



Devex Global Impact Hackathon

Hosted by Arizona State University
December 10, 2020



PLUS ALLIANCE

ARIZONA STATE
UNIVERSITY

PHOENIX

KING'S COLLEGE
LONDON

LONDON

UNSW SYDNEY

SYDNEY

WHAT IS A HACKATHON?

Hackathons, although originally focused around computer programming, have evolved into events tackling an array of design challenges.

Participating students are encouraged to design, build and implement innovative solutions to challenging problem statements submitted by community, industry and university partners. This event is targeted at students that are committed to making a difference in their communities and around the world.

WHAT IS THE DEVEX GLOBAL IMPACT HACKATHON?

Devex, a social enterprise and media platform for the global development community, has partnered with Arizona State University (ASU) to host a global hackathon at this year's Devex World, the flagship event of Devex. Scheduled for December 10, 2020, this is a high-profile event on the global development calendar - approximately 1,000 development leaders and practitioners participate and thousands more join online. Speakers and attendees include leaders of major global development organizations, technologists, philanthropists, investors, practitioners, and prominent individuals of all kinds. After universities around the world hold their own institutional hackathons, the winners will be invited to submit videos of their innovations to Devex. Devex judges will then decide the winning teams and those teams will be given an opportunity to present their solutions to the entire international development community.

EVENT STRUCTURE

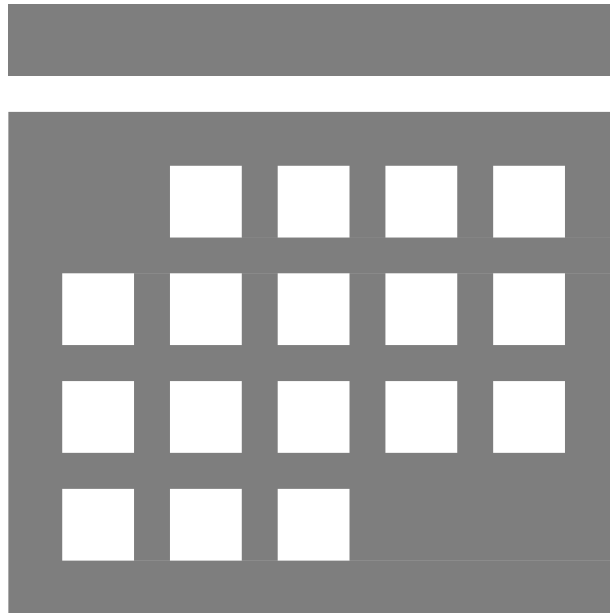
To maximize the learning experience, hackathons are organized to simulate the design process students will encounter when they reach the workplace. It starts with definition of the problem (needs), forming teams, getting down to work, and making deadlines.

PREPARATION

TIME	TASKS	NOTES
At least 2 weeks in advance	Recruit and register students	Eventbrite, Aventri are two options that we use for event registration. Signup.com is helpful for volunteers.
At least 2 weeks in advance	Decide on software you will be using, and test it	For instructions on how to hold an in-person hackathon, see pages 8.
At least 2 weeks in advance	Decide on student presentation processes and judging criteria	Feel free to use the processes and criteria included in this handbook.
At least 2 weeks in advance	Create your opening presentation	Depending on how you run your event this will vary, but feel free to use our example as a guide.
The week of	Create your closing presentation	Depending on how you run your event this will vary, but feel free to use our example as a guide.
2 weeks in advance and the week of	Communicate with participants	In order to decrease risk of any technological (or other) issues, communicate at least twice with your participants.

DATES

- ❖ Check the university and college event calendars, academic calendar, and religious holiday calendar for an appropriate date
- ❖ Place event on all necessary calendars
- ❖ Check for other hack-a-thons and events in the area



- ❖ If holding an in-person hackathon, ensure you are checking your location for dates too so that there is not another event at the same time. For more information about holding an in-person hackathon see pages 8.

RECRUIT & REGISTER STUDENTS

We have found that direct recruiting of students by visiting classes, talking with student groups, or engaging student involved in relevant activities results in high registration rates. Registration can be as simple as you would like it to be.

