



Digital
DEEPHACK

Participant Guide



Your complete guide to EIT Digital DeepHack Participation

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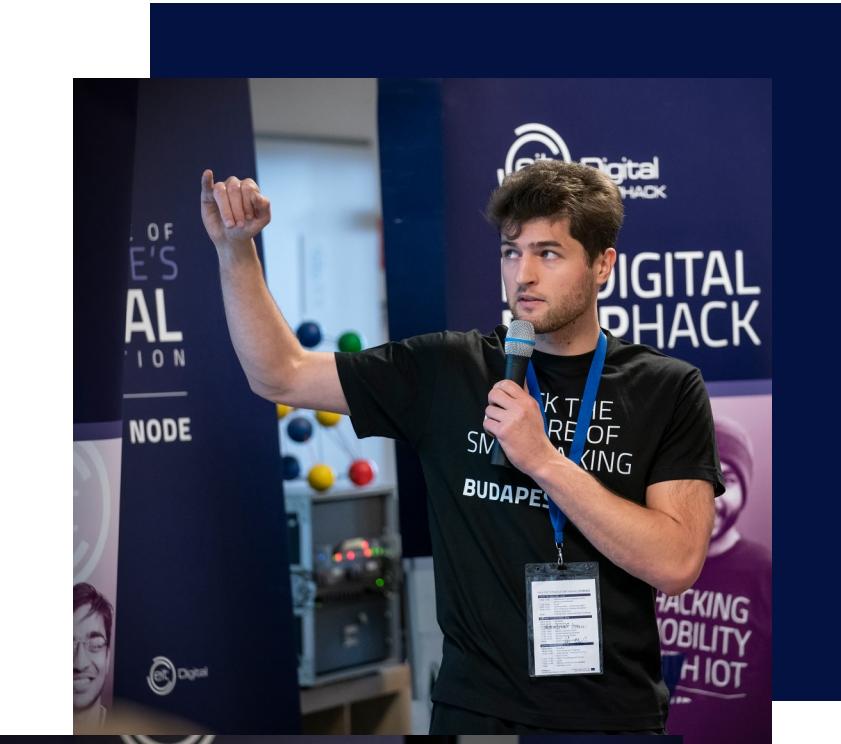
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The Event

The online hackathon will focus on intensive development of the team's projects. By the end of the 48 hours, they should present their development in the form of a pitch, with a demo (if applicable).

Networking is a key motive for many to attend DeepHacks. We try to facilitate making lasting connections through the various channels and activities. We also encourage you to proactively engage with other teams and to establish your own new connections within the event.

If you find your experience rewarding and seek more participating opportunities, reach out to an organiser who can guide you to the next upcoming events.

- The event is designed for you to effectively manage your projects in bitesize chunks of development. With each checkpoint strategically placed, you can plan your development and at the same time communicate progress and support needs to organisers. This will ensure the best overall support is provided at the correct stage of the development. You are encouraged to preparing ahead of the opening ceremony of the event, especially to do some user research etc.

- We use tools and platforms for the event to allow for optimal communication between all stakeholders in the event: teams, mentors, challenge owners, and organisers. We strongly encourage you to reach out for seeking and offering support, networking and sharing experiences with other teams during the event.



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Checkpoints

Prior to each checkpoint you must provide updates on your status and support needs through a checkpoint form.

The required information will follow the topics below:

▪ Checkpoint 1

Solution: team has an idea what problem they are solving, and if the idea is clear the team has a development plan for their solution. Brief description of this.

Problems: Additional mentor support required?

Plan: What will they build during the hackathon. Identify the mentor support they will require.

▪ From checkpoint 2 to 3

Progress: from the last checkpoint.

Problems: Additional mentor support required?

Plans: until the next Checkpoint.

▪ Checkpoint 4 (if relevant in the schedule)

Progress & pitch: how are you progressing with the pitch? Do you require support?



It is mandatory
for all teams to
touch base at
the
checkpoints!

