid Hackathon Post-Survey Template

This template contains a collection of measures to assess the perception of hybrid hackathon participants after an event has ended. The template was developed by adapting existing measures from a previous study [1] focused on team dynamics in traditional settings. New measures target hybrid collaboration, covering communication patterns between in-person and remote members, and collaboration dynamics such as task distribution and engagement in hybrid hackathon settings.

We encourage template users to tailor the survey to their specific event needs by adding relevant scales and removing those that are perceived to not be useful. However, it's important to keep the existing scales intact to preserve their integrity.

If you utilize this instrument to study an event, we would appreciate it if you would be willing to share anonymized responses with us. Please contact the main author for further details. This instrument is available on Zenodo and on the Hackathon Planning Kit (<https://hackathon-planning-kit.org/>).

Survey Cover Page

As an attendee of the [HACKATHON_NAME] hackathon, you are invited to complete the following survey. This hackathon is organized by [HACKATHON_ORGANIZERS]. The main purpose of this survey is [SURVEY_PURPOSE].

The questions are mostly multiple choice / agree-disagree and will take approximately [COMPLETION_TIME_IN_MINUTES] minutes to answer. The risks that are associated with this survey are no greater than those ordinarily encountered in daily life. Your decision regarding whether or not to participate in this study will not result in any loss of benefits to which you are otherwise entitled. Your participation in this survey is voluntary, and you may discontinue participation at any time. Your responses will be de-identified and will remain confidential to the study team.

Anonymized responses to this survey might also be shared with a group of researchers at [RESEARCH_GROUP].

If you have any further questions about the survey, please contact [ROLE] [HACKATHON_ORGANIZER_NAME] (HACKATHON_ORGANIZER_EMAIL).

I am age 18 or older, I have read and understood the above information, and I wish to participate in the research and continue with the survey.

- ☐ Yes (continue the survey)
- ☐ No (end the survey)
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Section 1: Previous experience and motivation

The following questions are related to your prior hackathon experience and your motivations to participate in this event.

1. How many hackathons have you participated in the past?
If you cannot recall the exact number, please provide a rough estimate.
- Short Answer (Number)

2. To what extent was your decision to participate in this hackathon motivated by...

	Not at All	To some extent	To a moderate extent	To a large extent	Completely
Having fun					
Making something cool / Working on an interesting project idea					
Learning about [PURPOSE]					
[HACKATHON_THEME]					
Meeting new people					
Seeing what others are working on					
Sharing my experience and expertise					
Joining friends that participate					
Dedicated time to get work done					
Win a prize					

3. If your participation is motivated by other than the above reasons, please describe additional motivations below.
- Short Answer (text)
4. Did you participate in-person, remotely, or both?
- ☐ In-person

☐ Remotely

☐ Both

Section 2: Teamwork during this hackathon

The following questions are related to your perception of the team you were a part of during this hackathon.

1. What was the name of your team / project? (mandatory)

- Short answer (text or number)

2. How many people were in your team (including yourself)?

- Short answer (number)

3. Did your team use a code repository? If yes, please provide the URL of that repository below.

- Short answer (URL)

4. Did your team use any other online resources to e.g. create documentation? If yes, please provide the URL of that resource below.

- Short answer (URL)

5. Was there a team leader?

A team leader is someone who provides guidance, instruction, direction and leadership to the team.

☐ Yes, I was the team leader.

☐ Yes, someone else was the team leader.

☐ No, there was no clear leader in the team.

6. How well did you know your team members?

	Strongly disagree	Somewhat disagree	Neither agree nor disagree	Somewhat agree	Strongly agree
I knew my team members well.					
I have collaborated with some of my team members before.					

	Strongly disagree	Somewhat disagree	Neither agree nor disagree	Somewhat agree	Strongly agree
I have been close to some of my team members before.					
I have socialized with some of my team members (outside of this hackathon) before.					

Section 3: Teamwork during this hackathon continued...

The following questions are related to your perception of the team you were a part of during this hackathon.

