

MENTOR BRIEFING PACK | What's in the pack?



- ❏ **What's a hackathon**
- ❏ **Venues and dates**
- ❏ **Key dates**
- ❏ **Mentor role and responsibility**
- ❏ **Timelines**
- ❏ **Run sheet example**
- ❏ **Logistics**
 - **Technical support**
 - **Pitch practices and pitch deck example**
 - **Participant rules of engagement**
 - **Intellectual property**
 - **Solutions to solve and judging criteria**
 - **Recording of presentations**
 - **Judging**
- ❏ **What to do next - register**



AI Hackathon

AI FORUM HACKATHON BRIEFING DOCUMENT

The **AI for the Environment Hackathon Festival** is back for another year, taking place across Aotearoa, New Zealand. Thank you for hosting a Hackathon!

This year our problems to solve are based on the five key environmental outcomes ([AI for the Environment Report 2022](#)). We have expanded these to make them more relevant to all participants in 2023.

We are sourcing use cases from NGOs and citizen science groups to provide real problems to solve that are relevant to each location. These organisations provide subject matter expertise ahead of time and on the day. Participants are also welcome to bring their own problems to solve and we encourage early sharing of these ideas so that we can do our best to help with data sets and technology support.

Participants will learn many new skills, meet like-minded peers, and network with sponsors and mentors. At the end of the hackathon teams will demonstrate their project in front of a judging panel who select the winner. The best four winners have a chance to pitch their idea at the [AI Summit 23](#).

This briefing document will give you all the ins and outs for you to run a successful Hackathon.

Hackathon Locations:

Each site runs their own hackathon over 48 hours to the same general time frame and within the rules set out. All pitches are recorded and each event selects an overall winner. Each winning pitch is then submitted to the international judging panel.

The international judging panel will select the best solutions who will then have the opportunity to pitch to the AI Summit 2023 in Auckland on 21 September. The audience at the Summit will vote for the overall winner of the Hackathon Festival.

Auckland | 11-12 August 2023 | academyEX and She Sharp
academyEX | Manuka Room | 99 Khyber Pass Road, Grafton | Auckland

Wellington | 14-15 August 2023 | AWS
AWS Wellington | Level 21/157 Lambton Quay | Wellington Central

Auckland | 15-16 August 2023 | NZME and Google
iHeart Lounge | NZME Auckland | 2 Graham Street | Auckland CBD

Christchurch | 15-16 August 2023 | Callaghan Innovation, 5 Sheffield Crescent, Burnside, Christchurch

Waikato | 19-20 August 2023 | AI Institute, School of Computing & Mathematical Sciences
University of Waikato | Gate 8 | Hillcrest Road | Hamilton

Taranaki | 15-16 August 2023 | PowerCo, 35 Junction Street, New Plymouth




AI Hackathon

AI FORUM HACKATHON BRIEFING DOCUMENT

University of Waikato | Gate 8 | Hillcrest Road | Hamilton

Key dates:

	Bootcamp Session Briefing for participants, mentors and hosts	12th July 5pm - 6pm
	<u>Live Q&A Session 1</u> Jump online to ask all your questions Online	24 July 5pm - 6pm
	<u>Live Q&A Session 2</u> Jump online to ask all your questions Online	7 August 5pm - 6pm
	Hackathons Nationwide Regional finalist and winners In person Online	11-20 August 2023
	National Judging Day International panel of Judges Online	22 August 2023
	AI Summit 2023 Hilton Hotel, Auckland In person	21 September 2023

[Bootcamp](#) | 12 July 2023, 5.00pm - 6.00pm - a pre-recorded session for participants, which outlines the Hackathon, the problems to solve, planned venue and logistics, datasets and technology.



[Live Q&A Session 1](#) | 24 July, 2023 5.00pm - 6.00pm - for participants to clarify questions about the hackathon - from rules of engagement and ideas to datasets and technology.



[Live Q&A Session 2](#) | 7 August 2023, 5.00pm - 6.00pm



AI Hackathon

AI FORUM HACKATHON BRIEFING DOCUMENT



Website

For more information, including locations, key dates and times, and cost, visit the website here: <https://aihackathon.nz/>.

Mentor Role and Responsibility

Mentors can register and participate for Free. They can choose which venue they attend and should be prepared to provide remote assistance to other venues. We will provide their details with the registration lists. They will each receive a Mentoring briefing pack with the suggested role functions and timings, as below:

You come with a range of skill sets, including:

- Identification and proofing of problem, solution and outcomes
- Technical advice on technology and data sets
- Planning and execution
- Market and Commercials
- Successful Pitching
- Environmental Science / Issues

While our preference would be for you to be at the event (or available remotely) all of the time, you may be only able to give us some of your time; however, the most important times to mentor your teams are indicated below :

Mentor Roles:

Day 1 morning

- Help Participants to form effective Teams
- Help Teams to Plan
- Help Teams to FOCUS their ideas
- Identify the right data and technology and provide technical advice
- Help teams on planning and execution

Day 1 afternoon

Help teams to:

- FOCUS their ideas into solutions
- Start to think about their PITCH



AI Hackathon

AI FORUM HACKATHON BRIEFING DOCUMENT

- Technical support / advice

Day 2 morning

- Help Teams to FOCUS their ideas / Pivot where necessary
- Technical support / advice
- Time keeping
- Marketing and commercials
- Help teams on planning and execution
- Subject matter expert advice
- Push part of the team to focus on PITCH

Day 2 afternoon

- PITCH practice / critique / repeat
- Subject matter expert advice
- Keep them focused on what they can achieve in the time
- Time Keeping

During Judging

Cheerleading during pitches

Suggested Run Sheet and On-the Day Tips and Tricks

This is a suggested timeline of the Hackathon. Exact timings during the event are within the control of each host.

