Submitting Your Idea to the AI Agents Hackathon 2025

This report provides a comprehensive, step-by-step guide for submitting a project to the AI Agents Hackathon 2025, a virtual event hosted by Microsoft. The submission process is centralized through a dedicated online portal, and participants are required to provide detailed information about their project, including its concept, the problem it addresses, the technology used, and their team's experience. This guide is structured to walk participants through each stage of the submission, from accessing the portal to finalizing their entry, ensuring all requirements are met for a successful submission before the **April 30, 2025 deadline** .

1. Accessing the Submission Portal

The initial and most critical step in the submission process is to correctly locate and access the official hackathon portal. This centralized platform serves as the gateway for all submission-related activities, including team registration, project details entry, and file uploads. The organizers have provided a specific, shortened URL to streamline this process for all participants. It is imperative that participants use this official link to avoid any potential issues with ineligible submissions or missed deadlines. The portal is designed to be the single source of truth for the event, housing all necessary forms, guidelines, and resources required to complete a submission successfully.

1.1. Locating the Official Submission Dashboard

The official submission portal for the AI Agents Hackathon 2025 is located at the following URL: https://aka.ms/agenthack . This link is consistently referenced across all official Microsoft documentation and promotional materials for the event, including the main event page and the official rules . Participants should navigate to this URL to begin the submission process. The portal is the designated platform where all project entries must be submitted to be considered for the competition. It is crucial to use this specific link, as it directs to the official Microsoft-managed platform, ensuring that the submission is received and processed correctly. Any submissions made through other channels or unofficial websites will not be considered valid entries into the contest. The portal is designed to handle all aspects of the submission, from initial idea registration to the final upload of project materials, making it the central hub for all participants.

1.2. Logging In to Your Account

Upon navigating to the official submission portal at https://aka.ms/agenthack, participants will be required to log in to their account. The login process is a standard authentication step designed to verify the identity of the user and associate the submission with the correct team and individual profiles. It is essential to use the same credentials that were used during the initial registration for the hackathon to ensure continuity and avoid any discrepancies. If a participant has not yet registered for the event, they will need to do so first before they can access the submission dashboard. The registration process typically involves providing basic personal information and agreeing to the official rules of the competition . Once logged in, participants will have access to their personalized dashboard, which will contain all the necessary tools and forms for submitting their project. This dashboard is the central location for managing all aspects of the hackathon participation, including team formation, accessing resources, and tracking submission status.

1.3. Navigating to the Submissions Section

After successfully logging in to the hackathon dashboard, the next step is to locate and navigate to the "Submissions" section. This section is the core of the submission process, where participants will find the official submission form and upload their project materials. The layout of the dashboard is designed to be intuitive, with clear navigation menus and links to guide users to the appropriate areas. The "Submissions" section will typically be prominently displayed, often in the main navigation bar or as a dedicated tile on the dashboard homepage. Once in this section, participants will be presented with the submission form, which is divided into several distinct fields, each requiring specific information about the project. It is important to carefully review all the fields and requirements before beginning to fill out the form to ensure that all necessary information is prepared and ready to be entered. The submission form is the primary means by which the judges will evaluate the project, so it is crucial to provide clear, concise, and comprehensive information in each section.

2. Completing the Submission Form

The submission form is the heart of the entry process, requiring detailed information about the project. It is designed to capture all the essential elements of the AI agent, from its core concept to the technical implementation. The form is divided into several sections, each with a specific character limit, to ensure that participants provide a comprehensive yet concise overview of their work. It is crucial to fill out every field in the submission form to ensure that the entry is complete and eligible for judging . The

information provided in this form will be the primary basis for the initial evaluation of the project, so it is important to be thorough and accurate. The form is structured to guide participants through the key aspects of their project, from the high-level concept to the specific technical details, ensuring that all relevant information is captured.

2.1. Selecting a Theme

The first step in the submission form is to select a theme for the project. The AI Agents Hackathon 2025 features several distinct categories, each with its own focus and prize. The available categories are designed to encourage innovation in specific areas of AI agent development, and participants should choose the one that best aligns with their project's goals and technology stack. The selection of a theme is a critical decision, as it will determine the category in which the project is judged. It is important to carefully review the descriptions of each category to ensure that the project meets the specific requirements and criteria. The themes are designed to be broad enough to allow for a wide range of creative solutions, while still providing a clear focus for the judging process.

