DIGI EDU HACK 2023

4 OCTOBER 2023

COACHING CALL #8: Planning for Your Format: ONLINE Event

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DigiEduHack is an initiative under the Digital Education Action Plan (2031-2037) of the European Commission

AGENDA

01 ONLINE EVENT – PROs & CONs

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PRO: Inclusivity & Reach

Online hackathons allow participants from around the world to join, breaking geographical barriers. They are also more accessible to individuals with physical disabilities or other limitations that may hinder their participation in an offline event.

PRO: Flexibility and Convenience

Participants can join from the comfort of their homes or any location with internet access. This convenience allows individuals with various schedules and commitments to participate without the need for travel.

PRO: Reduced Costs

Organising an online hackathon can often be more cost-effective than an offline event. There are no venue or catering costs, and expenses related to potential travel and accommodation are eliminated.

CON: Limited Interaction

The mediation of interaction through a screen lowers the chances for meaningful connections and networking to take place naturally in a fluid manner. That's why energy boosts are crucial.

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02 EXAMPLE SCHEDULE
OVERVIEW

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The more in you plan, the better prepared you will be to face the unplanned. Have a strict schedule, with a dedicated timekeeper. As a host, your role is to make your participants comfortable. You are free to plan the span of your event the way you want: 24 hours, 2x12h, 3x8h...

Below is a typical event day timeline for running a successful DigiEduHack event. Feel free to use it as a guide to plan your own event. Each item is described more in detail in the following pages. You can of course add more happenings/activities during your event!

0h	3h	6h	9h	12h

DAY 1 – Example schedule

10:00	13:00	16:00	19:00	22:00
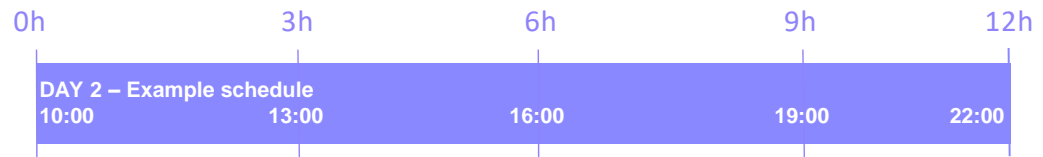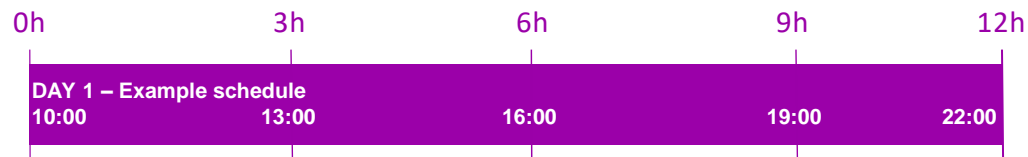
- Opening session
- Matchmaking / Ideation / Ideas intro
- Workshop.s
- Break
- Check-in & Mentoring
- Break

0h	3h	6h	9h	12h

DAY 2 – Example schedule

10:00	13:00	16:00	19:00	22:00

- After event
- Welcome back session
- Break
- Check-in & Mentoring
- Solution colletcion
- Solution presentation
- Solution evaluation / Break
- Award & Closing session
- Collect feedback
- Grand winner submission

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1

2

OPENING SESSION

This crucial step will set up the tone of the day. Our suggested content check-list:

• welcome by moderator/facilitator
• watch the DigiEduHack opening video
• quick thank you to sponsors (if relevant)
• quick reminder of the event's purpose
• introduce stakeholders (mentors...)
• additional welcome speech (sponsors...)
• introduce the core values of the event: empowerment, inspiration, inclusivity, sustainability, safety
• cover the challenge and requirements, offer inspiration (maybe a 10min keynote)
• go over the schedule of the event
• add any relevant information: logistics (venue, meal...), code of conduct...

MATCHMAKING WORKSHOP

If by the start of your hackathon event, there are still participants with no team, matchmaking will help.
Have single participants introduce themselves and interests and teams introduce their work interest and skill needs.
Facilitate matches based on this information. Multiple single participants can also come together to form a new team, and not everyone wants a team - do not overlook these options.
Remember: diversity is a key innovation drive!

IDEATION WORKSHOP

If by the start of your hackathon event, come teams have not yet come up with a starting project idea, offer them to have a self-guided ideation workshop.
Here are the support materials for this self-guided ideation workshop: deck, solution canvas.
Involve your mentors in supporting teams defining a starting project idea.

