



# MIT Policy Hackathon 2021

## Connecting Through Challenges

a hybrid event  
october 22-24, 2021



[policyhackathon@mit.edu](mailto:policyhackathon@mit.edu)  
[mitpolicyhackathon.org](http://mitpolicyhackathon.org)

<https://www.youtube.com/channel/UCWfbzPdoMDBgr7-cm-ZTCvA>



MIT Technology &  
Policy Program

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## and our challenge partners



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# A G E N D A

All times are in **Eastern Daylight Time (EDT)**  
In-Person and Remote Participant General Agenda\*

## Tuesday, Oct 19

- 1:00 PM **Slack Workspace Opens & Team Formation Begins**  
6:00 PM - 7:00 PM (Optional) Zoom/Slack/Toucan Office Hours (IT Support)

## Thursday, Oct 21

- 6:00 PM - 7:00 PM (Optional) Speed Networking Event on Toucan

## Friday, Oct 22

- 10:00 AM - 11:00 AM (Optional) Speed Networking Event on Toucan  
5:15 PM - 5:40 PM Hackathon Introduction  
5:40 PM - 6:10 PM **Keynote Address and Q&A: Dr. Dana Williamson**  
6:10 PM - 7:00 PM **Challenge Introductions and Q&A**  
7:00 PM - 8:30 PM **Team Challenge Registration (Deadline 8:30 PM)**  
8:30 PM - 9:00 PM Challenge Allotment  
9:00 PM - Onward Hacking

## Saturday, Oct 23

- All Day Hacking & Mentor Office Hours  
9:30 AM - 10:15 AM **Global Connections: Iqbal Dhaliwal, MIT J-PAL**  
1:00 PM - 2:30 PM **Local Connections Panel: Advancing Resilience with Farmworker Communities in Ventura County, CA**

## Sunday, Oct 24

- Morning Hacking  
10:00 AM **Submissions Deadline**  
11:00 AM - 12:30 PM **Judging: Round 1**  
1:00 PM - 2:00 PM Lunch & Judging Break  
2:00 PM - 2:20 PM **Closing Address: Audrey Tang**  
2:20 PM - 4:30 PM **Judging: Final Round**  
4:30 PM - 5:00 PM **Final Ceremony**

\*See p. 22 for detailed in-person agenda



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# S P E A K E R S

## Keynote Speaker

**Dr. Dana Williamson**

**Friday, Oct. 22nd 5:40PM EDT**



**Dana Williamson, PhD, MPH** is a behavioral social scientist and earned both her doctorate and master's degree from the Rollins School of Public Health, Emory University. She is a graduate of the inaugural cohort Robert Wood Johnson Foundation Health Policy Research Scholars program and the Agents of Change Fellowship program in affiliation with the George Washington University Milken School of Public Health. Dr. Williamson has a diverse public health experience that spans more than 15 years of applied community-engaged research, outreach, and development; has worked as a health communications specialist with the Centers for Disease Control & Prevention. Her research has maintained a core theme of a health disparities lens and emphasizes capacity building, community-centered approaches to address environmental injustices, and scholar advocacy to shape policies that improve health and advance equity. She is the lead evaluator of the U.S. EPA's Region 4 EJ Training Academy, focusing on capacity building and the identification of successful community change strategies and policy-related outcomes. Currently, Dr. Williamson is an Association of Schools and Programs of Public Health (ASPPH) Environmental Health Fellow with the Scientific Integrity Program hosted in ORD/OSAPE/SPD and is applying her evaluation skills toward understanding scientific integrity and cultural change.

## Closing: Inspiration for Digital Social Innovation

**Audrey Tang**

**Sunday, Oct. 24th 2:00PM EDT**

Audrey Tang is Taiwan's digital minister in charge of Social Innovation. Audrey is known for revitalizing the computer languages Perl and Haskell, as well as building the online spreadsheet system EtherCalc in collaboration with Dan Bricklin. In the public sector, Audrey served on Taiwan national development council's open data committee and the 12-year basic education curriculum committee; and led the country's first e-Rulemaking project. In the private sector, Audrey worked as a consultant with Apple on computational linguistics, with Oxford University Press on crowd lexicography, and with Socialtext on social interaction design. In the social sector, Audrey actively contributes to g0v ("gov zero"), a vibrant community focusing on creating tools for the civil society, with the call to "fork the government."



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# EVENTS

## Global Connections: Discussion and Q&A

Saturday, Oct. 23rd  
9:30AM EDT



Under our theme of **Connecting Through Challenges**, these events will feature community research partnerships at global and local scales -- with opportunities to ask questions and hear takeaways on making the most of your weekend work..

### Iqbal Dhaliwal: Lessons from the Poverty Action Lab

Iqbal Dhaliwal is the Global Executive Director of J-PAL, a network of centers worldwide whose mission is to fight poverty and climate change using rigorous evidence. Based at MIT's economics department, he works with the Board to develop the organization's strategic vision, and with the leadership of the regional offices to coordinate field research, policy outreach, capacity building, and operations worldwide. He is also the co-chair of the Innovations in Data and Experiments for Action Initiative (IDEA) that works with researchers to increase the use of administrative data in their work, and with data providers looking to use their data for decision making.

## Local Connections: Panel and Q&A

Saturday, Oct. 23rd  
1:00PM EDT

### Advancing Resilience with Farmworker Communities in Ventura County, California

Researchers and community leaders from several organizations will describe their roles in the Achieving Resilient Communities Project and Community Heat Monitoring Project – a combined, community-centered effort to develop workshops and educational materials on the impacts of extreme heat and wildfire smoke. The event will include discussion, Q&A, and digital stories co-produced by farmworker leaders (with Spanish-English interpretation available over Zoom for those on computers or tablets).

