AGENDA: PART I - MATCHMAKING

DIGI EDU HACK 2024

01 - WHY MATCHMAKING

02 - MATCHMAKING TOOLS

03 - MATCHMAKING TIMELINE

04 - ORGANIC MATCHMAKING

05 - MANUAL MATCHMAKING

06 - CONSIDERATIONS WHEN MATCHMAKING

07 - IDEATION SUPPORT

European Commission

WHAT DOES IT MEAN?

Matchmaking encompasses all actions that aim at supporting and encouraging registrants of a hackathon event to join up and form teams.

Matches can be made on the basis of:
- similar interests in the topic/solution to the challenge
- similar and/or complementary backgrounds/skills
- fit to the requirements: if a challenge requires collaboration between educator and technical professionals, then it makes sense to match registrants with these profiles together so they can fit the requirements as a team

Keep in mind that any basis on which we can relate with others makes us more willing to team up and collaborate.

REASONS FOR MATCHMAKING

- You have very specific **requirements** for participation or team formation
- You have a lot of **single** registrants (no team)
- You have a lot of **small** teams (2-3 members)
- You want to add **diversity** to existing teams
- You want to encourage meeting **new** people

It is advised to encourage team matches before the event. The more ready teams and the fewer single registrants you have on the day of the event, the more smooth and efficient an event you'll have.

02 MATCHMAKING TOOLS

VIDEO COMMUNICATION

To make the matchmaking as inclusive and convenient as possible, we recommend that the matchmaking is done online.

Host a **live** matchmaking forum on your preferred video meeting tool, such as the provided Discord. Have single registrants looking for teams **introduce** themselves and what they are hoping to work on during the hackathon.
Once all single registrants have introduced themselves, open **breakout rooms** for potential matches that were made during the introductions.

Make note of connecting skills and interests of individual registrants. **Propose** team-ups and open breakout rooms for them.

At the end of the session, ask everyone to communicate their **status** (still looking, matched, or a team still looking for matches).

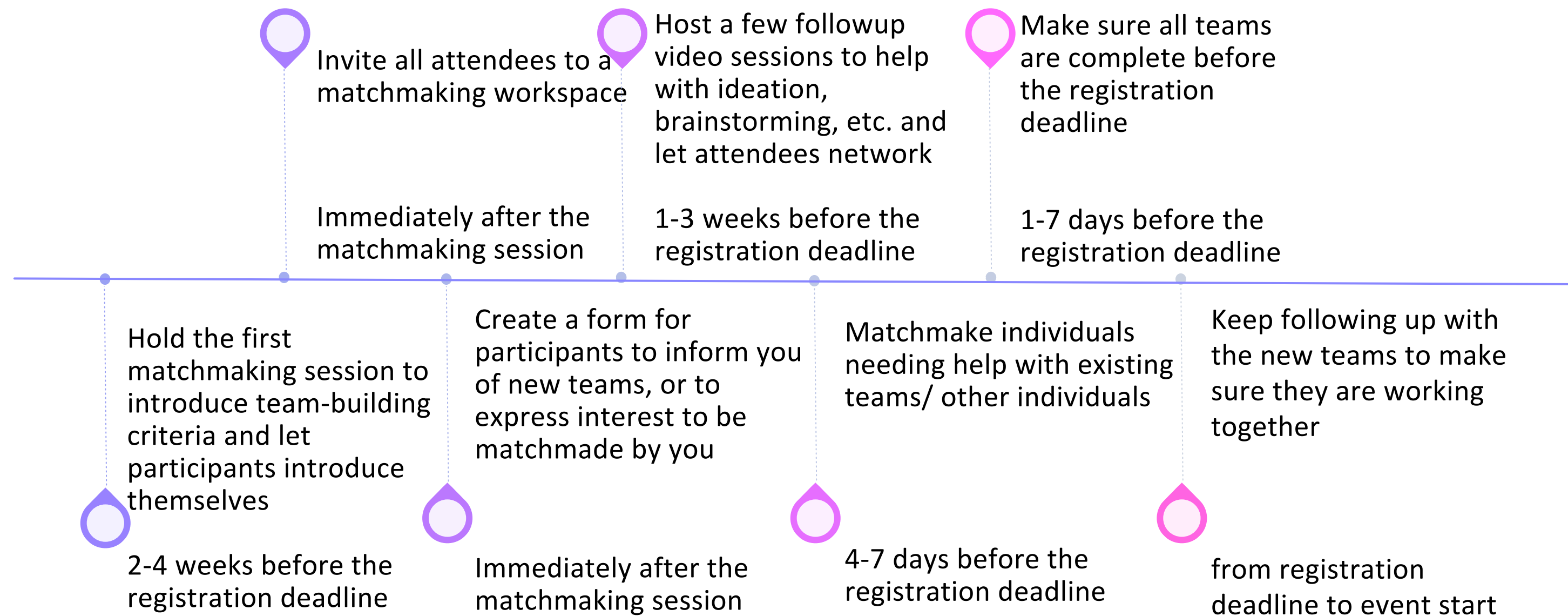Follow up with **messages** and propose matches until the event day.

TEXT COMMUNICATION

For text communication, you can use tools such as the provided **Discord** server, or other tools.

Open up a matchmaking **channel** and let people introduce themselves and their skills, get to know each other, and create teams.

Regularly **propose** matches based upon people's introductions and what you know about the teams.

