



# Host Coaching Call #4a

Planning for Your Format: ONSITE Event

#ShapingFuture

24th of May, 11:00 CEST

# AGENDA

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- 01 - ONSITE EVENT: PROs & CONs**
- 02 - EXAMPLE SCHEDULE**
- 03 - VENUE**
- 04 - CATERING**
- 05 - RESOURCING**
- 06 - BREAKS**

# 01 ONSITE EVENT –PROs & CONs



## PRO: Face-to-Face Interaction

In-person hackathons enable participants, mentors, and judges to interact face-to-face. This fosters better communication, collaboration, and networking among all involved parties, and offers the chance to tap into the local community.

## PRO: Immediate Feedback and Support

Participants can receive real-time feedback and support from mentors during an onsite hackathon. This immediate interaction can be valuable for problem-solving and making progress on projects.

## PRO: Fluid Networking

In-person hackathons offer excellent networking opportunities for participants to connect with mentors, sponsors, potential employers, and like-minded individuals.

## CON: Limited Reach

Having an onsite event puts a constraint on your reach. People either have to be local or else plan transportation and maybe accommodations to attend.

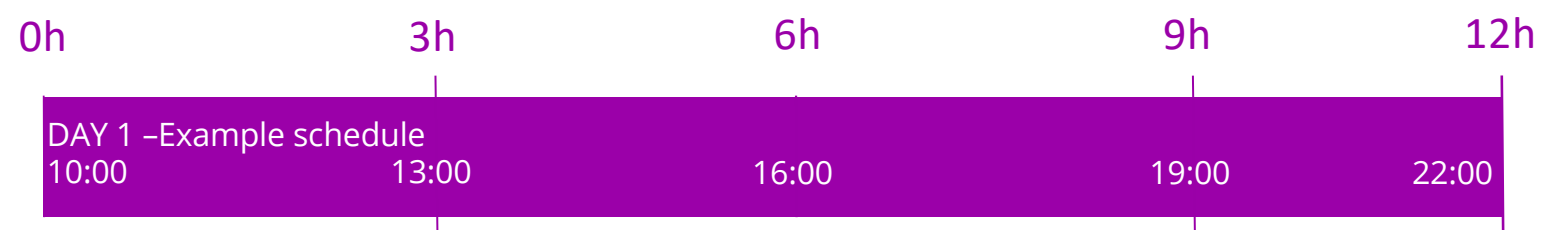
# 02 EXAMPLE SCHEDULE

## OVERVIEW



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!



- Opening session
- Matchmaking / Ideation / Ideas intro
- Workshop(s)
- Break
- Check-in & Mentoring
- Break



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

● After event



# 02 EXAMPLE SCHEDULE

## DETAILED VIEW 1/5



**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 10 min 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 share their interests and teams introduce their project interest and skill needs. Facilitate matches based on this information. Multiple single participants can also come together to form a new team.

*Remember: diversity is a key innovation driver!*

### IDEATION WORKSHOP

If by the start of your hackathon event, some teams have not yet come up with a starting project idea, offer them to have a self-guided ideation workshop using the solution canvas.

Involve your mentors in supporting teams defining their 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.

# 02 EXAMPLE SCHEDULE

## DETAILED VIEW 2/5

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### 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 interactions, try to limit the number of participants for each workshop if you run multiple parallel topical workshops!

Involve your sponsors when relevant.

### BREAKS

Make sure you schedule breaks.

What you offer and make of the break times is up to you. You could:

- organise a light physical 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 stay focused on task.

### CHECK-IN

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

Go from team to team, ask how they are doing. How are they feeling? Are they stuck? Do they have questions? Try and spend equal 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.

# 02 EXAMPLE SCHEDULE

## DETAILED VIEW 3/5

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### 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 opinions, 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.

### 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.

### SOLUTION COLLECTION

All solutions developed during your hackathon competing for your local award must be collected.

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 on our website 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.



# 02 EXAMPLE SCHEDULE

## DETAILED VIEW 4/5

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### 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 as lively as possible!

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

### SOLUTION EVALUATION

No matter if you had a pitch and Q&A sessions or if judges graded solely based on the submitted 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 teams. Then judges can discuss and compare their scorecards, and come up with a final consensus of ranking of teams.

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

### AWARD & CLOSING SESSION

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

Distribute the prizes to the winning teams. Try to 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 mentors, judges and sponsors. Invite them to watch the Main Stage Event.





# 02 EXAMPLE SCHEDULE

## DETAILED VIEW 5/5

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### 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.

### 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 winning team has a couple of days to submit, but they need you to provide them with the correct link from your personal area. See the website 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...

### AFTER EVENT

- Ensure your grand winner has submitted their solution before the deadline and 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 (i.e. the event cost in total and per participant).
- Write a blog article and social media posts about the outcomes of the event, presenting your winning team.

# 03 VENUE

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**For the hackathon venue, take the following factors into account:**

- Accessibility (need for access key to get in? wheelchair/mobility aid access? parking and public transport access?)
- Size and capacity
- Working areas (co-working open spaces are great, but have some private rooms if possible so teams can take calls or chat with mentors more peacefully)
- Presentation space
- Internet connection access and power
- Power outlets
- Catering options
- Rest area

# 04 CATERING

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For catering, the first question is: do you provide any?

We advise to at least always provide coffee/tea and snacks (chips, nuts, candies, biscuits and fruit)

## If you provide meals, take into account:

- Type of meals to be served (breakfast, lunch and dinner, depending on your schedule)
- Number of meals to be served (count participants, your team and mentors/judges)
- Variety of diets (ask ahead of time—we advise to cater vegan and nut free by default as it covers most food restrictions and common allergies and is more sustainable)

## If you do not:

- Identify fitting nearby places to have meals
- Try to partner with these places for a discount
- Communicate clearly about nearby places and potential partnerships and how they work

# 05 RESOURCING

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## Onsite resources to cover:

- Hosting the event itself, including opening and closing of the event, hosting the solution presentation (pitching) + possible Q&A session and deliberation, award ceremony, etc.
- Facilitating the teams' and mentors' work.
- Maintaining the facility and work conditions (refill snacks if they are low, ensure policies are respected, etc).
- Ensuring that microphones, presentation materials, sound systems, etc. are working properly.
- Making sure the mentors and judges are properly welcomed, taken care of, and supported.

# 06 BREAKS

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To give the participants a break from their intense work, it is a good idea to **prepare an energy boost** to provide a breather. It is up to you to decide if this social activity is a game, karaoke, light workshops, yoga, or something else.

Be creative and inclusive.

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.

# AND LASTLY...

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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 “like” your content on YOUR channels. More about this in the marketing kit!



**THANK YOU!**

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European  
Commission