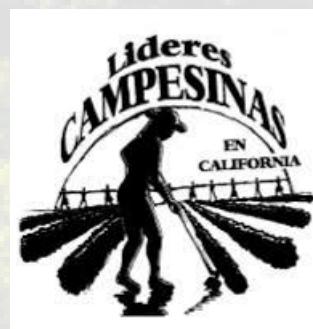
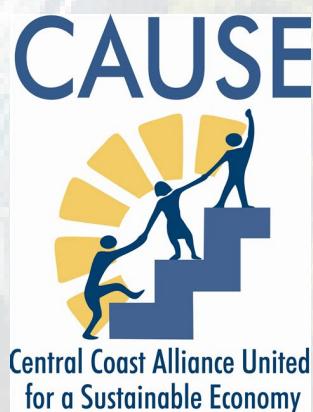
#### Presenters:

Catalina Garzon-Galvis, Tracking California (a program of the Public Health Institute)  
Isadora Nogueira, Tracking California (a program of the Public Health Institute)  
Odette Moran, Central Coast Alliance for a Sustainable Economy (CAUSE)  
Monserrat Hernandez, Central Coast Alliance for a Sustainable Economy (CAUSE)  
Angela Reed Clavijo, Lideres Campesinas  
Claudia Quezada, Lideres Campesinas  
Jorge Toledo, Mixteco Indígena Community Organizing Project (MICOP)  
Juvenal Solano, Mixteco Indígena Community Organizing Project (MICOP)  
Virgida, Luisa, Ofelia, and Natividad: Farmworker leaders from MICOP and Lideres Campesinas



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# P A N E L



**Tracking California** is a program of the Public Health Institute, in partnership with the California Department of Public Health and the Centers for Disease Control's (CDC) National Environmental Public Health Tracking Program. Tracking California works to make environmental health data and information publicly-available through the development of a web-based data query system, state-of-the-art data displays, and innovative web tools and services. We aim to make these data and information accessible and useful to a variety of stakeholders including communities, governments, academia, and private partners.

**CAUSE** is a base-building organization committed to social, economic, and environmental justice for working-class and immigrant communities in California's Central Coast. We build grassroots power through community organizing, leadership development, coalition building, civic engagement, policy research, and advocacy. CAUSE's vision is that together we can create a global community where we all contribute to, and benefit from, a sustainable economy that is just, prosperous and environmentally healthy.

**Lideres Campesinas** represents a culmination of decades of work by farm working women (Campesinas). Farmworker women have been the leaders of many grassroots and mobilizing efforts to improve the lives of farmworker communities. Líderes Campesinas provides these long-time leaders and activists with the opportunity to coordinate their work statewide and has built collectives so that campesinas may become agents of change and be a more effective unified voice.

**Mixteco Indígena Community Organizing Project (MICOP)** aims to support, organize and empower the indigenous migrant communities in California's Central Coast. The Indigenous Migrant Community that MICOP works with comes primarily from southern Mexico, including the states of Oaxaca, Guerrero, Michoacán, and Puebla. MICOP envisions a strong indigenous immigrant community actively engaged to achieve just working and living conditions, equality, and full human rights in the broader community.



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# EVENTS

## Team Formation | Optional Networking Sessions

Thursday, Oct. 21st 6:00 PM EDT; Friday, Oct. 22nd 10:00AM EDT

Sometimes it is useful to put a voice and face to that bio you just read, and to have actual conversations with potential teammates to see whether you might be a good fit. With that in mind, we are hosting two events to meet teammates and network more generally. These sessions are completely optional; see the *Team Formation* section below for more detail.

## Office Hours with Challenge Partners and Mentors

Saturday, Oct. 23rd throughout the day

We hope to provide many opportunities for guidance during the hackathon -- including from our challenge partners as well as other experts in policy analysis and data science. These experts will be holding Saturday office hours on Zoom, with links and scheduling details provided during the event.

## Post-Hackathon Social Event!

Wednesday, Oct. 27th at 6PM EDT; Saturday, Oct. 30th at 10AM EDT

Celebrate your hard work with a post-hackathon social event! Feel free to join whenever you'd like to share stories and strengthen the connections you formed over the weekend. Both events will be held on Toucan to allow for a more natural conversation flow. See the *Toucan* section for more details on this platform.

## Discussion | Research to Policy Engagement Initiative

Friday, Oct. 29th 3:00PM EDT

The Research to Policy Engagement Initiative (convened by MIT's Technology & Policy Program) aims to bridge knowledge to action on major societal challenges and connect policymakers, stakeholders, and researchers from diverse disciplines. This month's discussion is open to all Hackathon participants; event information will be available [here](#).



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# CHALLENGE PARTNERS

## Land Acknowledgment

MIT acknowledges Indigenous Peoples as the traditional stewards of the land, and the enduring relationship that exists between them and their traditional territories. The land on which we sit is the traditional unceded territory of the Wampanoag Nation. We acknowledge the painful history of genocide and forced occupation of their territory, and we honor and respect the many diverse indigenous people connected to this land on which we gather from time immemorial.

### Internet Policy | Berkman Klein



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The Berkman Klein Center's mission is to explore and understand cyberspace; to study its development, dynamics, norms, and standards; and to assess the need or lack thereof for laws and sanctions. We are a research center, premised on the observation that what we seek to learn is not already recorded. Our method is to build out into cyberspace, record data as we go, self-study, and share. Our mode is entrepreneurial nonprofit. As an interdisciplinary, University-wide center with a global scope, we have an unparalleled track record of leveraging exceptional academic rigor to produce real-world impact. We pride ourselves on pushing the edges of scholarly research, building tools and platforms that break new ground, and fostering active networks across diverse communities. United by our commitment to the public interest, our vibrant, collaborative community of independent thinkers represents a wide range of philosophies and disciplines, making us a unique home for open-minded inquiry, debate, and experimentation.