Send an email to organizers or an electronic form or website application

- ❖ Google Forms
 - ❖ eventbrite.com
 - ❖ Aventri
- This form should help you capture all relevant information.
- ❖ Names
 - ❖ Emails/Phone Numbers
 - ❖ Major/Classification
 - ❖ Emergency Contact
- And hold all facts about the event if there is not a webpage for them to reference.
- ❖ Event dates
 - ❖ Location (or software being used and proper links)
 - ❖ FAQ
 - ❖ Requirements of the event

SOFTWARE LOGISTICS

We use 2 important services to run our events, Zoom and Discord. I will break down the basics of how we use them, but for a more thorough tutorial for each, you can use the following links:

❖ Zoom

- <https://support.zoom.us/hc/enus/articles/206618765-Zoom-videotutorials>

❖ Discord:

- <https://support.discord.com/hc/enus/articles/360045138571-Beginner-s-Guide-to-Discord>

We use Zoom for our opening ceremony, skill sessions, live final presentations, and the closing ceremony. It acts almost like an auditorium would in an in-person event.

We use Discord for the rest of the event since it supports separate rooms for each team and shows who is online at any given time. It acts almost like a large workspace with many conference rooms would in an in-person event.

We suggest that you also use Discord if available in your country, however if not, using Zoom to coordinate your institutional hackathon is a perfectly acceptable.

DISCORD ENVIRONMENT

If you're using Discord, this is how we set up different channels for our events.

The image shows a Discord server interface for 'Devils Invent'. The server is organized into several categories, each with a plus sign to its right. The categories and their channels are:

- REFERENCE** (+):
 - # judging-rubric
 - # weekend-schedule
 - # mentor-schedule
 - # sponsor-reference
- TEXT CHANNELS** (+):
 - # general
 - # announcements
 - # submissions
 - # team-formation
- ADMIN** (+):
 - Admin Lobby- Help is here
 - Private Room
- CONFERENCE ROOMS** (+):
 - Conference Room 1
 - Conference Room 2
 - Conference Room 3
- TEAM CHANNELS** (+):
 - team1-chat
 - team2-chat
 - team3-chat
 - team4-chat
 - Team 1 Voice
 - Team 2 Voice
 - Team 3 Voice
 - Team 4 Voice
- MENTORS** (+):
 - Mentor 1
 - Mentor 2
 - Mentor 3

Callouts from the right side of the image explain the purpose of these channels:

- REFERENCE channels:** These text channels can be used to keep any reference documents. I recommend disabling comments from participants so the relevant documents are always visible.
- TEXT CHANNELS:** These text channels can be used for any active discussions throughout the weekend. The submissions channel is where participants can share links to their various submissions such as presentations or videos.
- ADMIN channels:** This is a voice channel where anyone can go if they have questions or difficulties. There should ALWAYS be someone in this channel so participants, mentors, and volunteers don't feel like they're on their own.
- CONFERENCE ROOMS:** This is a private voice channel in case you need to speak to someone without the possibility of someone joining.
- TEAM CHANNELS (Text):** These are public voice channels so that different teams can talk among themselves.
- TEAM CHANNELS (Voice):** Each team will need their own text channel for sharing links and research.
- TEAM CHANNELS (Voice):** Each team will need their own voice channel that will serve as their own breakout room. Voice channels also allow webcam use and screen sharing so they are perfect for this environment.
- MENTORS:** These are the voice channels reserved for when you have mentors online. I like to change the name of the channel to the name/expertise of the mentors in them.

DISCORD PERMISSIONS

The only other server management left to focus on would be the permissions for each channel and each role. This was a grueling effort the first time through, but it should be easy for you since Discord allows us to share the template for our server.

You can find it at this link:

<https://discord.new/Sad2ZKjgxRJS>

That link will allow you to copy the channels, channel topics, roles, permissions, and default server settings that we have created. From there you can edit it as you please since the server is still your own, just with our outline as the foundation.

The roles in this template are:

- Admin
 - This should be assigned to anyone planning and running the event
- Mentor
 - This should be assigned to any mentors/content experts, if applicable
- Participant
 - This should be assigned to anyone competing in the event
- Team #
 - Once teams have been chosen, each member should be given a role associated with their team number. This allows them access to the team's voice and text channels.

HOLDING AN IN-PERSON HACKATHON?

THE SPACE

- ❖ An ideal location should contain open collaboration spaces where students can work as teams and spread out to test ideas
- ❖ The most vital aspect of your hosting space is SPACE.
 - Open space with tables
 - The ability to accommodate a lot of teams to foster team collaboration
 - Contains white boards or tablet paper to encourage outlining of ideas
 - The permissions and ability to have food, snacks and beverages within the space, if applicable

THE MATERIAL

A huge part of the weekend is centered around creation. This will be made from crafting materials such as construction paper, pipe cleaners, duct paper, clay etc.

