ShARE
UNIVERSITY OF PORTO

Terms and Conditions

DO WELL DO GOOD
CHALLENGE by ShARE-UP

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DOCE ALTO

This document contains all the basic information and rules of the third edition of the Do Well Do Good Challenge. It is indispensable that the Participants read the entire document to understand how it works and to make the most out of the experience. All the rules in this document must be applied throughout the whole duration of the Event.

Definitions

Event – The Do Well Do Good Challenge is a hybrid competition, composed of online trainings and 36 hours of case resolution (distributed both in online and presential format), followed by a Final Presentation in an all day presential event;

Final event – In-person event where finalist Teams will present their work to the Jury (15th March 2022);

Organizers – ShARE-UP;

Participant – Person accepted by the Organizers to participate in the competition from a Team registration;

Team – Group of Participants that is qualified to participate in the competition if composed by 3-4 members and fulfills the registration and eligibility criteria;

Platforms – Virtual Event Platforms (Discord and Google Meets), that provide the Participants with the necessary resources to attend trainings, communicate with the organization team and mentors and access documentation;

Website – Official webpage of the Event: https://dowelldogoodchallenge.com;

Mentor – Mentors provide coaching and feedback to help teams improve their proposals and ideas and are absolutely essential to the contest both in mentoring and choosing the finalists. Mentors work closely with teams who have been chosen to compete in the Challenge;

Checkpoint – Intermediate moment in the competition where each Team will have the opportunity to work with Mentors that will provide feedback and help as possible;

Evaluation period – Pre-selection of the finalist Teams, where Mentors will evaluate Teams' projects and decide on the projects to be presented in the Final Event;

Jury – Evaluation panel responsible for evaluating final projects and select the winning Teams;

Intellectual Property (IP) – Ideas, projects and content developed by the Participants for the Event that address the topic of "Supply Chain";

Confidential Information (CI) – Any and all information disclosed by Organizers and/or Mentors to the Participant in any form (including written, verbally, electronically, visually, or in any other tangible form, and all copies of any such information), which is identified as, notified as being, or which would be reasonably expected to be confidential or proprietary to the Organizers;

Author - The creator of any content during the Event.

Registrations and Eligibility

1. Registration for the Event is voluntary;
2. The registration should be performed using the form available through the Website and is confirmed by receiving an email with a copy of the answers to the form;
3. Only Participants that are studying at the University of Porto are allowed to register;
4. Participation in the Event is accomplished in Teams composed of 3-4 members;
5. The Participant acknowledges that registration and participation in the Event are free of any charge;
6. The Team Registration is eligible only if all the criteria above described are met;
7. If accepted in the selection process, the Team Captain has to make a 5 euros deposit for each member of the team and submit a payment receipt by **4th of March (23h59)**.

Team Registration

1. Registration is done as a Team of 3-4 members;
2. The registration process should be accomplished by one of the Team members, using the form available on the Website;
3. The registration of a Team requires:
   a. The definition of its name. In case the Team is being created as a representative of a partner association, please write the name of the association. If this is not applicable, the format "TeamName" is enough;
   b. The determination and announcement of a representative (by default the representative is the Team member who fills the Participant 1 space on the form);
      i. The representative of the team will be responsible for communicating with the organizers, although every member can communicate with the respective mentor
   c. After the form is completed, all the Team members will receive an email to confirm the application.
4. The registration can be done until the **2nd of March (23h59)**;
5. The selection of Teams will be done considering some criteria:
   a. **Main criteria:** the fit between the Team and the competition goals; Motivation; Experience and CV; Availability for the development of the final solution (for winners only) - this information will be obtained from the data provided during the registration in the competition;
6. After the selection process, all the Team members will receive an email to communicate the verdict on the application (if the Team is selected or not);
7. If selected, the Team Captain will have to pay the deposit and submit a payment receipt by **4th of March (23h59)**, otherwise, their registration will not be considered;
8. The number of Teams is limited to 18. After the maximum number of selected Teams has been reached, a waiting list will be opened and, in case of a cancellation, the Teams on the waiting list will be contacted.

Deposit Terms

After the 18 Teams have been selected, each Team Captain will be asked to make a deposit for each member, which they can choose to donate. The donation will not impact the Team evaluation. If any Participant chooses to have the deposit returned, then it will be done until two weeks after the final, if the Participant follows the following requirements:

1. At least 2 elements of the Team should attend each session (as presented in the Event schedule, present in the event <u>Website</u>). If this requirement is not fulfilled, every Participant of the Team waives their right to the return of the deposit;
2. Each Participant should attend at least one session (as presented in the Event schedule, present on the event Website). If this requirement is not fulfilled, only the Participant(s) of the Team who did not fulfill it waive the right to return the deposit;
3. The Team should submit the required deliverables prior to the defined deadline. If this requirement is not fulfilled, every Participant of the Team waives their right to the return of the deposit;
4. If the Team reaches the Final Event, they should present their solution at the scheduled time. If this requirement is not fulfilled, every Participant of the Team waives their right to the return of the deposit.