### Environmental Justice | Connecticut Green Bank



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The Connecticut Green Bank's mission is to confront climate change and provide all society a healthier and more prosperous future by increasing and accelerating the flow of private capital into markets that energize the green economy. The Connecticut Green Bank is the nation's first green bank. Established by the Connecticut General Assembly in July 2011, the Connecticut Green Bank supports the Governor's and Legislature's energy strategy to achieve cleaner, less expensive, and more reliable sources of energy while creating jobs and supporting local economic development. The Bank has also convened events and projects to discuss and advance environmental justice among community and policy voices. For more information on Connecticut Green Bank, please visit <https://www.ctgreenbank.com/>.



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# CHALLENGE PARTNERS

## Transportation | Portland, Maine Sustainability Office



The Portland, Maine Sustainability Office undertakes initiatives designed to make Portland a vibrant, environmentally friendly community now and into the future. One of the current key products is the One Climate Future Plan within which Portland and South Portland are jointly working to create a prosperous and inclusive low-carbon future. Through climate impact assessments, vulnerability assessments, and evaluations of greenhouse gas inventory the team working on this action plan is addressing a multitude of dimensions: buildings & energy use, waste reduction, climate resilience, and transportation & land use. For more information about the Sustainability Office, please visit <https://www.portlandmaine.gov/1890/Sustainability-Office>

## Health | Population Reference Bureau (PRB)



Population Reference Bureau (PRB) promotes and supports evidence-based policies, practices, and decision-making to improve the health and well-being of people throughout the world. Founded in 1929, PRB embodies trusted reliable data. PRB's twofold purpose is verifying our data sources and building our analysis on principles of science. We analyze and publish information about populations and their health and well-being ultimately improving the lives of many people around the world, principally in the United States and Sub-Saharan Africa. We develop information tools and communications strategies supporting policy, programming, and funding decisions made by national and local governments, foundations, and their publics. For more information about PRB, please visit <https://www.prb.org/>.

## Housing & City Planning | Housing Forward MA



In Massachusetts, there is an urgent and growing need for affordable and middle-income housing. This housing is a critical ingredient of any thriving economy; not only creating jobs and tax revenue for cities and towns, but lowering the cost of living and helping local businesses to grow organically by adding jobs here. The shortage of affordable, workforce housing will only grow in importance as Massachusetts begins the long post-Coronavirus rebuilding of our economy. Housing Forward-MA is focused on developing and disseminating accurate data related to housing and real estate development in Massachusetts and the broader economic impacts of housing supply and demand. By providing training, education, and model policy proposals our organization will support organizing and advocacy efforts for affordable, workforce housing across the state. For more information about Housing Forward MA, please visit <https://www.housingforwardma.org/>.



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# LOGISTICS

## Team Formation

The team formation process will begin on **Monday, October 18th, 2021**. Please refer to the *Team Formation* section for more guidelines.

## Hacking

Once you form your team, you will register and rank your challenge preferences via a Google Form. **At least one team member must be available to do this on Friday between 7:00-8:30pm EDT.** Based on this form, the organizing team will randomly allocate teams to challenge tracks. We will do our best to ensure that each team can participate in one of the top 3 challenge tracks indicated. The challenge decisions released Friday evening will be considered final.

All teams will be added to a private Slack channel for their assigned challenge. This channel will be moderated by a member of our organizing team, who will be your point of contact for any challenge-related questions. They will also moderate the judging sessions for your challenge track.

Once assigned to a challenge, you will have until 10:00AM EDT on Sunday, October 24th to "hack" it. We encourage brainstorming together in real time as much as possible via the video or messaging platform of your choice. (For more guidelines on how to use Zoom and Slack, please see *Zoom Guidelines* and *Slack Guidelines*). We also encourage using brainstorming and/or project management tools to help with the incredible challenge of remote teamwork (e.g., Miro, Mural, Trello, When2Meet).

While the organizing team will not dictate how your team chooses to hack, do reach out to us if you face any issues!

## Challenge Partner Office Hours

As you are hacking, you might have questions for our challenge partners. Representatives from these organizations will be holding office hours on Zoom, on Saturday. You will be able to book a 20 minute office hour slot, using the linked spreadsheet provided later on the Slack channel, to ask all your questions. (Note that every office hour slot can have a maximum of two teams on call at a time). Schedules are challenge-specific and will be released closer to the event. Our organizing team will also be available on Slack to answer further questions.



# LOGISTICS

## Mentor Office Hours

We are fortunate to have other experts available for guidance and feedback on Saturday -- including MIT alumni and hackathon sponsors with data, policy, and/or domain expertise in our challenge areas. All are welcome to book 15-30 minute Zoom slots in the same spreadsheet (to be shared later via Slack).

## Events

During the hackathon, you will have several opportunities to hear from professionals doing exciting work on research-to-policy connections and engagement (see *Speakers* for more detail). We encourage you to attend as many presentations and panels as you can! **At least one member of your team must attend Saturday's Global Connections and Local Connections events to be eligible for judging.**

## Evaluation Rounds

**You will be required to submit a pitch presentation (PDF) and a policy memo (PDF) by 10:00AM ET Sunday, October 24th.** For each of the 5 challenges, judges will select three finalists based on the first round's 3-minute pitch sessions, conducted via Zoom. From those finalists, judges will select a challenge winner based on the finalists' written policy memo & the final pitch + Q&A session. The Hackathon concludes with the announcement of the challenge winners and final remarks. **Please read Submission Guidelines for more detail.**

## Awards and Further Opportunities

**Each team that wins their challenge area will receive a \$1,000 prize,** divided equally among teammates! All winners will be asked to submit a prize payment form to the Hackathon Organizing Team upon winning on October 24th, 2021 for processing.