Checkpoints are live **2-minute** touchpoints with teams to ensure they have the best support for progressing during the hackathon.

For checkpoints, the representative from the team should be in the room at the start of the session
but ensure you are muted.

Camera is a must for the checkpoints.

Mentors are (re)assigned to teams after each checkpoint.

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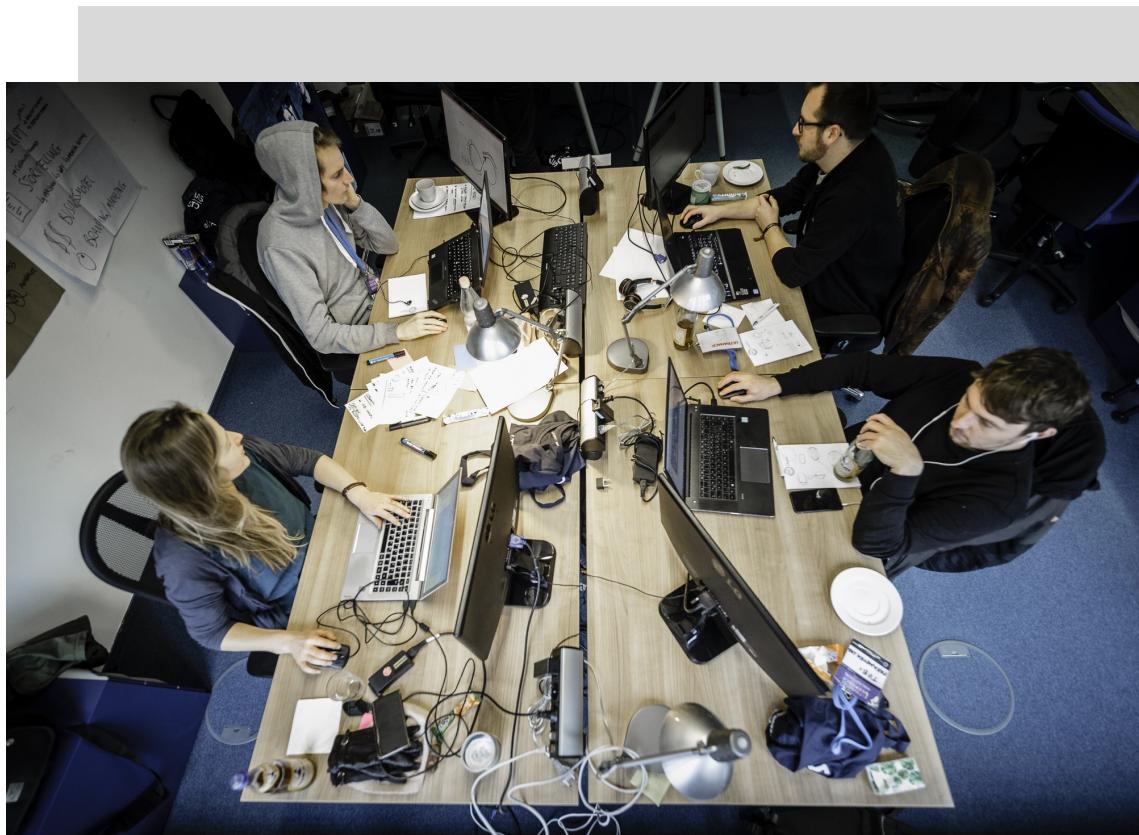
Team ID

Your team is assigned a number which serves as a unique identifier throughout the entire event. Team names may be long and difficult to pronounce. They may even change during the event as the teams pivot their projects. Team numbers ensure consistency and clarity. These come into use across various channels and sessions within the event.

Slack: searching the team channel on slack is much simpler for organisers and mentors. Team members can also be identified when the team number is within their display name.

Checkpoints: calling a team number is much easier and less time-consuming than an entire team name. It also leaves less room for error.