PARTICIPANTS' IDEAS INTRO

If most of your participants are in teams and have ideas and you have held a Meet the Mentors pre-hackathon session, you can overlook this.
If your team and the mentors have never heard of the starting project idea of the teams, organise this session.
Have teams present orally their idea in an elevator pitch format (1-3mins). Allow for a quick (5mins) feedback/Q&A session after each presentation.

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3

WORKSHOPS

Workshops can help participants to have a better understanding of:
• a key concept of your challenge
• a key tool/technology requirement of your challenge
• any other topic relevant to your hackathon challenge

Don't limit yourself to organising workshops only around your chosen theme. To be efficient and keep a high level of interaction, try to limit the number of participants for each workshop if you urn multiple parallell topical workshops!

Involve your sponsors when relevant.

4 6 8 12

BREAKS

Make sure you schedule breaks.
What you offer and make of the break times if up to you. You could:
• organise a light pysical activity session (stretching, yoga, games...)
• facilitate networking and mingling of the teams
• propose a fun activity like a karaoke...
• have a shared meal

Breaks and non-working activities are important things to offer. However, do not be overbearing or distracting: it is ok if no one takes you up on your break offers. Teams may want to saty focused on task.

5 9

CHECK-IN

Support your hackers: check-ins are a great way to acheive that.

Go from team to team, ask how they are doing. How are they feeling? Are they sucked? Do they have questions? Try and spend the same time with all teams for fairness. You may even schedule a meeting time with each of the teams.

To keep things even more efficient, you can always have a check-in form that teams fill sometime ahead of the check-in. This way you can already have an idea of what they need and therefore have more fruitful interactions.

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02 EXAMPLE SCHEDULE
DETAILED VIEW 3/5

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5 **9**

MENTORING

Mentors inspire, advise, and support participants. They help teams to go that extra mile from great to amazing!
Mentors should not give solutions, but offer oppinions, resources, open doors.

Think about how you facilitate it. Do teams "book" mentors? Do teams have an assigned mentor throughout the hackathon? Do you assign mentors to teams based on your checkpoint conversations? Do mentors pick teams they think they can help?

Formulate a mentoring process and communicate it clearly to everyone.

7

WELCOME BACK SESSION

Keep it short and to the point.
Welcome everyone back. Cover the schedule of the day. Remind your participants of the objectives of the day: submitting their solution and winning a prize!

Include any relevant information about the day, the submission and evaluation process so participants are well informed and confident going into the day.

Make it interactive: have each team share a little something about where they are at / how they feel going into day 2.

10

SOLUTION COLLECTION

All solutions developed during your hackathon competing for your local award must be collected. More about how to collect solutions in this guide.

Make sure that each team submits only ONE solution! Remind your teams ahead of the deadline when and how to submit.

Encourage the participants to use the solution canvas and submit any additional material: sketches/visualisation, video explanation, prototype, etc.

DigiEduHack is an inclusive event. No solution can be dismissed on the sole basis of not having additional materials.

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11

SOLUTION PRESENTATION

As part of your evaluation process, you can have a pitch and/or Q&A session.

Each team would be given 3-5mins to present and defend their idea.

The jury would ask questions to further their understanding of the solution and better assess its fit to the evaluation grid. The duration of this Q&A depends on how many teams you have.

Try to make this session.s as lively as possible!

Alternatively, judges can independently review the materials provided and assess the teams based solely on that.

12

SOLUTION EVALUATION

No matter if you had a pitch and Q&A sessions or if judges graded solely based on the sumitted materials, we encourage you to reserve time for a jury deliberation. Teams can enjoy a well-deserved break in the meantime.

Let judges fill in the evaluation grid for all team. Then judges can discuss and compare their scorecards, and come with a final consensual ranking of teams.

No need to rank all the teams. A top 3 is good enough. Remember that only your number 1 team will proceed to the DigiEduHack Global Award competition.

13

AWARD & CLOSING SESSION

We recommend having a short award ceremony to close the hackathon on the high note - no one wants to wait to know if they have won for days.

Distribute the prizes to the winning teams. Try and have judges announce the winners or maybe a sponsor when relevant.

If possible, collect some feedback from the judges to pass on to the teams that did not win. They'll appreciate it.

Thank everyone, in particular you mentors, judges and sponsors. Invite them to watch the Main Stage Event on November 13th.