Day 1:

- | | |
|--------------|---|
| 8.00am | Venue set up, including any hybrid links
Technology and data available and ready for Teams
Participants and mentors gather |
| 9.00am | Welcome with a Karakia (please use your own Karakia, or see below of an alternative Karakia you can use)
Health and Safety messages
Scene setting
Introduce Mentors and Technical team (available all day / times available)
Brief pitches from subject matter experts (e.g. from local citizen science groups with a problem to solve) |
| 9.15am | Team forming / Idea choosing |
| 10.00am | Hackathon starts
Mentors and SMEs available |
| 12:00-2:00pm | Mentors check in with teams about clarity of ideas and how they will pitch |



AI Hackathon

AI FORUM HACKATHON BRIEFING DOCUMENT

6.00pm Day 1 Hackathon ends

Day 2:

9.00am Venue opens / Mentors available

12.00noon Pitch practice sessions with mentors

3:00pm Hackathon END
Judges arrive

3.30pm Judging Panel introduction
Overview of criteria
Regional Judging begins, recording of all presentations
Judging Panel confers and selected winners

5.00pm Winner of Region announced

5.05pm Karakia followed by Networking celebration

LOGISTICS

Technical support:

The host venue will provide constant technical support during the Hackathon to ensure:

- all teams have good connectivity
- all teams have technical and mentor support they need (including contacting the central team where local help is not available)
- Zoom links are working (and are recorded) for any remote team

All pitches are recorded

Pitch Practice:

We suggest teams start the pitch practice by 12 noon on Day 2.

Teams practice their pitches in front of mentors who can help them shape and refine both their content and style.

Pitch Deck example:

You can download the Pitch Deck example from the [website](#).

Hackathon end:

Hackathon ends 30 minutes before judging to give teams time to finalise their pitches.

Participant Rules of Engagement:

We are inclusive organisations, we welcome people from all genders, ethnicities and backgrounds. We ask that you:



AI Hackathon

AI FORUM HACKATHON BRIEFING DOCUMENT

- Be welcoming to each other and treat everyone with respect
- Be open to learning new things and form new friendships
- Be fair. You can pre-plan with your team, but keep to the spirit of the event by collaborating and developing your ideas at the event itself
- Be respectful. Our hosts are welcoming you into their environments, please follow their guidance and rules

Intellectual Property:

Neither the AI Forum nor any of the sponsors have any interest in IP created at the event – whatever you create is your own.

Please be mindful of what others have created – legally you must comply with the terms and conditions of any IP ownership rights that exist regarding the things that you use. Any rights infringements are at the participants' own risk.

Judging:

Some larger events might need to start at 2.45pm to ensure they get through all the teams. Each pitch is 5 minutes, allowing 1 minute either side is 7 minutes per team (max 8 teams per hour).

Solution to solve and Judge Criteria:

Both the problem to solve and judging criteria have been shared at the Bootcamp on 12th July and can be found on the [website](#).

Recording of Presentations:

Record all Regional pitch presentations and save to this [shared drive](#) and confirm to the project co-ordinator, vivienne.cooke@techalliance.nz. The judging panel will access this google drive.

If you are unable to record your presentations, the finalists and winners from the Regional Hackathons will be asked to present via a zoom on the 22nd August 2023 to the Judges.

JUDGING:

Regional

- 5-minute pitch from each team – example pitch deck will be provided and each venue will have mentors able to coach teams during the hack
- Local judging panel - 1 panellist from the host organisation, AI Forum NZ will provide 2 judges who are industry and academic experts
- Recording all pitches
- Save winning pitch to Google Drive [insert link] and send to project co-ordinator (as back up)
- Judging panel will select 4 winners who will be notified by 24 August 2023



AI Hackathon

AI FORUM HACKATHON BRIEFING DOCUMENT

National

- Held on 22nd August, 2023
- The national judges join together via Zoom where the recordings of finalists/winner pitches will be shown to the international judging panel
- 5-minute pitch from each of the top regional teams
- Judging panel of 5 judges, led by Matt Lythe
- Top 4 teams pitch at the AI Summit

Finalists announced for Summit 23| 22nd August 2023

National judging panel (Chaired by Matt Lythe) view videos of all regional winners and select final 4 teams who will pitch live to the Summit on 21 September.

The final 4 teams will be given 2 days to confirm their availability for the Summit. If a finalist team is unavailable, the next team ranked by the national judging panel will be offered the opportunity.

What to do now:

Register as a mentor [here](#) and let us which venue and which days you are available. If you are unable to attend in person, please also let us know, when you register.