

# [EU Hackathon] Know Before You Go

## About

Qiskit Hackathon Europe: Research Study Groups is our first-ever European research study groups event and we expect to see many amazing projects from our participants. This is a unique opportunity for them to explore their ideas, turn them into research projects as a team, and get inspired by people sharing a passion for quantum computing.

## Quick Links

- [The Hackathon](#)
- [Discord Server](#)
- [Attendee Guide](#)
- [Insights](#)

## Role Overview(s)

### Admins

The event admins for the hackathon are Anamaria Rojas & Josie Kies. These admins are available for any questions leading up to or during the event for any and all live support or escalations. If no lead admin is available to support a request at any given time, please reach out to Fabio Scafirimuto or Kallie Ferguson .

[Code of Conduct](#) violations are escalated directly to the admins. Please make sure and report any issues by filling out the [Code of Conduct violation report](#) so that action can be taken as appropriate.

### Moderators

Unlike previous events, you are not here to mentor the teams, but are here for the logistics & general support aspect of the hackathon.

- Facilitating team building (knowing how the platform works, escalating to tech or platform support as needed)
- Answering questions about the event schedule, logistics, locations, etc. such as (what time is... when is this due... how do I submit... etc..)
- Team Formation & Kickoff (connect common project ideas or interest areas)
- Answering community questions (what else is happening this year, how can I be an advocate, how can I get more involved)
- Moderating communication channels (ensuring code of conduct compliance, ensuring respectful tones, removing offensive content)
- Assisting with locating Resources (provide links or directions to online resources or previously shared information)

## Operations Schedule

[Click here for the About the Event blog that features a full schedule and further breakdown of each Phase.](#)

## Phase 1

### Project Pitches

To pitch a project idea, go to "Projects" and submit an idea by selecting "Create a Project" and providing an overview of the project idea. Submissions are open from 14 April to 21 April at 11:59PM CET.

- Need to make changes?
- No problem. The project team is able to edit the project page anytime before the submission deadline.

### Project Team Formation

As project pitches are submitted, it's important to note that team formation will not be available until the 22nd of April once all pitches have been submitted. This will give every participant a chance to submit their project ideas, and see what project teams they may be interested in joining without missing any updates!

### Recruit

If a project is looking for or needs support from a specific skill set or background, participants can select what type of team member(s) they are looking for to complete their team. All participants will be able to view all pitches, ask questions, and request to join the project of their choice.

- Important: Each team must include 3 to 5 members (no more than 5, no less than 3).

### Find & Join

Participants can look through the projects, see what interests them, and filter by tags to see projects related to specific topics or focus areas. Any questions can be direct messaged to the pitcher or submitted as a public comment on the project.

- Participant ready to join a project team?
- Simply select "Join Team!" at the bottom of the project page for final confirmation.

### Discord Collaboration

Once a team is finalized, an event admin will assign them a dedicated collaboration channel on Discord. This is where the team will be able to work together and to connect with hackathon moderators live throughout the entire event.

- Please explore the Discord server for additional resources, to connect with participants, play games, and read additional guides and insights throughout the event - Discord is a lot more than a project work space!

## Project Proposals

Similar to how individuals submitted their pitch, to submit their team project proposal, the team lead will go to "Projects" and submit their proposal by editing their current project. Proposals can be submitted between the 24th and the 29th of April at 11:59PM CET.

- Need to make changes?
- No problem. The project team is able to edit the project page anytime before the submission deadline.

## Phase 2

### Final Submission Process

At the end of the hackathon, when it is time to add presentation slides to the platform, teams can add pictures or embed videos into their project, and check how their final submission will look in View Mode before the final deadline passes on June 4th.

- Important: No updates or additions can be made once the submission deadline passes.

### How do Presentations Work

Upload formats: PDF, GoogleSlide, Slideshare

Pre-recorded video presentations are limited to three minutes.

## Hackathon Platform Overview

### Insights & Updates

The "Insights" area is the central location for key insights, guidelines, and general information shared before and during the hackathon. Be sure to check out the insights area for important event details and resources before the hackathon begins - they will likely answer questions you didn't even know you had!

