Stanford Cleantech Challenge

Welcome to the Stanford Cleantech Challenge - Virtual Edition! We are so excited to see what you come up with over this week! In this handbook, you will find helpful information regarding the challenge rules, logistics including tools to help with online collaboration and video production, office hours with field experts, and submission/judging details!

Challenge Rules

Team Formation

Logistics and Communication

Office Hours/Mentorship

Submission Details and Advice

Challenge Schedule

Challenge Rules

- You must be a **student enrolled in (or on a leave of absence from) an accredited college or university**. We will verify your enrollment if you are selected as a winner.
- You can work in **teams of 2-4 people**, who need not be from the same university.
- You can only submit to the challenge case to which you are assigned. At the beginning of the competition, you will have the chance to submit a ranked list of preferences and we will do our best to match you with your top choice.
- In addition to registering on the Eventbrite/Google Forms, you will need to **submit the [Team Registration Form](#) before 9 AM Pacific Time on 4/18/20**. This will confirm your participation in the competition and will allow us to place you in a case.
- You may not receive significant external assistance to brainstorm, research, and formulate your submission. This does not mean that you cannot get feedback from other people or discuss your ideas with other people, but we expect that you cite all such help in your submission (including mentorship sessions). If you ever have any concerns about whether you are in violation of this, please just ask us.
- We will use an honor system for detecting these violations. If any judge or sponsor ever feels that plagiarism has been committed or that a team is receiving excessive assistance, they will contact the team to investigate the concern.
- Please refrain from discussing details of the case on the #random channel or with other participants who are competing in the same case.
- By participating in the Stanford Cleantech Challenge, you agree to these [terms and conditions](#).

Team Formation

Team formation will begin when the **Slack** workspace opens on **Monday, April 13** and end when the competition begins on **Saturday, April 18th**. Team formation will occur on Slack and Google Sheets in 4 steps: 1) providing information about yourself and learning about other participants, 2) reaching out individually via Slack, 3) forming a team and registering your team's formation with us, and 4) choosing a case to tackle as a team.

1) When you first join the Slack workspace, you will be prompted to fill out an **Introduction Form** with some basic information about yourself. Responses to this form will be linked to the **Team Formation** spreadsheet, which you can use to find and meet other participants based on what you are looking for in a team mate—whether that is being in the same time zone, having the same level of experience, or studying a different field. The Slack workspace will also have an **#icebreakers** channel, where we'll post icebreaker questions. We strongly encourage you to participate in this channel to get to know your fellow participants. You can comment on other people's responses, or direct message them to ask if they are interested in teaming up!

2) Once you have learned about your potential team mates, it is your responsibility to reach out to people with whom you would like to work and arrange teams on your own initiative. We recommend simply direct messaging people on Slack to communicate with them.

3) As your teams are forming, feel free to add your team into the *TEAMS* tab of the **Team Formation** spreadsheet. This will enable individuals seeking teams to find your team.

4) Once you have formed a team of 2 to 4, your team will fill out a **Team Registration Form** to notify us of your team and rank your case preferences. Once a team has filled out this form, its team status is

final, and no members can join or leave. Please note that this team registration form is different from the eventbrite form everyone filled out to register for the event itself—the form mentioned in this step is for internal use only to record the various participating teams. Once your team has filled out this form, we will update the **[Team Formation](#)** spreadsheet and update your team on the *TEAMS* tab to reflect the final state of your team.

5) We will use a random serial dictatorship mechanism to assign teams to cases. Please note this mechanism is strategy-proof and it is in your best interest to report true preferences.

That was a lot of detail! Here's a quick checklist on what should be accomplished by the end of this process:

❏ If you are looking for teammates, fill out the [Introduction Form](#).
❏ Find a team and update the "Teams" sheet of the [Team Formation](#) spreadsheet as you build up your team.
❏ Once your team is finalized, fill out the [Team Registration](#) form by 9 AM on Saturday, April 18.
❏ Receive case assignment on April 18 after challenge kickoff.

Logistics and Communication

We will be using **Slack** as the primary form of communication with you over the course of the challenge. Initially, just to make sure everyone is getting updates, we will send information to both the email list and Slack. Upon registration on Eventbrite/Google Forms, you should receive an invitation to the slack channel. **Please email dhruvik@stanford.edu if you did not receive an invitation or are having trouble setting up Slack.** In the Slack workspace, you will find channels for announcements, Q&A, social, team formation, and mentorship. If you have any questions, please direct message an organizer. Organizers are designated with the "Organizer-" prefix in their name.

You are free to use whatever form of communication you find best to communicate with your team. If you would like, we can create a channel for your team in the SCC Slack workspace. Please direct message an organizer for this. Here are some other online-communication products that we recommend:

- [Tandem](#) (Virtual office space, instant video calls and "work rooms")
- [Zoom](#) (screen sharing)
- [Screen.so](#) (Remote screen control)
- [Google Docs](#) (collaborative document/presentation editing)
- [Notion](#) (Note taking, brainstorming, documentation)

Office Hours/Mentorship

Throughout the week, we will be hosting virtual "office hours" through Zoom with field experts in various research areas. These mentors are here to answer questions, give you feedback on your ideas and to help you brainstorm.

The point of this mentorship program is to encourage networking between students and the clean energy research community. We encourage you to take advantage of these resources, and ask mentors about their research and professional backgrounds as well.

The see the list of mentors, their research expertise, their availabilities and the links to sign up to meet with them: [Mentorship Sign-Up Spreadsheet](#)

The list will be updated daily with new mentors joining our event. The links to sign-up for 15 minute-long meetings will become available on the first day of the competition (April 18th). Please make sure to be there on time if you sign up for a meeting.

If you have questions about the competition structure or the content of the cases themselves, whether it's clarification on the wording or a question about deliverables, please contact an organizer! You can use the #faqs channel in Slack, which is public to all participants, or [fill out this help request form](#).

Submission Details and Advice

In each case, the core deliverable is **an 8-minute video that succinctly explains your team's response to the case prompt**. The contents of the video depend on the case, so please refer to the official case documentation to find this. You will be submitting the video as an unlisted YouTube link. Depending on your case, you may also be required to submit a copy of your slide deck or a write-up of your solution. Again, refer to the case documentation for specifics on whether this applies to your team.

If possible, we would encourage you to include all team members in the video in some form. Also, please keep in mind that the **judges will be evaluating your submission on the basis of its actual content and not on video editing and special effects**. In general, we recommend using Zoom's built-in record feature to record your slide deck and team presenting over it. However, you are free to go above and beyond and create other forms of presentation if you feel it will enhance your ability to convey the information.

Challenge Schedule

N.B. All times are in PST.

Monday, April 13:

    8:00 AM Slack Workspace invitations sent out
                      Fill out the **Introduction Form** if you do not have a team

Saturday, April 18:

    9:00 AM **Team Registration Forms** due
                      Finalized teams must be recorded in the **Team Formation Sheet**

    10:00 AM Opening Kickoff
                      Keynote by Samuel Adeyemo, Co-Founder of Aurora Solar

    11:00 AM Challenge assignments announced

Saturday, April 25:

    11:59 PM Video submissions due

Saturday, May 2:

    8:00 AM Finalist teams for each challenge statement announced

May 4 ~ May 7:

    TBA Finalist interviews with challenge sponsors

Saturday, May 9:

    12:00 PM Winners and runner-ups announced