

11 OCTOBER 2023

COACHING CALL #9: Onboarding Participants, Mentors, & Jury



DigiEduHack is an initiative under the Digital Education Action Plan (1011-1017) of the European Commission



AGENDA



01 - ONBOARDING PARTICIPANTS

02 - ONBOARDING MENTORS

03 - ONBOARDING JUDGES

"Onboarding: the action or process of integrating a new person into an organisation or familiarising them with one's products or services"







Study the registrations

Maybe not everyone is very serious about the hackathon. Maybe your hosting and mentoring resources are limited. Select whom to invite to the event.



Onboarding session

Introduce your participants to the schedule and cover the requirements and practicalities.

Matchmaking

Matchmaking

Matchmaking

Matchmaking

Invite your participants

Make sure your selected participants know they are approved and tell them what's next.

Follow up

Send the recording of your onboarding session and all needed materials in a participant guide.





STUDY THE REGISTRATIONS

Throughout the registration period, especially within the last week, **check your registrations**, and familiarise yourself with them. If you begin to have many (>50), maybe you need to plan extra mentoring and staffing resources.

Communicate with registrants. Advise some team-ups (based on profiles & ideas: "matchmaking"). Help them stay on topic: sometimes the challenge is misunderstood and the project ideas are irrelevant. Guide teams on the right path.

Maybe your resources allow for only 10-15 teams/35-50 participants. If so, **shortlist** the participants and teams you will invite. If you can host everyone, great! But do not stretch yourself thin.



INVITE YOUR PARTICIPANTS

Through your personal profile on digieduhack.com, the "My participants" tab, you can either **confirm or reject** a participant. Confirmed participants will receive an automated email informing them they are accepted. Similarly for rejected participants. In addition, invite your participant to your onboarding session.

You need clear **basis** for the rejection:

- your resources allow for only 10-15 teams/35-50 participants (mentors available, size of your venue)
- the registrant's profile or idea does not fit the listed requirements, i.e. your challenge is for university students and you have an educator registered; or you are hosting onsite, and the registrant wants to join online; or your challenge requires use of XR and the registrant has no intention of using it.
- It is always good to message applicants and try solve these situations before rejecting them.

Kindly guide them to other hackathons if no middle ground can be found.





About Participate ▼ Challenges Main Stage News



Personal area

My profile

- ന Account details
- → Logout
- DigiEduHack main Discord server

Challenge management

- ◆ My challenge
- ***** Participants
- Solutions

Participants

Invite participants to submit **their solutions** to your challenge sending them the link located in the last column below.

| | Approved | Name | Team | Team description | Solution form |
|--|----------|-------------------|------|--|------------------|
| | (Refuse) | Anne Delgoulet | Yes | I have Madde Kivivkangas contact@digieduhack.com in my team. | <u>Copy link</u> |



Onboarding session (45-60 mins Meet the Mentor, 30-45 mins practicalities)

The purpose of this session is to **welcome** your participants and get them **ready** for the event. It is advised to start the meeting with a Meet the Mentors session. More about this in Coaching Call #7.

Focus on **practical** matters:

- the schedule. Detail what each item means and entails.
- the venue/the online meeting tool. What online tool? How to get there? What are the house rules? How will it be used? If possible, use the same online meeting tool for the onboarding as you'll use in the event, as this allows you to make your participants practice using the base functions you need them to use during the event.
- the mentoring system. Explain how being mentored works.
- the evaluation. Introduce the grid and explain how participants will be evaluated.





Book 45-60 mins Meet the Mentors plus 30-45 mins for practicalities. Try to keep the session under 1h. If you have more than 15 teams, separate the Meet the Mentors from the onboarding <u>practicalities</u>. Start with the practicalities-focused meeting. Follow this script. More information in the <u>participant guide</u>.

Meet the Mentors

Practicalities

Teams present their projects (1-2 mins) and receive first comments from the mentors (2-5 mins)

Go through the schedule in detail, explain each item

Present all other practicalities: mentoring, catering, what they need vs what you offer

Present the evaluation grid & evaluation process

Mentors introduce themselves in 1min – focus on challenge relevant info Mentors are free to leave – the rest of the content is not catered for them Present the venue (onsite/blended) and online tools and house rules

Present the deliverables and submission process (deadline, format, tools)

Q&A





FOLLOW UP

After the onboarding session, **send out the materials** and recording to the participants. They should have everything they need to feel ready for the event.

Send the participant guide. Make sure it includes:

- all links to meetings and materials if online/blended.
- a map of the premises/guidelines on how to access the venue if onsite/blended.
- the detailed schedule and what each item means.
- what they should bring/plan for themselves vs what you offer (computer, accommodation, snacks, meals, tools, software etc).
- emergency/troubleshooting contact.
- the evaluation grid and evaluation process.



02 ONBOARDING MENTORS



Book a 30-45 mins slot for the mentor onboarding session. adhere to the following script. More information in the mentor guide.

Present the project, the objective and requirements of the hackathon

5-7 min

Go through the schedule in detail, focus on the mandatory mentor presence time

12-17 min

Present the evaluation grid and how it applies to your challenge

20-23 min

Q&A and closing

30-45 min

Let mentors introduce themselves (3mins). Focus on challenge relevant info

0-5 min

Present the format of your hackathon and the tools and/or venue

7-12 min

Present the deliverables and deadlines for the pitches

17-20 min

Explain how the mentoring will take place, what is the aim

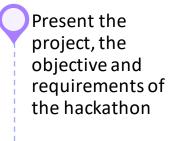
23-30



03 ONBOARDING JUDGES



Book a 30 mins slot for the jury onboarding session. Adhere to the following script. More information in the judge guide.



Go through the schedule in detail, focusing on the mandatory jury presence time

Present the evaluation grid and how it applies to your challenge

Q&A and closing

5-7 min

12-15 min

17-22 min

25-30min

Let judges introduce themselves (3mins). Focus on challenge relevant info Present the format of your hackathon and the tools and/or venue

Present the deliverables and deadlines for the pitches

Explain the evaluation process (pitch => Q&A => deliberation => awarding winners)

0-5 min

7-12 min

15-17min

22-25 min