We also encourage teams to continue partnerships with their challenge partners if there is mutual interest. From exchanging contact info to engaging in follow-up work products (as several teams did last year), all are welcome to connect more deeply with these challenges.



# TEAM FORMATION

To participate in this hackathon, **you must form a team with a minimum of 3 and a maximum of 5 members** (there will be no exceptions). We suggest that you keep the following guidelines in mind as you form teams:

- Find people who are interested in the same challenge areas.
- Find people whose skills complement your own -- the more diverse, the better. If you are an experienced data analyst, you should ensure that your team has a strong policy writer as well.
- **Make sure you will have at least one team member available during each required event (Friday team registration, Saturday Global & Local Connections events, Sunday judging).** We regret that not all events line up easily with all time zones, and hope you can plan accordingly to balance these requirements with your team's working hours.
- Set expectations beforehand. We encourage you to clarify your availability and goals with potential teammates before you register together.

For those who already have a team in mind, you are welcome to participate together. Otherwise, here are a few ways to find your teammates:

## Using the RSVP Directory on Airtable

The RSVP Directory has a new look! Based on your responses to the RSVP form, we have compiled your profiles into an [Airtable site](#) that allows for filtering, sorting, and other functionality to assist with team formation. This is perhaps the most efficient way to learn about your fellow hackers -- including their background, challenges of interest, team preferences and more. We hope you will use this directory to find teammates with similar interests and complementary skills.

## Contacting Potential Teammates via Slack

You will receive a sign-up link to the Slack workspace for the hackathon on Tuesday, October 19th. (Please see *Slack Guidelines* for more information.) Apart from serving as a space for you to contact the organizing team and vice versa, Slack will play an important part in the team formation process.

**Please log onto Slack as soon as you receive the link. If you'd like, you are welcome to go to introduce yourself in the #icebreakers channel!** We encourage you to share your name, location, and any background information you'd like -- while **keeping things brief** to respect the >200 participants at this event. Regardless of whether you post on #icebreakers, logging onto Slack will help you be in touch with your fellow participants as quickly as possible.



# TEAM FORMATION

## Contacting Teammates via Slack (continued)

Slack will serve as the communications platform for the entire event. If there is anyone you read about in the RSVP Directory who you would like to work with, use Slack to reach out to them personally. We understand that remote team formation can be tough, which is why our Slack workspace opens several days before the hackathon -- start those conversations early!

We hope you participate in Slack conversations throughout the event as we try our best to unify our hybrid community. We ask that you are respectful and kind in all of your conversations on the workspace; please report any concerns to our team immediately. Post all your questions on the #questions channel and a member of the organizing team will respond to your queries.

## Optional Networking on Toucan

Sometimes it is useful to put a voice and a face to that bio you just read, and to have actual conversations to understand whether you might be a good fit. With that in mind, we are hosting two hour-long networking events: Thursday, October 21 at 6PM EDT and Friday, October 22 at 10AM EDT. These events are fully optional, and will be open for general networking as well.

Networking will be held on the platform Toucan (instead of Zoom) to facilitate more natural conversations. Toucan allows participants to move between virtual “tables” more organically -- each with their own video call like a zoom room. Pre-hackathon events will have “tables” for each of the five challenges, with sub-options for those who are looking for teams (versus those who have their team and simply wish to connect with others). See *Toucan Guidelines* for more details.

## Forming Your Final Team

Using these three options, we hope team formation can be as easy (and even more informed) than in person! Of course, the organizing team is here to help you along the way, so please don't hesitate to reach out to us with any questions.

Once you have finalized your 3-5 person team, **[we encourage you to enter your team name and members via the Airtable form linked here](#)**. While this form is not required, it will update your Airtable profile to specify that you already have a team -- helping clarify which participants are still looking for teammates. We also encourage you to start a group DM on Slack for your team! (See *Slack Guidelines*). **You must formally register your team and challenge preferences after the challenge introduction between 7 and 8:30 PM EDT on Friday, October 22nd.**

Please contact the organizing team by 7:00PM EDT on Friday if you still haven't been able to form a team. We will do our best to match you with others interested in similar challenge areas.

We hope that along with the knowledge you take away from your work on the challenge, this weekend helps you find a new, amazing, global community interested in tackling similar challenges around research-to-policy connections!



# S U B M I S S I O N S

Beyond quantitative and qualitative analysis, communication is a key part of the hackathon products. To help teams make the most of their work, we've put together a [running document of resources \(linked here\)](#) on effective presentations, data visualization, and policy writing (including an [example memo template](#)). If you have other resources to recommend, feel free to comment or "suggest" them on the doc!

## Submission Deadline and Requirements

The below materials must be submitted by **Sunday, October 24th by 10:00AM EDT**:

### Slides for your 3-minute pitch.

- All presentations must be submitted in PDF format.
- A maximum of 5 slides, so you can easily stick to the time limit.

### Your policy memo.

- A 2-3 page document in PDF format (template [here](#)).
- See judging criteria below for additional guidance.

Both of these should be submitted using a Google Form that will be circulated starting at 9:00AM EDT and will strictly close at 10:00AM EDT. The last version that you submit will be considered final.