1. Would you describe your team process as more...

	1	2	3	4	5
(1) Inefficient to (5) Efficient					
(1) Uncoordinated to (5) Coordinated					
(1) Unfair to (5) Fair					
(1) Confusing to (5) Easy to understand					

2. Please indicate your level of agreement with the following statements related to your GOALS as a team.

	Strongly disagree	Somewhat disagree	Neither agree nor disagree	Somewhat agree	Strongly agree
I was uncertain of my duties and responsibilities in this team.					
I was unclear about the goals and objectives for my work in this team.					

	Strongly disagree	Somewhat disagree	Neither agree nor disagree	Somewhat agree	Strongly agree
I was unsure how my work related to the overall objectives of my team.					

3. Please indicate your level of agreement with the following statements about your TEAM.

	Strongly disagree	Somewhat disagree	Neither agree nor disagree	Somewhat agree	Strongly agree
Everyone had a chance to express his/her opinion.					
The team members responded to the comments made by others.					
The team members participated very actively during our collaboration.					
Overall, the participation of each member in the team was effective.					

4. How did you communicate with the following groups? Please select all that apply.

	Team members that were in-person	Remote team members	Other hackathon participants that were in-person	Other remote participants	Mentors
Face to face					
Email					

	Team members that were in-person	Remote team members	Other hackathon participants that were in-person	Other remote participants	Mentors
Discord					
Other text messengers (SMS, WhatsApp, Facebook messenger, etc.)					
Zoom					
Other video messengers (Skype, Hangouts, etc.)					
Social networks (Facebook, Instagram, LinkedIn, etc.)					
Shared documents (GoogleDocs, Dropbox, Box, etc.)					

5. Was your team a hybrid team comprised of in-person and remote participants?

☐ Yes (continue to next section)

☐ No (skip next section)

Section 4: Hybrid collaboration

The following questions are related to your perception of collaboration within your hybrid team.

1. Please indicate your level of agreement with the following statements concerning equality and inclusivity in your hybrid team [2].

	Strongly disagree	Strongly disagree	Neither agree nor disagree	Somewhat agree	Strongly agree
Remote and in-person team members contributed equally to the project.					
Both remote and in-person team members participated equally in project discussions.					
Suggestions by remote team members received equal consideration.					

4. Please indicate your level of agreement with the collaboration dynamics within your hybrid team [3].

	Strongly disagree	Strongly disagree	Neither agree nor disagree	Somewhat agree	Strongly agree
Task assignments differed between remote and in-person team members.					
Remote and in-person team members were proactive in sharing updates about their tasks.					
Interruptions initiated by remote participants were generally received well.					
Discussions were predominantly led by in-person team members.					

Section 5: Your hackathon project

The following questions are related to your perception of the project you worked on during this hackathon.

1. Please indicate your level of agreement with the following statements related to your SATISFACTION with your project.

	Strongly disagree	Somewhat disagree	Neither agree nor disagree	Somewhat agree	Strongly agree
I am satisfied with the work completed in my project.					
I am satisfied with the quality of my team's output.					
My ideal outcome coming into my team was achieved.					
My expectations towards my team were met.					

2. Please indicate your FUTURE INTENTIONS related to your hackathon project.

	Strongly disagree	Somewhat disagree	Neither agree nor disagree	Somewhat agree	Strongly agree
I intend to continue working on my hackathon project rather than not continue working on it.					
My intentions are to continue working on my hackathon project					

	Strongly disagree	Somewhat disagree	Neither agree nor disagree	Somewhat agree	Strongly agree
rather than any other project.					
If I could, I would like to continue working on my hackathon project as much as possible.					

Section 6: Hackathon experience

The following questions are related to your perception of this hackathon.

1. How do you feel about your OVERALL EXPERIENCE participating in this hackathon?

	1	2	3	4	5
(1) Very dissatisfied to (5) Very satisfied					
(1) Very displeased to (5) Very pleased					
(1) Very frustrated to (5) Very contented					
(1) Absolutely terrible to (5) Absolutely delighted					

2. What did you like about this hackathon?
 - Long answer (text)
3. What would you wish to be different about this hackathon?
 - Long answer (text)

Section 7: Demographics and individual background

The following questions are about your personal background.

1. How old are you currently?

- ☐ 18 to 24
- ☐ 25 to 34

- ☐ 35 to 44
- ☐ 45 to 54
- ☐ 55 to 64
- ☐ 65 to 74
- ☐ 75 or older
- ☐ Prefer not to say

2. Are you...?

(Can be replaced by a text entry field: "If you feel comfortable, we invite you to share your gender with us.")