Discussion and pitching order: the order is clear throughout the event for all teams as it follows the teams' numbers from 1 to the highest number.



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Schedule - DAY 1

This event takes place on 2 continents, in a transatlantic cooperation spirit. Hence, the schedule has a CET - Central European Time - and PT - Pacific Time - track. Your team will have to register to one of these time zones and follow the schedule for the chosen time zone - referred to as a track.

Date	Time CET	EU Track	Date	Time PT	US Track
April 22nd Friday - DAY 1	17:00	Checkpoint 1 form deadline EU			
	17:00	Opening Ceremony		8:00	Opening Ceremony
	18:00	Live Checkpoint 1 EU		9:00	
	18:30-21:00	Focus mentoring EU	April 22nd Friday - DAY 1	9:30-12:00	
	21:00	Social time		12:00	Social time
				17:00	Checkpoint 1 form deadline US
				18:00-18:30	Live Checkpoint 1 US
				18:30-21:00	Focus mentoring US

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Schedule - DAY 2

Date	Time CET	EU Track	Date	Time PT	US Track
April 23rd Saturday - DAY 2	7:00	Checkpoint 2 form deadline EU	DAY 1	22:00	
	8:00	Live Checkpoint 2 EU		23:00	
	8:30-11:00	Focus mentoring EU		23:30-2:00	
	15:00	Pitch Briefing - Main room - EU		6:00	
	17:00	Checkpoint 3 form deadline EU		8:30	Checkpoint 2 form deadline EU
	18:00	Live Checkpoint 3 EU		9:00	Live Checkpoint 2 US
	18:30-21:00	Focus mentoring EU & US	April 23rd Saturday -	9:30-12:00	Focus mentoring EU & US
	21:00	Mentor "Coffee" - Mentor Lounge	DAY 2	12:00	Mentor "Coffee" - Mentor Lounge
	21:00	Break time activity		12:00	Break time activity
	22:00			13:00	Pitch Briefing - Main room - US
				17:00	Checkpoint 3 form deadline US
				18:00-18:30	Live Checkpoint 3 US
				18:30-21:00	Focus mentoring US

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Schedule - DAY 3

Date	Time CET	EU Track	Date	Time PT	US Track
April 24th Sunday - DAY 3	2:00	Pitch Submission Deadline - EU Pitch Streaming & Q&A - EU Finalise scoring & Independent code review time of "finalists" for judges Jury deliberation Announcement of winners & Closing remarks	April 23rd Saturday - DAY 2 April 24th Sunday - DAY 3	17:00	Checkpoint 3 form deadline US
	3:00-3:30			18:00-18:30	Live Checkpoint 3 US
	3:30-6:00			18:30-21:00	Focus mentoring US
	8:00			23:00	
	17:00			8:00	Pitch Submission Deadline - US
	17:00-18:15			8:00-9:15	
	18:15-19:30				Pitch Streaming & Q&A - US
	19:30-21:00			9:15-10:30	
	21:00-21:45			10:30-12:00	Finalise scoring & Independent code review time of "finalists" for judges
	22:00-22:30			12:00-12:45	Jury deliberation
				13:00-13:30	Announcement of winners & Closing remarks

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Online Event Tools

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We have set up a slack workspace for general communications, mentoring and announcements during the event.

There are a few channels created for specific communications during the event. You don't have to be in all of them, select only relevant ones but you are also encouraged to be proactive and add yourself to any other channels to engage have fun and enjoy your hack.

Your go to channels are: General Information Channel **#announcements**, **#mentors_support** and of course the **#resources** channel. All channels will be moderated by an organiser to ensure all questions or concerns are addressed.