## 3-Minute Pitch Logistics (Sunday, 11:00AM - 12:30PM ET)

- The first round will take place from a Zoom link that will be shared on your challenge Slack channel, for all participants. For in-person participants, we will reserve space in 32-155 for participants to present. All participants are asked to stay muted until it is their team's turn to present. Decide in advance who is going to present (it can be one or several people).
- Sign up for a presentation slot on the form (available upon slide and memo submission).
- On Sunday at 10:50AM ET, all teams should be logged into Zoom ready to start their pitch.
- We will monitor time and moderate the session. A hackathon organizer will share and control the screen that has your presentation, so you will have to ask them to move to the next slide as you present. They will indicate when you have approximately 30 seconds remaining. If you go past 3 minutes, we will stop you, so make sure you stay under 3 minutes!
- There will be a few minutes of Q&A following the 3-minute pitch. Any teammate can answer.

## Final Round Logistics (Sunday, 2:20PM - 4:30PM ET)

- Finals will be held in a hybrid format. Remote participants will be sent a Zoom link to join the webinar, and in-person participants will gather in 32-155. The webinar will be livestreamed for the general public, and the order of challenges will be announced beforehand.
- If you are a finalist, you will be notified 6 minutes before your team is set to present to allow equal preparation time for all teams. That is, every finalist will be notified that they are next, just as the previous finalist begins their presentation.
- When a new finalist is announced, that team will be invited to speak in the room (for in-person participants) or the team members will be promoted to 'Presenter' status in the Zoom webinar (for remote participants). In-person presenters will be asked to come to the front of the room in 32-155. Every finalist is required to give a 3-minute recap pitch to be followed by a 3-minute Q&A session on both the pitch and the submitted memo. Relax, smile, and celebrate your hard work!



# S U B M I S S I O N S

## Judging Criteria

Your **3-minute pitch** should be a well-rehearsed presentation on the what, how, and why of your policy recommendations.

The pitch will be judged on the following criteria:

- **Viability:** Are the recommendations realistic? Can they be feasibly implemented? (And by whom?). Does the team consider social and political readiness?
- **Equity:** Do the recommendations reasonably consider issues of equity, equality & disparate impacts on the affected population?
- **Originality:** Is the approach new, innovative, or creative? Does it provide an objectively better and more efficient way of addressing the respective challenge?
- **Technicality:** Is the underlying analysis justified by meaningful results?
- **Presentation Quality:** Was the presentation clear and compelling?

Your **policy memo** should be a concise and informative summary of your recommendations, written for a non-expert audience. The memo should also include a short overview of any qualitative/quantitative analysis. We hope to post submitted memos on our website as part of the hackathon proceedings, like in the [2019 hackathon](#). To enable this, memo content and formatting should be ready to be shared (with opportunities for small corrections shortly after the event). We encourage teams to start from our [memo template document](#) and its additional guidelines.

The memo will be judged on the following criteria:

- **Recommendations:** Are recommendations provided actionable, applicable, novel, and informed by both the policy landscape and the analysis?
- **Clarity:** Is it easy to understand (1) what the recommendations are, (2) how they were developed, and (3) why they represent progress compared to the current state?
- **Data Analysis:** Is the analysis clearly explained? Are key assumptions and methodologies explained for a non-technical audience? Are the results replicable?
- **Equity:** Do the recommendations reasonably consider issues of equity, equality & disparate impacts on the affected population?
- **Trade-Offs:** Is the solution feasible? Did the team analyze potential pros and cons?
- **Technical Appendix:** Teams may include a short technical appendix, but it will not be formally judged. Writers should succinctly describe methods and results in the memo.

Given the diversity of your backgrounds and the many forms that policy-forward material can take, we are open to the inclusion of additional deliverables (graphics, data products, web tools) if deemed useful to the challenge and our partners. Such work can be linked in the memo or attached in the submission form. Nevertheless, all teams must submit a memo and pitch deck (where judging will focus) to ensure consistency across teams.



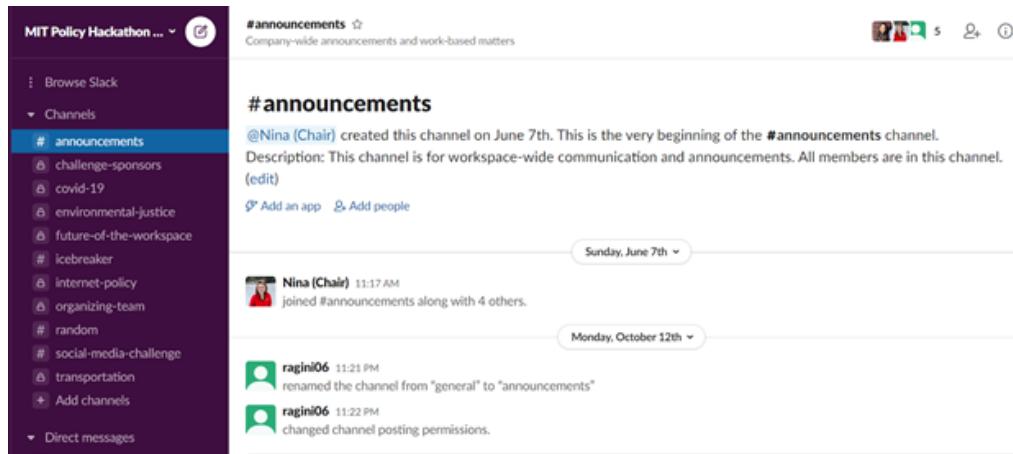
# USING SLACK

## Slack Guidelines

We will use Slack as our messaging and communication platform for the hackathon. You can download it, [here](#).