03 MATCHMAKING TIMELINE

DIGI EDU HACK 2024

Invite all attendees to a matchmaking workspace

Host a few followup video sessions to help with ideation, brainstorming, etc. and let attendees network

Make sure all teams are complete before the registration deadline

Immediately after the matchmaking session

1-3 weeks before the registration deadline

1-7 days before the registration deadline

Hold the first matchmaking session to introduce team-building criteria and let participants introduce themselves

Create a form for participants to inform you of new teams, or to express interest to be matchmade by you

Matchmake individuals needing help with existing teams/ other individuals

Keep following up with the new teams to make sure they are working together

2-4 weeks before the registration deadline

Immediately after the matchmaking session

4-7 days before the registration deadline

from registration deadline to event start

European Commission

04 ORGANIC MATCHMAKING

INDIVIDUALS FORM TEAMS THEMSELVES

- People **introduce** themselves and start conversations in video calls and the online chat workspaces
- Individuals **form** teams independently based on their conversations
- New teams **inform** you, e.g. by filling a form, about their new and complete teams
- **Check in** with the teams after the matchmaking is complete to be sure they are working together

05 MANUAL MATCHMAKING

THE HOST MATCHMAKES

- Teams and individuals who want to be matchmade by you inform you, e.g. by filling a form, that you have **permission** to matchmake them with others
- Go through individuals' profiles and teams' projects, and **connect** suitable profiles and teams
- **Introduce** new team members to each other by creating e.g. a Discord channel for them, or via email (make sure to get their approval to share their email)
- **Check in** with the teams after the matchmaking is complete to be sure they are working together

06 CONSIDERATIONS WHEN MATCHMAKING

KEEP IN MIND:

- **Check in** with the teams after the matchmaking is completed to be sure they are working together
- **GDPR** - do not share personal details (emails) without clear consent
- **Fairness**
- Distribution of **skillsets**

European Commission

07 IDEATION SUPPORT

Until the team agrees on a **starting** idea, they are stuck and losing precious time.

Keep an eye out and identify teams that have no idea, or have too many and cannot decide.
Propose/facilitate an ideation/idea crystallisation **workshop** for them.

You can find a support deck to run such a workshop here – the document is also available on digieduhack.com under participate => participant => "MOOC Bite 2 – Tools and techniques for ide generation and development".
Strongly recommended to start with the "crazy 8" and the "5 why's".

Involve your **mentors** in the process as well.

AGENDA: PART II - ONBOARDING PARTICIPANTS

DIGI
EDU
HACK
2024

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

European Commission

01 ONBOARDING PARTICIPANTS

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.

European Commission

01 ONBOARDING PARTICIPANTS

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 (matchmaking based on profiles & ideas). 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 a 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 resolve these situations before rejecting them.

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

01 ONBOARDING PARTICIPANTS

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.

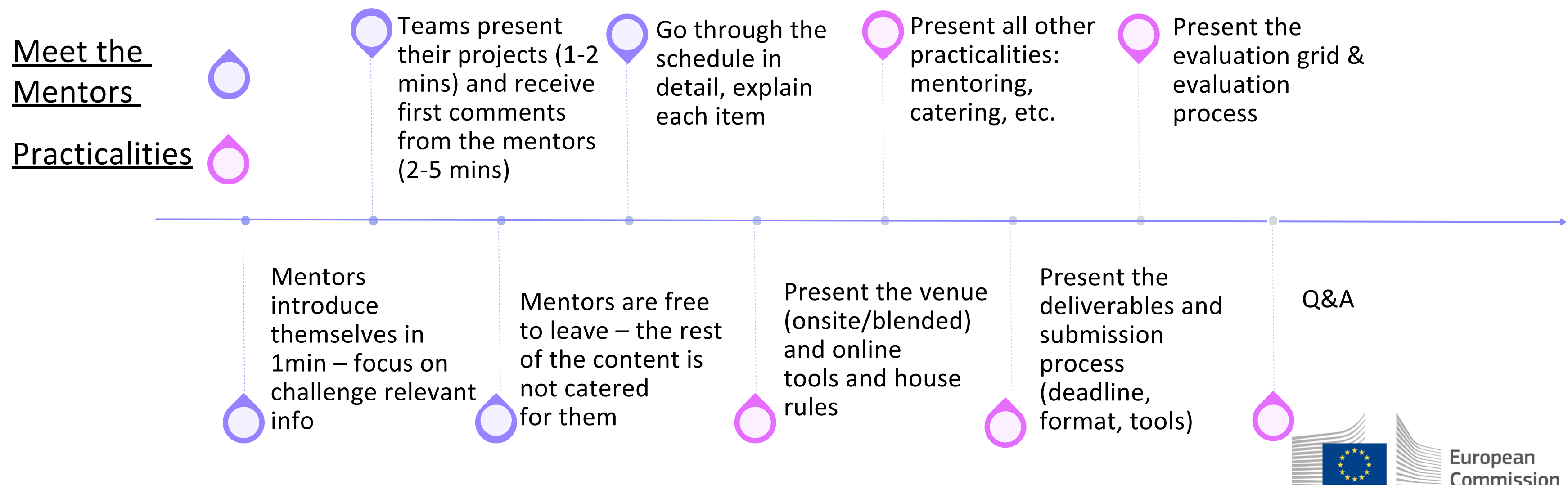It is advised to start the meeting with a Meet the Mentors session.

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.

01 ONBOARDING PARTICIPANTS

Book 45-60 mins <u>Meet the Mentors</u> 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>.

<u>Meet the Mentors</u>

<u>Practicalities</u>

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, etc.

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

European Commission

01 ONBOARDING PARTICIPANTS

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 (on the website in participant resources).

DIGI EDU HACK 2024

THANK YOU!

contact@digieduhack.com

European Commission