2.1.1. Reviewing Available Themes

The AI Agents Hackathon 2025 offers a total of seven distinct prize categories, each with a specific focus and a corresponding cash prize . These categories are designed to recognize excellence in different aspects of AI agent development, from overall innovation to specific programming languages and Microsoft technologies. The available themes are as follows:

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Prize Category	Prize Amount	Description
Best Overall Agent	$20,000	Awarded to the most innovative an… categories.
Best Agent in Python	$5,000	Recognizes the best AI agent built … language.
Best Agent in C#	$5,000	Recognizes the best AI agent built … language.
Best Agent in Java	$5,000	Recognizes the best AI agent built … language.
Best Agent in JavaScript/TypeScript	$5,000	Recognizes the best AI agent built …
Best Copilot Agent	$5,000	Awarded to the best agent built usi… the Microsoft 365 Agents SDK.
Best Azure AI Agent Service Usage	$5,000	Recognizes the project that makes … Azure AI Agent Service.

Each team can only win in one category, so it is important to choose the one that best represents the project's strengths . The judging criteria for each category will include innovation, impact, technical usability, and alignment with the specific theme .

2.1.2. Choosing the Most Relevant Theme for Your Project

Once the available themes have been reviewed, the next step is to select the one that is most relevant to the project. This decision should be based on the core technology stack, the primary programming language used, and the specific focus of the AI agent. For example, if the project is built primarily in Python and leverages a unique machine learning library, the "Best Agent in Python" category would be the most appropriate choice. Similarly, if the project is designed to integrate seamlessly with Microsoft 365 and is built using the Microsoft 365 Agents SDK, the "Best Copilot Agent" category would be the best fit. It is important to be strategic in this selection, as it will directly impact the competition the project faces and the criteria by which it is judged. The submission form will likely include a dropdown menu or a set of radio buttons to select the desired theme. Once a theme is selected, it is important to ensure that the rest of the submission form, particularly the technology stack and project description, aligns with the chosen category.

2.2. Describing Your Idea

The "Idea Description" section of the submission form is a critical component that requires a clear and concise explanation of the project. This is the opportunity to showcase the creativity and innovation behind the AI agent, and to provide the judges with a high-level understanding of what the project is and what it does. The description should be engaging and compelling, capturing the essence of the project in a way that is both informative and exciting. It is important to strike a balance between providing enough detail to be understood and keeping the description concise and to the point. The character limit for this section is 2000 characters, which provides ample space to cover the key aspects of the project without being overly verbose.

2.2.1. Crafting a Clear and Concise Description (Up to 2000 Characters)

When crafting the idea description, it is important to start with a strong opening statement that clearly articulates the core concept of the AI agent. This should be followed by a more detailed explanation of the agent's functionality, including its key features and capabilities. The description should be written in a way that is accessible to a broad audience, avoiding overly technical jargon where possible. It is also important to highlight what makes the project unique and innovative, and to explain how it stands out from other solutions in the market. The description should be well-structured and easy to read, with clear paragraphs and a logical flow of information. It is a good idea to proofread the description carefully before submitting it to ensure that it is free of any errors or typos. A well-written idea description can make a significant difference in the overall impression of the project and can help to capture the attention of the judges.

2.2.2. Highlighting the Unique Value Proposition of Your AI Agent

In addition to describing the basic functionality of the AI agent, it is crucial to highlight its unique value proposition. This is what sets the project apart from the competition and demonstrates its potential for real-world impact. The unique value proposition should be clearly articulated in the idea description, and should explain why the project is innovative and why it matters. This could be a novel approach to a common problem, a new application of an existing technology, or a solution that addresses a previously unmet need. It is important to be specific and to provide concrete examples of how the AI agent provides value to its users. For example, instead of simply stating that the agent is "more efficient," it is better to explain how it saves time or resources, and to provide quantitative data where possible. The unique value proposition is a key factor

in the judging process, and a strong one can significantly increase the chances of winning a prize.