### Live Talks

The "Talks" area will show you the full hackathon agenda, including the scheduled time and description of each presentation. You can even select favorites for direct reminder notifications by clicking the "star" icon in the right-hand corner of the description.

### Live Viewing

Participants can engage in any live session using the chat function during that session.

### Late-Viewing

Presentations will be available for replay in the Talk area, throughout the hackathon.

## Discord Overview

### Collaborations & Team Support

Discord will be used for all Qiskit Europe Hackathon event communications, updates, team collaboration, and more. Most notably, teams will have dedicated spaces to collaborate

via text/video, and where support staff can jump in at any time to provide guidance and assistance. Everyone will be enabled to "Ping Support" to get support in their group - which will notify support directly!

### Commands & Operations

Once you join Discord, you will be assigned a role. Roles make it easy to notify everyone directly of a need or request with an immediate message. To alert a role of something, simply tag the appropriate role with the "@" symbol.

Aside from direct, text-based chat and meme sharing, Discord has one key thing that make life easy: Commands.

Commands are automated functions that activate a response or operation. In the "Message" field, input your command by typing the prefix and associated command trigger with no spaces. As an example, if you input the command...

- !essentials

You will get an automatic reply in-channel that provides you with the essential links and other helpful key commands you can use!

- =tex [equation]

with the desired equation, it will automatically render your post in LaTeX!

A full list of commands is in Discord, but if you only remember two, these are the ones you want to remember:

- !pingsupport
- !essentials
- !resources

## Community Management

The Qiskit Community Code of Conduct is available for download and review [here](#). You can also read the [Hackathon Insight directly](#) for more information and context around our collective mission to continue to promote and encourage an inclusive and welcoming global quantum community.

We appreciate everyone's support in this mission, and ask that any observed code of conduct violations or inappropriate behavior are [reported here](#).

## Event Norms

- Be Engaged: Connect with each other, turn your webcam on when you can & have FUN!
- Be Inclusive: Use shared language, be empathetic & be aware of cultures and backgrounds
- Be Respectful: Respect each other & use respectful language
- Be Positive: Assume the best intentions & have forward-looking outlook
- Be a Teammate: Lift other voices, actively listen & think team-centric
- Be Accountable: Document & share projects
- Be Honest: Trust your team and expect them to trust you: we are all here to learn & have fun together!
- Be You!!! Share about yourself and your goals, be real, be genuine & let yourself be comfortable

## Moderation

If inappropriate behavior or conduct is seen, reply to the content with a link to the code of conduct with a message along the lines of "We wanted to take this opportunity to remind everyone of the Code of Conduct/Event Norms - and appreciate everyone's enthusiasm and excitement during this event!" or simply use the !codeofconduct command.

When in doubt, discuss with teammates! If someone is uncomfortable being a public "enforcer", they should/can notify an admin, an event lead (Anamaria or Josie - @Admin) and someone will support and/or message the enforcement.

If something is truly egregious or needs to be deleted or removed immediately, please take a screen capture and immediately escalate to admins who can issue a "formal warning". If identified as a risk or potential liability, make sure Kallie in case the situation calls for additional follow up or escalation.

## Interaction Guidelines

Once you "arrive", all staff will be expected to follow a code of conduct. Everyone supporting the event is expected to behave in an appropriate and respectful manner towards other teammates and attendees.

Obscene gestures, profanity, and inappropriate displays are strictly prohibited, especially in all public areas. Staff are expected to represent themselves, their team, and IBM with positivity, professionalism, and decorum. All attendees and competitors should be provided the best experience possible, and it is our responsibility to do everything in our power to ensure that.

Staff may be interacting, both directly and indirectly, with media representatives, public attendees, and our invitees, as well as with the general public through our social media accounts. We encourage you and all teams to use your social media accounts to share the experience and the excitement of the event with your friends and followers.

Please see some guidelines below for some do's and don'ts on how to use social media with your access to the event.

- DO!
  1. Feel comfortable posting photos of your experience!
  2. Use the official hashtag (#qiskit)
  3. Respect the privacy of other team members and staff/teammates
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- DON'T...
  1. Post disparaging or unsportsmanlike content.
  2. Use obscene or profane content.
  3. Initiate or foster negative sentiments and expressions towards/about the event. Feedback should be routed internally.