Here are some links to help you get started with Slack, in case you haven't used it before:

- [\*\*What is Slack?\*\*](#) (Please ignore the call feature - we encourage you to use Zoom)
- [\*\*How to join a Slack Workspace\*\*](#) (We will invite you via email, on October 19th)
- [\*\*How to update your profile\*\*](#) (We encourage you to update your profile with your preferred name, current time zone and anything else you would like others to know!)
- [\*\*How to send and read messages\*\*](#) (You are welcome to send a message introducing yourself on the #icebreakers channel when you join - you will automatically be a member of this public channel.)
- [\*\*How to find other workspace members on Slack\*\*](#)
- [\*\*How to send a Direct Message to a person or to a group of people\*\*](#) (You can use private DMs to contact people personally and use the group DM to privately chat with your team.)
- [\*\*How to share files over Slack\*\*](#)
- [\*\*How to mute notifications on Slack\*\*](#) (A continuous stream of notifications can be exhausting. You should be able to mute your workspace if you need a break!)



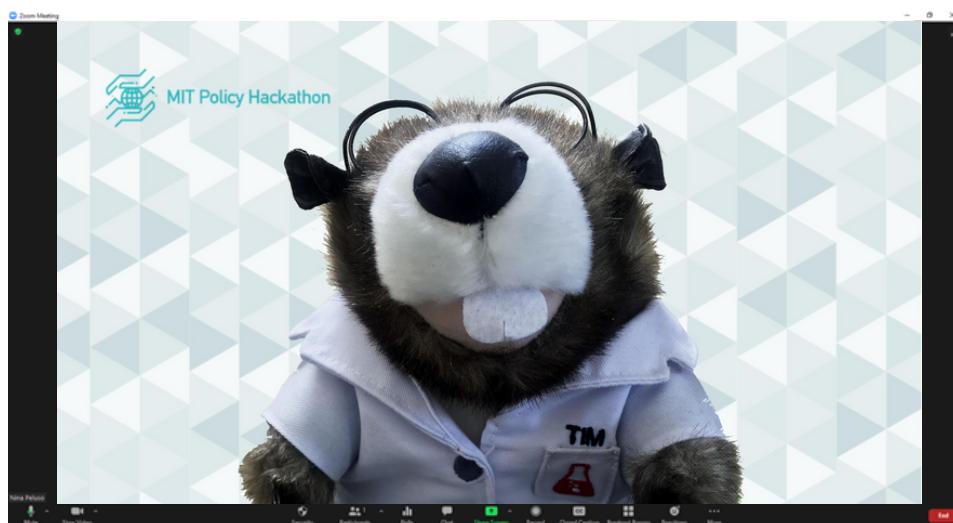
# USING ZOOM

## Zoom Guidelines

Many of you are likely familiar with Zoom already! Zoom will be the platform where we hold all weekend online events and judging sessions. We encourage you to “hack” together by hosting your own team meetings on Zoom as well. You can download it, [here](#).

Here are some links to help you get started with Zoom, in case you haven’t used it before

- [\*\*How to join a Zoom meeting\*\*](#) (We will generally post links that you can use to directly join the call, but here is another way to join a Zoom meeting!)
- [\*\*How to host and invite others to your Zoom meeting\*\*](#) (Note that people using free Zoom accounts can only host meetings that are under 40 minutes)
- [\*\*How to control my audio/video during a Zoom meeting\*\*](#) (We ask you to remain muted until you are called upon in any meeting)
- [\*\*How to share your screen\*\*](#) (While the organizing team will share your slides during the judging sessions, you may want to use this feature as you hack together)
- [\*\*What is a Zoom webinar?\*\*](#) (Some events will be held as a webinar instead of the traditional Zoom meeting. The main difference is that you will no longer have to worry about your audio/video as only the hosts and panelists will be visible to the audience. For the finals, if you are a finalist, you will be promoted to a panelist role by the host, but are asked to join as a regular attendee at the beginning of the webinar.)
- [\*\*How to change your Zoom background\*\*](#) (To get in the spirit of things and feel more integrated with your remote community, we will be sharing an official hackathon Zoom background! See an example of Tim the Beaver using the background below.)



MIT Policy Hackathon

# TOUCAN AND SLIDO

## Toucan Guidelines

We will be using [Toucan](#) for all optional networking events, both before the hackathon weekend (for team formation) and after (for the celebratory socials). It's a similar platform to Zoom, but with functionality that allows participants to move between conversations more organically. Toucan is free and has been used in more than 160 countries.

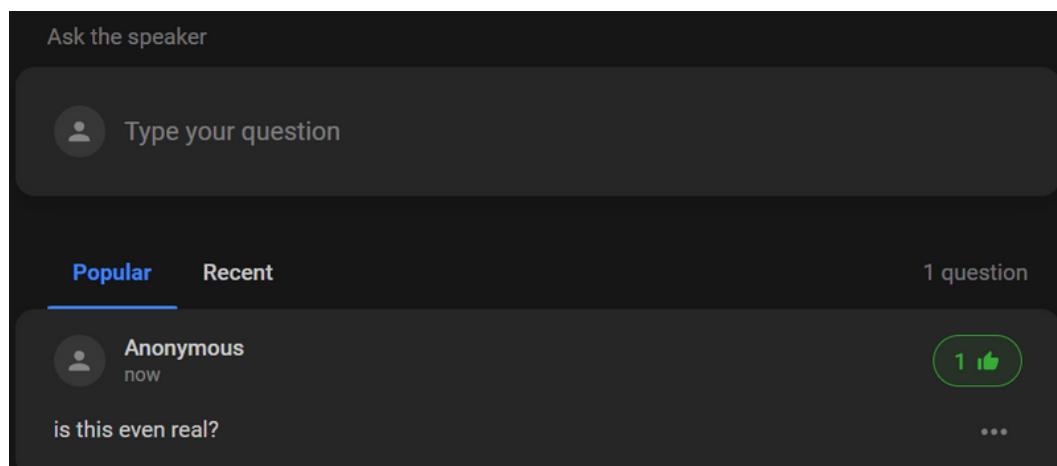
For those who have not yet used Toucan, you can sign up using your Google or LinkedIn account ahead of time here: <https://app.toucan.events/>. Event links will be posted on Slack and over email ahead of time, as with Zoom links in other parts of the event.