Cancelation Policy

1. The Participant has the right to cancel his/her registration, which should be done by contacting the Organizers at dwdg.shareup@gmail.com;
2. If a withdrawal of any Participant from the Team results in a number of members smaller than the minimum indicated (3), the Team is considered disqualified. As an alternative, before the beginning of the Case Study resolution (11th of March), the Team can indicate new member(s) to replace the Participant(s) who dropped out;
3. If any Participant or Team decides to quit during the Case Study resolution, they waive their right to the refund of the deposit;
4. The cancellation of registration can only be made until <u>**5th of March (23h59)**</u>.

Communication Platforms

1. All information regarding the Event are available on the <u>Website</u>;
2. Registrations will be made through a Google Form that will be available on the <u>Website</u>;
3. The 3rd edition of the Do Well Do Good Challenge will take place both in a presential and virtual format. For the virtual phase, the used platforms can provide:
   a. Live streaming of all the agenda (except the Final Event);
   b. Access to key-documentation;
   c. Chat with Team members;
   d. Group feeds;
   e. Video chats with mentors and the organization;
4. Final deliverables of the Case Study resolution must be uploaded in the respective Teams Channel, including a 5 minute video with the Teams' Presentation, a presentation and an executive summary (submitted in PDF format);
5. The Participant will be invited to join the virtual Event Platforms some days before the setup period. Until then, all communication will happen by email.

Before The Event

1. After the Team is accepted, the Team's representative will need to:
   a. Confirm the Team's participation by replying to the acceptance email and submit the payment receipt of the 5 euros deposit, until **4th of March (23h59)** (only the Team's representative will be asked to confirm the participation);
2. Only after the previous step has been completed the participation is validated. If the step is not completed until the time limit, the registration is cancelled, and the Team is replaced by another Team.

Agenda & Duration of the Event

1. The duration and the program of the Event are available on the Website;
2. The Organizers reserve the right to change the program without any warning.

Resources

1. The Organizers will provide access to information, data sets and tools, which will be announced during the Event. Information provided by internal data sources is pseudo-anonymized;
2. The Teams may use external data sources, as long as it complements the data provided by the Organizers, is obtained legally and is duly identified;
3. Other resources might be made available and will be announced closer to the Event.

Mentors

1. A Mentor is a technical or domain expert, a distinguished member of the community, that will be available during the Event to help the Teams;
2. Each Team will have access to one main Mentor, responsible for all the support needed during the established period, and a substitute Mentor that can be consulted in case of special needs (including specific topics of research, schedule mismatch or even, lack of attendance of the main Mentor);
3. Mentors will be available during Mentor's checkpoints by direct arrangement between the Team and the Mentors. If necessary, occasional contact can also be done by the Platform chat - Teams;
4. Mentors' skill sets and LinkedIn contact will be available on the Website and in the participant's guide for consultation;
5. Mentors are chosen considering some criteria:
   a. Experience related to the Challenge theme; Consulting experience; Educational background; Previous participation in similar events; Overall career path.
6. There will be three groups of six Mentors each and three groups of six Teams each. They will be randomly allocated (e.g. Group 1 of Mentors with Group 3 of Teams);
7. Mentors are also responsible for evaluating the Teams' projects and doing the pre-selection for the Final Event;
8. A Mentor does not evaluate any Team from their Group;
9. The Evaluation period is separate from Checkpoints;
10. All contacts with Mentors during mentoring and Evaluation period will be leveraged by the Platform (Teams);
11. ShARE-UP is not responsible for monitoring the individual performance of each mentor.

Competition

Teams can only work on the challenge during the 36h of the competition period announced in the agenda. This resolution will be distributed both in online and presential format.

1. Before the competition, warm-up activities will help with the setup for the challenge;
2. The Case Study presentation will be done presentially, on the morning of <u>11th of March</u> - hours and location soon to be announced;
3. All team members must be present at the mentioned local, half an hour earlier for check-in;
4. The resolution of the Case Study will start after the presentation and can be done presentially.
5. The remaining resolution time must be assured as preferable by each Team (presentially or in virtual format) and is not a responsibility of the event organization;
6. During the competition there will be Mentors' checkpoints where Teams must present their on-going work to Mentors that will provide feedback and help as possible;
7. During checkpoints, Mentors will not evaluate their mentees' Team;
8. There will also be Challenge and Infrastructure' Help Desks that can help in questions regarding the case and the available resources;
9. The Teams' pre-selection for the Final Event will occur during the Evaluation period;
10. The Evaluation period and other activities will be announced on the agenda of the Event.

Evaluation and Eligibility

1. The Participant and its Team will only have the possibility to present the project developed during the Event, and receive prizes, if:
   a. The data provided by the Organizer is used for the case study;
   b. At least two of the Team members have been present in all trainings/workshops;
   c. The solution proposed is original and does not violate any intellectual property;
   d. The Team has complied with the present regulation.