- ☐ Female
- ☐ Male
- ☐ Non-binary
- ☐ Prefer not to say

3. What is the highest level of formal education that you have completed until now?

- ☐ High school diploma or GED
- ☐ Some college
- ☐ Associate and/or bachelor's degree
- ☐ Bachelor's degree
- ☐ Professional degree
- ☐ Master's degree
- ☐ Doctorate
- ☐ Prefer not to say

4. Do you consider yourself a minority? (For example in terms of background, gender, expertise or in another way)

- ☐ Yes
- ☐ No
- ☐ Prefer not to say

References

1. Nolte, A., Filippova, A., & Herbsleb, J. (2025). A survey instrument for hackathon organizers and researchers. Zenodo. <https://doi.org/10.5281/zenodo.14705828>
2. Standaert, W., Muylle, S., & Basu, A. (2021). How shall we meet? Understanding the importance of meeting mode capabilities for different meeting objectives. *Information & Management*, 58(1), 103393.
3. Neumayr, T., Augstein, M., & Kubicek, B. (2022). Territoriality in hybrid collaboration. *Proceedings of the ACM on Human-Computer Interaction*, 6(CSCW2), 1-37.

Participant Observation Guide for Hybrid Hackathons

The purpose of this protocol is to guide the observation of participating teams during a hybrid hackathon.

Category	Description	Observers should note
Participant interaction	Level of involvement of each participant.	<p>Hybrid influence: Interaction between in-person participants and between in-person and online participants.</p> <p>Take note of the non-verbal cues that show engagement. Examples: Shared screens, whiteboards or physical prototypes, chat messages and reactions, active working vs passive/disengaged.</p> <p>Codification: [Timestamp], [Participant/Team], [In-person/Virtual], [Interaction]</p>
Technology usage	Platforms, software, and hardware tools utilized by participants.	<p>Platform choices: Document which visible technologies are used for what purposes (communication, brainstorming).</p> <p>Technical difficulties: Make note of any technology-related interruptions or difficulties and how they are resolved.</p> <p>Codification: [Timestamp], [Participant/Team], [Issue], [Solution]</p>
Team roles	How participants work together in their roles	<p>Observe who takes on different roles in the team. What is their modality?</p> <p>Characteristics of leadership i.e., idea initiator/visionary, facilitator, presenter, note-taker etc.</p> <p>Note how tasks are distributed among team members and if the location (in-person or virtual) plays a role in these assignments.</p> <p>Codification: [Timestamp], [Participant/Team], [Team role], [In-person/Virtual], [Role objective]</p>

Category	Description	Observers should note
Task coordination	Task allocation, meetings and breaks.	<p>Synchronous vs. asynchronous work: Observe periods when the team works together in real-time and when they work separately. When participants separate, stick to the largest group in the same space.</p> <p>Time-zone coordination: How does the team navigate different time zones i.e., in scheduling meetings or meeting deadlines? Note possible hand-off procedures.</p> <p>Codification: [Timestamp], [Participant/Team], [In-person/Virtual], [Task allocation]</p>
Breaks and external interruptions	Instances where participants may encounter disruptions during teamwork.	<p>Disruptions affecting multiple teams (e.g., announcements/change in agenda, technical disruptions, participant “going home”, participant attrition etc.)</p> <p>Who/what is interrupting the participants, and why? What is the frequency of external interruptions?</p> <p>Is there any perceived impact of the interruptions on group dynamics and task completion?</p> <p>Codification: [Timestamp], [Participant/Team], [In-person/Virtual], [Interruption type], [Interruption outcome]</p>
Spatial dynamics	Organization and use of physical and virtual spaces for team activities	<p>Use of physical space: For in-person participants, observe the use of the physical space for collaboration. Use of provided resources (table arrangements, screens, whiteboards etc)</p> <p>Virtual participation interface: For virtual participants, note the “virtual space” setup, such as chat rooms, video conferencing layouts, and shared documents.</p> <p>Codification: [Timestamp], [Participant/Team], [In-person/Virtual], [Space type], [Space description]</p>