The slack workspace channel intro:

- **#announcements** - general information
- **#team_1_team_name** - own team channels open for mentors to join
- **#mentors_support** - for mentors' support requests from teams
- **#organiser_support** - for teams to ask questions to organisers
- **#random** - general off topic fun chit-chat
- **#resources** - for sharing and discussion of additional resources
- **#pictures** - Share pictures of the event, team, individual, mentoring and others
- **#introduce_yourself** - Let the connecting commence. Find your future colleague, friend or research fellow

TIP: Use Threads  **as much as possible when replying.** This keeps each specific conversation and topic in a single thread outside of the main inbox, which helps keeping conversations clear, organised and reduces the speed with which information is coming in.

Your Slack profile:

- Display name: First name, Last Name – TEAM number
- Team name - so we know who you represent
- Upload your photo - so we know how you look like

Not familiar with slack? Check out [this tutorial](#): <https://www.youtube.com/watch?v=dJmdHowChWk>

- Enter contact details if you wish
- Update your status according to your availability during the event

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Zoom



Zoom is a video call platform enabling video conferencing and online events.

Most of the schedule items are held live on Zoom: Opening Ceremony, Checkpoints, Social Booster - if scheduled -, Pitch Streaming and Award Ceremony.

Download/Update

To ensure the best possible experience, it is crucial that you **download the most recent version of Zoom on your device**. We advise joining from a computer rather than a phone for comfort of usage.

If you already have Zoom installed, then update it to the most recent version. [Here is a guide](#) on how to update it.

<https://support.zoom.us/hc/en-us/articles/201362233-Upgrading-Zoom-to-the-latest-version>

Join Zoom/the live event

To join the event, click the Zoom meeting link. You may also need the meeting ID and passcode. These will be provided a couple of days ahead of the event and also appear in the Google invitation you received for the event. Keep them at hand as you will need them every time you want to join. **The link and codes will remain the same throughout the event.**

Rooms

Zoom enables the organisers to organise rooms for private conversations. There is the Main Room, where all calendar live items will take place. Then there are the 'Breakout Rooms'. There will be one room per team named after the team's number, a private mentor lounge room, and a Jury room.

To access the rooms, click the 'Breakout Rooms' button in the menu bar - where you can also find the mute and camera button. A list of rooms will then be displayed in a new window. Scroll through and click on the blue 'Join' word on the right hand side of the name of the room you want to join.

If you experience issues moving to the room you want, tag the organisers in the #organisers_support Slack channel and we will give you a hand.

Your Zoom name

For everyone's comfort, please name yourself so we can recognise you easily.

To rename yourself, click on participants in the menu-bar, then find yourself - participant followed by "(me)". Click right on your name, click 'More', click 'Rename'. Alternatively, you can click right on your picture/video feed and click 'Rename'.

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Participating in a DeepHack

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Participating

The main point of communication with mentors will be the **#mentors_support** or your own team's slack channel. As you place your requests it would be good practice to ask a responding mentor to join your team channel to include the whole team, if required, you may share the team channel link to the mentor.

15 teams maximum will be participating. There will be no designated mentors per teams but we will assign mentors after each checkpoint according to the team needs,. Mentors have also been advised to reach out to support and check in on teams in the **#mentors_support** channel.

They will also follow up with a team after a short time to ensure things have progressed with their support.



• Where do I have to be and when?

Slack – for chatting with mentors or with teammates, getting deadline reminders and fresh info. Ensure you change your status on slack to unavailable that organisers and mentors know that you cannot be reached.
Zoom – for all live event items, like checkpoints.

• Checkpoints

- α Be at the checkpoint before your time!
- Keep muted until your team is called out.
- Always use your camera.
- α **Be concise** and efficient with the information you share.
- α It is advisable that only one representative from your team attend the checkpoint to update on the progress.
- α Further support from mentors can be requested from organisers outside the checkpoints.

• Reaching your potential

To prepare for a mentor introduction, your team should have a clear assessment of the direction you are taking during the event:

- α What is the problem you are solving (have you validated that the problem is a real one related to the challenge, user research)
- α How are you going to solve it, what are you building during this hackathon - is this realistic?