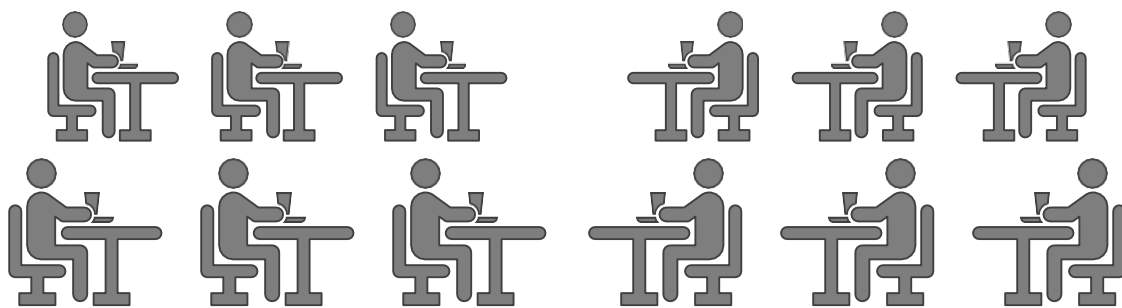
Suggested supplies to have in the space include:

- | | | | |
|-------------------------|-------------------|----------------|--------------------------|
| ○ Straws | ○ Colored pencils | ○ Velcro | ○ Twine |
| ○ Craft/Popsicle sticks | ○ Glue sticks | ○ Elastic | ○ Hot glue guns + sticks |
| ○ Modeling clay | ○ Rulers | ○ Cardboard | ○ Buttons |
| ○ Magnets | ○ Paper clips | ○ Foil | ○ Dry Erase Markers |
| ○ String | ○ Rubber bands | ○ Cotton balls | |
| ○ Box cutter knife | ○ Paper | ○ Wire | |
| ○ Markers | ○ Post it notes | ○ Rope | |
| ○ Crayons | ○ Pens/ Pencils | ○ Scissors | |
| | ○ Fabric | ○ Tape/Glue | |



STUDENT PRESENTATION PROCESS

All participants should be online for presentations, even when it is not their turn. We structure presentations with a 5-minute pitch, 3-minute Q & A and 2 minute set up time/ transition period, 10 minutes per team in total. Given this, we do not know how long presentations will take until we know how many teams have made it through, so the schedule is subject to change depending on that.



Students should be prepared to present to the judges with some sort of presentation.

- ❖ Powerpoint
- ❖ Prezi, etc.

And all teammates should have time to speak. Splitting a presentation over Zoom can be very difficult so it is important to stress that they should practice multiple times to ensure transitions are smooth and there are no obvious tech issues.

JUDGES & JUDGING PROCESS

There should be 3-4 judges for every event. Judges should have some expertise in the event theme. Here is a sample rubric for what we look for.

		Strongly Disagree 1	Disagree 2	Neutral 3	Agree 4	Strongly Agree 5
Technical Performance and Standards	Is the project objective clearly defined?					
	Does the proposed solution adequately address the project objective?					
	Does the solution advance progress towards the outlined SDG?					
Technical Performance and Standards total						
Project Feasibility	Can the proposed solution be implemented?					
	Is the proposed solution a technically sound solution?					
Project Feasibility Total						
Local Context	Does the solution take into account the local context that the solution will be implemented?					
	Does the team have members with experience living/working in the context that the solution is in?					
Project Feasibility Total						
Project Innovation/ Viability	Was the solution unique or a unique adaption to something that already exists?					
	Does the proposed solution provide value to society?					
	Is the proposed solution scalable to its target population?					
Project Innovation/Viability Total						
Presentation	Was the presentation inclusive and supportive of all team members?					
	Did the presentation adequately represent the					
	Did the presentation follow the guidelines provided for length and structure?					
Presentation Total						

At the end of presentations judges should have a space to meet and tally up scores. Once the results have been discussed, all the teams should come back together for the announcement of winning teams.

OPENING PRESENTATIONS

We begin each event with opening ceremony on Zoom. In our presentation we do a run down of the Hackathon.:

- Begin with a formal welcome
- Discuss what they are doing
 - Presentations
 - Expectations
- Program Logistics
 - Introduction to Software Environment
 - Schedule
- Rules for final presentations
- What the challenge(s) is
- Prize (chance to present innovative solution at Devex World)
- Team formation – which we do right after opening ceremony

CLOSING PRESENTATIONS

Closing ceremony is done on Sunday after final presentations. Here we begin with a closing statement by thanking the judges and sponsors as well as volunteers and participants.

Presentation of awards:

- 3rd place
- 2nd place
- 1st place/Best in Show!

We end with showcasing future events or other hackathons we are partnered with!