To use the platform, you must [enable camera and microphone permissions](#) as you would on Zoom. Browser and hardware requirements are listed [here](#); while Toucan does not have a separate mobile app, it should be functional on most laptops, desktops, or tablets as well as an internet page on mobile.

For more information, see Toucan's [quick tutorial](#), [quick fixes](#), [FAQs](#) or the "Support" button in the bottom-right corner of any Toucan event or site. If you're still having issues, contact the #questions channel in Slack and we'll do our best to help!

## Slido Guidelines

We will be using [Slido](#) for the Q&A portion of our hybrid speaker events -- including the Friday keynote and two Saturday presentations. This will give equal weight to online and in-person attendees, while allowing all attendees to ask anonymously (if they prefer) and upvote their favorite questions to be parsed by the event moderator. No signups or downloads are required; we will send a link to the Q&A page of each session beforehand. Computer and mobile options are both available; an example display is below.



# IN-PERSON

## Where to go

We're excited to see you! All in-person events will be held in the Stata Center at MIT. See the *Maps* page for further detail on how to get there and where to go!

## Check In and Access

We strongly encourage in-person attendees to join us on campus for the Friday event; please contact us separately if you cannot be there for the evening. When you arrive for the first time at the event, please make sure you check in at the registration desk. MIT requires that we maintain records of everyone at the event for contact tracing purposes. Please pick up your name badge.

At the last day of the event (or the last day you will attend the event, whichever comes earlier), please drop off your badge at the registration table so we can recycle it.

## Things to Know

Members of the organizing committee will have a blue ribbon attached to their badge, feel free to ask us questions about the logistics of the event.

Please note that eating is permitted only during designated times and in designated spaces (see the map attached!) This is due to COVID-era policies about restrictions on dining.

### Eating in classrooms is not permitted.

Please bring laptops and/or mobile phones to events. We will be using this for hybrid Q&A with speakers, in order to accommodate online participants.

Because of COVID restrictions, participants will not be allowed to stay in the building after hours. Please see agenda for more information about permitted hours.

## Tim Tickets for Visitors *(Adapted from now.mit.edu)*

The Tim Tickets system has recently been implemented for visitors and is now available for events. Event attendees or visitors with an active Tim Ticket can tap into an event or campus entry point with a QR code reader using the Tim Tickets app on their cell phones.

We will send out Tim Ticket access passes to all non-MIT in-person attendees before the event. **Please do not attend the event in person if you have not been invited and approved to attend on campus.**



# IN-PERSON

## Tim Tickets for Visitors (Continued)

Requirements for Tim Tickets users are to:

- Acknowledge and agree to follow campus policies;
- Share contact information (name, cell phone, email);
- Submit a daily health attestation; and
- Attest to vaccination status (having been fully vaccinated against Covid-19 OR having a religious belief or medical condition that prevents them from receiving the vaccine).

We will not be able to provide sleeping accommodations for off-campus visitors, but all meals on campus will be provided.

## COVID Restrictions and Policies

*Adapted from now.mit.edu*

If you feel ill or unwell the day of the event, please let us know as soon as possible and please do not attend in-person; all events will be livestreamed for online participants on Zoom. Additionally, please complete the MIT health attestations through COVID Pass or the Tim Ticket system. This ensures that all participants are not experiencing any COVID-19 symptoms and that participants have not tested positive for COVID-19 in the past 10 days.

Please note that:

- Everyone must be masked when indoors, with limited exceptions for speakers when everyone else is fully masked or while actively eating and drinking.
- When speaking in a group setting where all others present are masked, a speaker may lower or remove their mask while speaking and then raise or replace their mask to allow others to speak. In a given space, only one mask should be down or off at a time.
- No food or drink is to be consumed while moving through the public/circulation spaces, hallways, and lobbies. When dining indoors, we strongly encourage diners to be seated or, if standing, stationary (e.g., standing at a high-top table), when consuming food or drinks. Attendees should wear face coverings when not actively eating or drinking ("Eat, drink, mask, repeat."). The only space where food will be allowed to be consumed is during mealtimes at the Forbes Family Café. A selection of snacks will be available for participants to consume outdoors.
- Please use hand sanitizers before consuming meals. We will provide hand sanitizer at the event.