2.3. Explaining the Problem

The "Problem Statement" section of the submission form is where participants have the opportunity to define the real-world problem that their AI agent is designed to solve. This is a critical component of the submission, as it provides the context and justification for the project. A well-defined problem statement demonstrates that the team has a deep understanding of the issue at hand and has developed a solution that is both relevant and impactful. The problem statement should be clear, concise, and compelling, and should explain why the problem is important and why it needs to be solved. The character limit for this section is 2000 characters, which provides enough space to provide a detailed explanation of the problem and its significance.

2.3.1. Defining the Problem You Are Solving (Up to 2000 Characters)

When defining the problem, it is important to be as specific as possible. Instead of addressing a broad, general issue, it is better to focus on a specific aspect of the problem that can be effectively addressed with an AI agent. The problem statement should clearly articulate the pain points and challenges that users face, and should explain how the current solutions are inadequate or non-existent. It is also important to provide evidence to support the existence and significance of the problem, such as statistics, research findings, or real-world examples. The problem statement should be written in a way that is relatable and easy to understand, and should clearly convey the urgency and importance of finding a solution. A well-defined problem statement will not only help the judges to understand the context of the project, but will also demonstrate the team's ability to identify and analyze real-world challenges.

2.3.2. Demonstrating the Significance and Impact of the Problem

In addition to defining the problem, it is important to demonstrate its significance and potential impact. This involves explaining how the problem affects a large number of people or has a significant economic or social cost. It is also important to explain how solving the problem will lead to positive outcomes, such as increased efficiency, improved quality of life, or new business opportunities. The impact of the problem should be quantified wherever possible, using data and metrics to illustrate its scale and scope. For example, instead of simply stating that the problem is "important," it is better to provide specific examples of how it affects individuals, businesses, or society

as a whole. Demonstrating the significance and impact of the problem will help to convince the judges that the project is not only technically sound, but also has the potential to make a real difference in the world.

2.4. Listing Your Technology Stack

The "Technology Stack" section of the submission form is where participants are required to list all the technologies, frameworks, and tools that were used to build the AI agent. This is an important section, as it provides the judges with a clear understanding of the technical implementation of the project and demonstrates the team's technical expertise. The technology stack should be listed in a clear and organized manner, with each component clearly identified and its role in the project explained. The character limit for this section is 2000 characters, which provides ample space to provide a detailed and comprehensive overview of the technology stack.

2.4.1. Detailing the Technologies, Frameworks, and Tools Used (Up to 2000 Characters)

When detailing the technology stack, it is important to be as specific as possible. Instead of simply listing the names of the technologies, it is better to provide a brief explanation of how each one was used in the project. For example, instead of just listing "Python," it is better to specify the version of Python that was used and to list any relevant libraries or frameworks, such as TensorFlow, PyTorch, or Scikit-learn. Similarly, instead of just listing "Azure," it is better to specify which Azure services were used, such as Azure Machine Learning, Azure Cognitive Services, or Azure Functions. The technology stack should be organized in a logical manner, such as by category (e.g., programming languages, frameworks, cloud services, databases) or by layer (e.g., front-end, back-end, data layer). A well-organized and detailed technology stack will not only help the judges to understand the technical implementation of the project, but will also demonstrate the team's ability to select and use the right tools for the job.

2.4.2. Explaining the Rationale Behind Your Technology Choices

In addition to listing the technologies used, it is also important to explain the rationale behind the technology choices. This involves explaining why a particular technology was chosen over other available options, and how it contributed to the success of the project. For example, if a particular framework was chosen for its scalability, it is important to explain how it helped to handle a large volume of data or users. Similarly,

if a particular cloud service was chosen for its cost–effectiveness, it is important to explain how it helped to reduce the overall cost of the project. Explaining the rationale behind the technology choices will demonstrate the team's ability to make informed technical decisions and to justify their choices based on the specific requirements of the project. This will not only help the judges to understand the technical implementation of the project, but will also demonstrate the team's ability to think critically and strategically about technology.