Pre-selection

1. The goal of the pre-selection is to select 6 Teams to do a final presentation to a Jury panel selected by the Organizers;
2. The Team must upload the required deliverables in the respective **Teams Channel**, including a 5 minute video with the Teams' Presentation, a presentation and an executive summary (submitted in PDF format);
3. If the required deliverables change, they will be announced as soon as possible by the Organizers;
4. There will be one Evaluation period where Mentors will evaluate the Teams' projects and decide on the pre-selection for the Final Event, based on the quality of the deliverables (e.g., 5 minute pitch, the presentation of the solution and its executive summary);
5. The evaluation criteria will be provided once the team's participation is confirmed.

Final Presentation

1. There will be 6 finalists Teams, which will present the project to the Jury at the Final Event;
2. Each Team will have 15 minutes maximum to present their work, and there will be 10 minutes for questions from the Jury;
3. The deliverable must be submitted by the means and time announced by the Organizers during the Event;
4. More information about the evaluation criteria and the expected deliverables will be announced as soon as possible by the Organizers;
5. The Final Event will take place on the **15th of March** and is presential.

Awards

1. The winning team will receive a monetary prize for personnel use and the chance to develop their solution with the main partner of the Event - with separate means of funding
2. There will be monetary awards for the 2nd and 3rd places (in different amounts);
3. All the awards will be announced on the Event's Website;
4. Organizers have the right to substitute the awards up until the day of the Event without any warning, as long as it is for the benefit of the Participants;
5. No awards will be distributed if no project is eligible.

Equipment and Commodities

1. Teams should have their own computers and other equipment that they find relevant to solve the challenge;
2. For the presential phase of the Case Study, the organization ensures access to the internet to connect to the remote server and to the Virtual Event Platform;
3. The organization team of the event is also responsible to provide morning and afternoon snacks;
4. Lunch of the day 10th of march (1st day of the case study resolution) will also be provided by the organization;
5. For the virtual phase of the Case Study, Teams should ensure access to the internet to connect to the remote server and to the Virtual Event Platform;
6. The Organizers do not take responsibility for connectivity issues occurring during the virtual phase of the resolution period, which may jeopardize the Team's participation in the competition;
7. The Organizers reserve the right to adjust the way data is accessed until the day of the Event without previous warning, to ensure the necessary conditions for the participation of all Teams.

Rules of Conduct

1. The Organizers aim to provide a creative, fun, cooperative and innovative environment. For this, it is extremely important that each Participant acts in a cordial and respectful manner, irrespective of the communication mean (i.e., online or presential);
2. The use of obscene language, abusive or threatening behavior towards other Participants will not be tolerated, irrespective of the communication mean (i.e., online or presential);
3. During the Event, any activity found to be suspected should be reported immediately to a member of the Organizers, either by chat or e-mail (dwdg.shareup@gmail.com);
4. Any resources made available by the Organizers, physical or not, can only be used in the context of the Event;
5. The Organizers reserve the right to expel any Participant that does not respect these regulations.

Intellectual Property

1. The Participant accepts that all ideas, projects and collaboration between the Participants Of the Event are Intellectual Property (IP) of the Participant or the Team that presents them (the Author);
2. The Participant will not use any original idea or its information to generate revenue without the authorization of the Author;
3. The Participant agrees not to disclose any information about an original idea or its information without the authorization of the Author;
4. The IP and the work developed before, during and after the Event belongs to the Participant and its Team;
5. The partner non-profit organizations and the Organizers can use the results published and/or presented during the Event.

Personal Information

1. Personal information provided to the Organizers will not be shared with third parties, except for the Platforms which will be used exclusively for the purpose of the Event;
2. By participating in the Event, all the Participants allow the Organizers to use photos or videos in the context of promoting the Event;
3. The Participant undertakes to cooperate with the Organizers by responding to questionnaires and providing comments on the Event and the evolution of its project.

Confidential Information

1. The term Confidential Information (CI) means any and all information disclosed by Organizers and/or Mentors to the Participant in any form (including written, verbally, electronically, visually, or in any other tangible form, and all copies of any such information), which is identified as, notified as being, or which would be reasonably expected to be confidential or proprietary to the Organizers;
2. CI includes any data, documentation for functional specifications, development guidelines, inventions, training materials, third-party confidential information, and any information given by the Organizers which is disclosed to the Participant in connection with the Event;
3. The Participant may only use CI disclosed to it under these regulations for the sole purpose of the Event;
4. The Participant must not disclose any CI to any third party without the express and prior written consent of the Organizers;
5. In case the Participant is authorized by the Organizers to make copies of any CI, he/she shall do it exclusively for the purposes of the competition. All the copied CI, as well as the respective supports, must be eliminated as soon as the competition ends. The Participant can keep no copies of the information;
6. The Participant must not attempt to re-identify any personal information that has been de-identified in the CI.

Final Remarks

1. The participation in the Event implies acceptance of all the terms of the present regulations;
2. The Organizers reserve the right to amend the present regulations;
3. All cases not mentioned or not clearly stated in the present regulations shall be assessed and decided by the Organizers and/or the Jury, depending on the circumstances;
4. All communication during the event (including the Case Study Presentation) will be done in Portuguese.

These terms and conditions were created on the 4th December 2022 and last updated on the 19th of February. They can suffer some changes, as long as it is for the benefit of the participants.