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Rules & Tips

Rules:

This DeepHack/online challenge is powered by Ultrahack. As such, it will be held in accordance to Ultrahack competition rules.

Teams agreed to the rules upon registering for the challenge.

You can find Ultrahack competition rules can be found [here](#).

You commit to submit by the end of the hackathon the following deliverables: a pitch video recorded during the hackathon weekend of maximum 5mins, your slide deck or a one pager covering the main points of your pitch, access to your GitHub code repository with the final version of your code developed during the hackathon - support for GitHub [here](#). The list of collaborators to be add to your repository for code review will be communicated during the vent.

Tips for being a great participant:

- Be active and sell yourself and your ideas to other contestants, mentors, judges and event attendees.
- You do not have to be alone – network. The next person you meet could be the initiator for your future success!
- Ask help from the partner mentors, other mentors, other contestants and crew.
- Be curious, utilise resources given by the partners, such as API's & hardware; seek new challenges.
- Share and tweet with Ultrahack and event/partner hashtags to increase your project's visibility.
- **Be respectful toward everyone else and do not HUI** (Hack Under Influence).

Harassment in any form will not be tolerated. Should you feel you are the victim of harassment please contact Anne Delgoulet <anne.delgoulet@ultrahack.org> or via PM on slack.

- Appreciate the diversity within your team and the pool of participants. Take this opportunity to learn from it.
- Prepare your presentations and demo with focus on the evaluation criteria. The focus on the demo is to highlight to partners the readiness for entry into future opportunities such as pilots or partnering.
- **Have fun!!! Take part in the social activities, Network, offer to videocall mentors and enjoy the experience.**

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Mentoring

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Mentoring

There will be **no designated mentors per teams** but **we will assign mentors after each checkpoint of your track** - CET or PT - according to your expertise request in the checkpoint form.

If your team desires to be assigned **a mentor during the focus mentoring time of the other track, do not contact the mentor** you would like to meet directly. You must **refer to the organising team** by sending a request for mentoring outside of the schedule time for your track **on #organisers_support**. It is crucial you respect this process so mentors do not get overwhelmed with demands from teams that are not assigned to them for this specific focus mentoring time.

It would be advisable to **respond immediately when a mentor is offering support** in your team channel. **Their time is extremely limited** so you may miss a valuable opportunity.

Mentoring via a video chat with the team is strongly recommended!

Don't forget to take screen captures of teams with mentors!



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A group of judges are seated at a table, focused on their task. In the foreground, a man with a beard and a blue lanyard is looking towards the right. To his left, another man in a dark suit is also looking forward. To the right, a woman with dark hair is visible. On the table in front of them are several water bottles and glasses.

Judging & Evaluation

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Evaluation process

The Jury: decision makers who will get to witness the final results from an intense 48 hours of hacking.

The session will be held online through the video-conference tool. The 5-minute pitches will be streamed to the Jury and the rest of the participants, organisers, mentors and guests. Following these, the Jury will get a set time for Q&A with each team.

Pitch streaming

The recorded pitches received from the teams will be streamed by the facilitator via the webinar/video call platform.

Q&A

The Jury get the opportunity to ask for clarifications or additional info. This is usually for 3 minutes after the pitch.

Code Review

The Jury panel will take a look at the code to help assess a team's performance. As mentioned earlier, giving access to the code of the solution through a GitHub repository is part of the deliverables.

Jury Deliberation

Judges will only deliberate on the ranking of the best scored teams whose code gave satisfaction to the code reviewing judges. The top teams to be awarded the prizes will be agreed on and the reasoning outlined to relay to teams. At no point will the scoring be visible to participants.

Evaluation criteria

Each hackathon will have its own evaluation criteria that are dependent on the desired outcomes of the challenge.

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Evaluation Criteria

* Evaluated on a scale from 1 to 5, 5 being the best score, 1 the least good score.

1. Impact on the challenge domain*

Does the solution address a clear business pain or is a feasible solution to the business pain presented?