2.5. Sharing Your Hackathon Experience

The "Hackathon Experience" section of the submission form is a more personal section that allows participants to share their background and experience with hackathons. This section is designed to provide the judges with a more holistic view of the team and to understand their journey in the world of technology and innovation. The information provided in this section can help to add a human element to the submission and to demonstrate the team's passion and commitment to the field. The character limit for this section is 2000 characters, which provides enough space to share a meaningful and engaging story.

2.5.1. Indicating if This Is Your First Hackathon

The first part of this section typically requires participants to indicate whether this is their first hackathon or not. This is a simple yes/no question, but it is an important one, as it helps to provide context for the rest of the information provided in this section. If this is the team's first hackathon, it is an opportunity to share their excitement and enthusiasm for the experience, and to explain what motivated them to participate. If the team has participated in previous hackathons, it is an opportunity to share their experiences and to demonstrate their growth and development over time. The answer to this question will help the judges to understand the team's level of experience and to tailor their evaluation accordingly.

2.5.2. Sharing Previous Hackathon Experiences and Lessons Learned (Up to 2000 Characters)

If the team has participated in previous hackathons, this is an opportunity to share their experiences and to highlight any lessons that they have learned. This could include stories about successful projects, challenges that were overcome, or new skills that were acquired. It is also an opportunity to demonstrate the team's ability to work together effectively and to learn from their mistakes. The experiences shared in this

section should be relevant and engaging, and should provide insights into the team's character and work ethic. For example, a story about how the team overcame a major technical challenge in a previous hackathon would demonstrate their resilience and problem-solving skills. Sharing previous hackathon experiences and lessons learned will not only help the judges to get to know the team better, but will also demonstrate their passion and commitment to the field of technology and innovation.

3. Uploading Your Submission Materials

In addition to filling out the submission form, participants are also required to upload a set of supporting materials that provide more detailed information about their project. These materials are an essential part of the submission, as they provide the judges with a more in-depth understanding of the project's concept, design, and implementation. The primary submission material is the idea submission deck, which should be a comprehensive presentation that showcases the project in a clear and compelling way. The submission portal will have a dedicated section for uploading these materials, and it is important to follow the specified guidelines to ensure that the upload is successful.

3.1. Preparing Your Idea Submission Deck

The idea submission deck is a critical component of the submission, as it provides a visual and narrative overview of the project. The deck should be well-designed and professionally presented, with a clear and logical structure that guides the reader through the key aspects of the project. The content of the deck should be concise and to the point, with a focus on the most important and compelling aspects of the project. The deck should be designed to be engaging and persuasive, and should effectively communicate the value and potential of the AI agent.

3.1.1. Ensuring the Deck Is in PDF Format

The submission guidelines specify that the idea submission deck must be in PDF format. This is a common requirement for hackathon submissions, as it ensures that the presentation can be easily viewed and shared across different platforms and devices. It is important to convert the presentation to PDF before uploading it to the submission portal, and to ensure that the formatting and layout are preserved in the conversion process. The PDF file should be named in a clear and descriptive way, such as "TeamName_ProjectTitle.pdf," to make it easy for the judges to identify. It is also a good idea to check the file size of the PDF to ensure that it is within the limits specified by the submission portal.

3.1.2. Structuring the Deck to Showcase Your Idea Effectively

The structure of the idea submission deck is just as important as its content. A well-structured deck will guide the reader through the project in a logical and compelling way, and will effectively communicate the key messages of the submission. A typical structure for an idea submission deck might include the following sections:

- **Title Slide:** This should include the project title, the team name, and the names of the team members.

- **Problem Statement:** This section should clearly define the problem that the project is designed to solve, and should explain why it is important.

- **Solution Overview:** This section should provide a high-level overview of the AI agent, and should explain how it addresses the problem.

- **Technology Stack:** This section should list the key technologies, frameworks, and tools that were used to build the agent.

- **Demo:** This section should include screenshots or a video of the agent in action, and should demonstrate its key features and functionality.

- **Impact and Future Work:** This section should explain the potential impact of the project, and should outline any future plans for development.

- **Team:** This section should introduce the team members and highlight their relevant skills and experience.