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14

COLLECT FEEDBACK

Feedback goes both ways. Learn from your stakeholders to improve and assess your success.

Collecting feedback is easy with digital forms.
But you can also run an oral feedback session.

If you have invited an external audience to the solution presentation and/or award session, it is better to do this before they arrive or after they have left.

15

GRAND WINNER SUBMISSION

Before your grand winner team leaves, make sure you have informed them about the next steps. It is your responsibility to ensure that your grand winner submits their solution to DigiEduHack Global Award competition.
You are in charge of letting them know what award category they compete in. The winnig team has a couple days to submit, but they need you to provide them with the correct link.
More about all of this in this guide.

You can also, as part of the prizes, schedule a meeting to support your grand winner in submitting their solution: polishing the content, advising on the pitch...

16

AFTER EVENT

• Ensure your grand winner has submitted their solution within the deadline in for the correct award category.
• Write down everything that went right so you can repeat it next time.

• Write down everything that went wrong so you can avoid it next time.

• Analyse the feedback and compute interesting data (like the event cost in total and per participant).

• Write a blog article and social media posts about the outcomes of the event, present your winning team.

03 WORKSPACES

When running an online hackathon, there are several platforms that you can use for your different needs. We recommend using the same tool for both main needs. Find tool recommendations in the Host Guide.

Video communication

For all official communication (opening of the event, pitching, awards, etc.) you need to use an online meeting tool.

If you decide to use your DigiEduHack Discord event space, create a "stage" channel. There you can host up to 50 people live, including 5 speakers. Teams can create their own private voice/video chats with this:
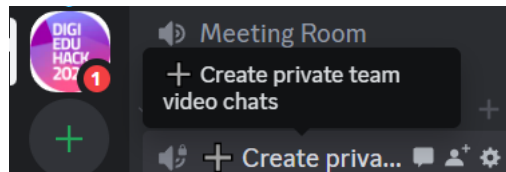
Text communication

For text communication, think about the inner structure of the tool.

Create private spaces for each teams, one for mentors, one for judges, and then public ones for resources, general announcements, and more if need be. Clear structure of spaces makes communication easier.

You can use your DigiEduHack Discord event space.

04 SOLUTION PRESENTATION

To have the best quality of pitching possible and mitigate against any internet connection failure or sound glitches, one possibility is to have **teams record a pitch video** as a mandatory deliverable.

The sound and image quality of live streaming can greatly negatively impact a timed pitch. With recorded pitches, there is no such risk. In addition, recording the pitch offers more creative options than just pitching live online with a slide deck on shared screen.

Broadcast the videos to your audience, and there you have a fair creative online pitching session.

As the host, **collect the pitches** and other deliverables you ask for **by the deadline**. You can ask participants to upload the video as they submit on digieduhack.com. Another easy way to do this is with a form (like google form) and an upload question type. Whatever you decide to use, make sure you test it ahead of time with people from outside your team/with personal emails to clear any access issues. Ensure as well that the submission process is clearly communicated to teams; and that you have someone ready to help with that.

05 RESOURCING

Online event resources to cover:

- Setting up communication channels on the text communication tool and adding all participants, mentors and other satkeholders to the right spaces.

- Having a host/speaker for all live event items.

- Having a support behind the scenes during video meetings to monitor microphones, chat feed, and access of the audience.

- Having at all times an "on call" person monitoring the text communication during and outside live meeting times. Special focus on supporting online mentoring.

06 BREAKS

To give the participants a break from their intense work, it is a good idea to **prepare an energy booster** to provide a breather and foster interactions.

Play an **online/app game** where all participants can join. There are lots of options, from a Kahoot quiz to Drawise, Wavelength, Warewoolf, Cards Against Humanity. Be creative! There are lots of free games available. Alternatively, you can play a game of "broken telephone" by leveraging breakout rooms wisely.

The most important aspect is to try to **foster interaction across teams**. So, no matter what you do, try to break up the teams and mix people.

LASTLY...

Please remember to take pictures and videos of your event and send a selection through Discord #share-your-experience! Ensure consent of the people showing in the content.

Don't wait until the very end -- we'll highlight local events on the DigiEduHack channels throughout the 10 days with YOUR content.

Use the mandatory hashtags (#DigiEduHack #EUDigitalEducation #DEAP) and tags (@DigiEduHack) when sharing on your own channels. This way we can keep track and go like your content on YOUR channels.
More about this in the marketing kit and coaching call 5.

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THANK YOU!

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