Is the solution impactful within the challenge domain for the client/user?

Has the team identified a clear purpose for their initiative?

mentors' feedback and advice? Judges can refer to the mentor comments tab on their scoring sheet to help assess Did the team make significant progress during the event? Judges can refer to the meet the mentors abstract videos to help assess this criterion.

2. Scalability*

Is the solution likely to be attractive to stakeholders/customers/users?

How easily can the solution be deployed? (e.g. access to data, decision making process)

Is the solution likely to overcome concerns during deployment (e.g. data privacy)?

Is the solution transferable to various cultures and legislations?

5. Innovativeness*

Is the solution more effective or efficient than existing approaches?

Is the solution based on different requirements than existing approaches?

3. Business Model*

Is a compelling business model presented?

Is the solution likely to be cost effective?

Is it feasible from the current stage to the projected deployment?

6. Technical capabilities*

Did the team develop their solution with appropriate data guidelines taken into consideration?

Does the solution integrate the appropriate data/API's to achieve the presented results?

Has the team managed to present a clear demo of the solution?

Integration of the tools - 3 Bonus points

Has the team integrated and leveraged the tools from the partners?

Code review - no points allotted

Does the code resemble reasonably developed work produced during the hackathon weekend? (taken into account that teams can prepare and do research on their solution ahead of the hackathon weekend)

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Troubleshooting

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Troubleshooting

Things sometimes don't go as planned. Indeed the most commonly used phrase on Zoom, skype or any other platform is 'Can you hear me now', which also is linked to 'you are on mute'.

Occasionally there may be connectivity, microphone, camera or other issues which can delay live sessions. It is unavoidable.

Here we have outlined a few tips to better prepare to alleviate the chances of such problems.



- **Schedule is shifting** - this happens especially with online events no matter how aggressive in keeping time you are.

- **Absence** – Reach out to the organisers if for any reason, you cannot make it to the slot assigned to you for a checkpoint or pitch session.

- **Video call not working** - test before checkpoints and ensure your settings are all prepped for these sessions. Reach out to the production lead to assist if necessary.

- **Any other problems** - Problem solving is on everyone in the event but we are all in this together and you can utilise the support of your mentors or the crew for any concerns, or raise a question in the **#organisers_support** slack channel.

- **Best tip ever!!!**

Always try to keep your laptop or phone on charge. At the wrong moment it may let you down..

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Troubleshooting

Guides for platforms:

- **Slack**- Find all you need to know about profile creation, channels and everything else about our main comms tool [here](#).
- **Zoom** - How to join a meeting, muting and unmuting yourself and instructions on how to share your screen can be found [here](#).
- GitHub - How to [create a repository](#) and [add collaborators](#).

Please download/update to the latest version of Zoom and Slack. This is important as some features we may use for an optimise your Hackathon experience are not available on older versions. Thanks.

In the event of:

- **Loss of connection** - If the connection is lost to the streaming/meeting platform, the backup will be Slack. There, we will communicate about any adaptation of the structure of the event to accommodate that technical problem. So stay tuned to Slack announcements channel.
- **Power outage** - ensure all required equipment is on charge when in use and can effectively go for a longer period until the power has been restored. Networks may also be down but if cellular is still active, please inform of any issues in slack that we may offer alternative solutions.
- **No audio** - a simple quick-fix is to reset the connection by dropping off and logging back in. This works 99% of the time unless it is an issue with your microphone. Occasionally, when there are more users, the session may need reset so we will ask all attendees to drop off and re-join via the same link. This will be communicated via the chat also.

Tips:

- Keep all items charging to ensure sufficient battery for the sessions.
- Download Slack for Mobile and enable notifications. All changes in the structure or agenda will be notified in the announcements channel in slack.
- If you have any difficulties with the tech side, reach out to an organiser who will assist with troubleshooting or offer an alternative.

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THE FUTURE OF EUROPE'S DIGITAL INNOVATION



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