3.2. Uploading the PDF File

Once the idea submission deck has been prepared and saved as a PDF file, the next step is to upload it to the submission portal. The portal will have a dedicated section for file uploads, and it is important to follow the specified instructions to ensure that the upload is successful. The upload process is typically straightforward, but it is important to pay attention to any specific requirements or limitations, such as file size or format restrictions.

3.2.1. Locating the File Upload Section in the Submission Form

The file upload section is typically located at the end of the submission form, after all the other fields have been filled out. It is usually clearly labeled, with a button or a link that says "Upload File" or "Choose File." Clicking on this button will open a file browser window, which will allow the participant to navigate to the location of the PDF file on

their computer. It is important to select the correct file and to ensure that it is the final version of the idea submission deck.

3.2.2. Attaching and Verifying the Upload of Your PDF Deck

After selecting the PDF file, the next step is to attach it to the submission form. This is typically done by clicking on an "Upload" or "Submit" button. Once the file has been uploaded, it is important to verify that the upload was successful. The submission portal will usually display a confirmation message or a preview of the uploaded file to indicate that the upload was successful. It is a good idea to double-check the file name and the file size to ensure that the correct file was uploaded. If there are any issues with the upload, it is important to try again or to contact the hackathon organizers for assistance. A successful upload is a critical step in the submission process, and it is important to ensure that it is completed correctly.

4. Finalizing and Submitting Your Idea

The final stage of the submission process involves a thorough review of all the information and materials you have provided, followed by the official confirmation of your submission. This is a critical step, as it is your last opportunity to make any necessary changes or corrections before your project is locked in for judging. It is essential to approach this stage with care and attention to detail to ensure that your submission is complete, accurate, and presents your project in the best possible light. The process is designed to be straightforward, but it is important to follow the prescribed steps to avoid any last-minute issues that could jeopardize your entry. This section will guide you through the final steps of reviewing your submission, confirming its submission, and acknowledging the all-important deadline.

4.1. Reviewing All Entered Information

Before you finalize your submission, it is crucial to conduct a comprehensive review of all the information you have entered into the submission form. This is your last chance to catch any errors, omissions, or inconsistencies that may have been overlooked during the initial data entry process. You should carefully check each section of the form, including the project description, problem statement, technology stack, and team member details. It is also important to verify that you have selected the correct theme for your project and that all the information you have provided is accurate and up-to-date. In addition to reviewing the text-based information, you should also double-check that your idea submission deck has been uploaded correctly and that the file is

accessible and displays properly. It is a good practice to have a teammate or a trusted colleague review your submission as well, as a fresh pair of eyes can often spot issues that you may have missed. By taking the time to thoroughly review your submission, you can ensure that it is of the highest quality and that it accurately reflects the hard work and innovation that went into your project.

4.2. Confirming the Submission of Your Project

Once you have completed your review and are satisfied that all the information is accurate and complete, the final step is to confirm the submission of your project. This is typically done by clicking a "Submit" or "Confirm Submission" button at the bottom of the submission form. It is important to note that once you have confirmed your submission, you will likely not be able to make any further changes to it. Therefore, it is essential to be absolutely certain that you are ready to submit before you click the final button. After you have confirmed your submission, you should receive a confirmation message or an email from the hackathon organizers, acknowledging that your project has been successfully submitted. You should keep a record of this confirmation for your own records. This final confirmation is the last step in the submission process, and it marks the official entry of your project into the competition.

4.3. Acknowledging the Submission Deadline

It is of utmost importance to be aware of and adhere to the submission deadline for the AI Agents Hackathon 2025. The official deadline for all submissions is **April 30, 2025, at 11:59 PM PST** . Any submissions received after this deadline will not be considered for evaluation, regardless of the quality or innovation of the project. It is strongly recommended that you do not wait until the last minute to submit your project, as the submission portal may experience high traffic volumes close to the deadline, which could lead to technical difficulties or delays. To avoid any potential issues, you should aim to complete and submit your project well in advance of the deadline. This will give you ample time to review your submission, make any necessary changes, and ensure that your project is successfully submitted. By being mindful of the deadline and planning accordingly, you can ensure that your project is eligible for judging and that you have the best possible chance of success in the hackathon.