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# A G E N D A

All times are in **Eastern Daylight Time (EDT)**  
In-Person Agenda

*Events Before Oct 22 Are All Remote*

## Friday, Oct 22

Time	Event	Location
10:00 AM - 11:00 AM	(Optional) Networking and Team Formation	Online (Toucan)
4:45 PM - 5:15 PM	Registration	Outside 32-144
5:15 PM - 5:30 PM	Hackathon Introduction	32-123
5:30 PM - 6:15 PM	<b>Keynote Address and Q&amp;A:</b> <b>Dr. Dana Williamson</b>	32-123
6:15 PM - 7:00 PM	<b>Challenge Introductions and Q&amp;A</b>	32-123 and Breakout
7:00 PM - 8:00 PM	Dinner	Forbes Family Café
8:30 PM - 9:00 PM	Challenge Assignment	32-123, 32-144
9:00 PM - Night	Hacking	32-144
Doors Close at 11:00 PM		

## Saturday, Oct 23

Time	Event	Location
Doors Open at 8:00 AM		
All Day	Hacking & Mentor Office Hours	32-144, Virtual
8:00 AM - 10:00 AM	Breakfast Available	Forbes Family Café
9:30 AM - 10:15 AM	<b>Global Connections: Iqbal Dhaliwal, MIT J-PAL</b>	32-155*
12:00 PM - 1:00 PM	Lunch	Forbes Family Café
1:00 PM - 2:30 PM	<b>Local Connections Panel: Advancing Resilience with Farmworker Communities in Ventura County, California</b>	32-155*
6:00 PM - 7:00 PM	Dinner	Forbes Family Café
Doors Close at 11:00 PM		

\*These events will be online, but they will be livestreamed on the screen in 32-155



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# A G E N D A

All times are in **Eastern Daylight Time (EDT)**  
In-Person Agenda

## Sunday, Oct 24

Time	Event	Location
<i>Doors Open at 8:00 AM</i>		
8:00 AM - 10:00 AM	Hacking	32-144, 32-155
8:00 AM - 10:40 AM	Breakfast Available	Forbes Family Café
10:00 AM	<b>Submissions Deadline</b>	
11:00 AM - 12:30 PM	<b>Judging: Round 1</b>	Online (Zoom)
12:30 PM - 2:00 PM	Lunch	Forbes Family Café
2:00 PM - 2:20 PM	<b>Closing Address: Audrey Tang</b>	32-155*
2:20 PM - 4:30 PM	<b>Judging: Final Round</b>	32-155*
4:30 PM - 5:00 PM	<b>Final Ceremony</b>	32-155*
<i>Doors Close at 5:00 PM</i>		

\*These events will be online, but they will be livestreamed on the screen in 32-155

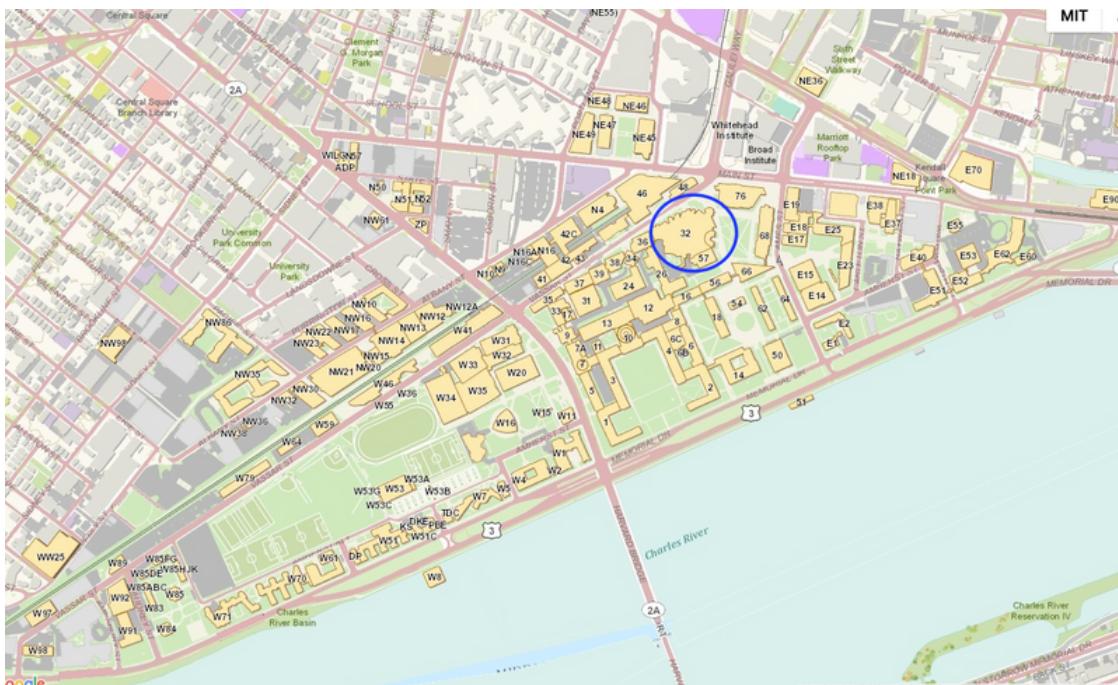


MIT Policy Hackathon

# MAPS

## Getting to the Stata Center

The hackathon is located in the Stata Center (aka Building 32, shown below on the map of MIT). The best way to arrive is on the metro (colloquially known as the T), we're just a short walk from the Kendall T Stop, which is on the Red Line. Alternatively, if you want to take a taxi or ride share then the address is: 32 Vassar St, Cambridge, MA 02139. We do not recommend driving, because finding parking near MIT can be difficult.



# MAPS

## In the Stata Center

The Stata Center (image to the right) can be a puzzling building to navigate! There are four entrances to the Stata Center, indicated by orange arrows. Fortunately all of them point towards the registration desk, so simply stay on the ground floor and keep walking. The areas where the Hackathon will be held are indicated in blue.



## Stata Center First Floor Map



MIT Policy Hackathon

# MAPS

The hackathon takes place in several different rooms, which are used either for hacking or as an event space (including opening and closing ceremonies). Not all of these rooms are available all days. Please consult the schedule to determine which events are held in which location.

## Stata Center First Floor Detailed Locations



MIT Policy Hackathon