

## Hackathon Schedule Overview

**Hackathon:** IDEA to Innovation

**Dates:** May 4<sup>th</sup> to 6<sup>th</sup>, 2022

**Platform:** Virtual, through Microsoft Teams

### DAY 1

The hackathon will begin at 8:30 A.M. on Day 1 with a virtual kick-off. During the kick-off the hackathon facilitators will give a brief presentation on “What to Expect” for participants, and the sponsor, conference organizers, will be invited to say a few words about the purpose behind the hackathon.

The Hackathon Facilitator will then split the participants into teams using the break-out room function on Microsoft Teams. Each team will have a well-balanced mix of skills, and will be created by the hackathon facilitators prior to the kick-off.

The morning of the first day is devoted to ideation. The goal is to come up with as many ideas related to the challenge statement as possible so as to cover a lot of ground before choosing which idea to focus on.

In the afternoon, the Hackathon Facilitators and mentors will meet with each team individually (approx. 30-minute meetings). The mentors include methodologists, subject matter experts and hackathon veterans to help teams develop their idea. They are also available to answer questions by email for the entire three days. The check-in meeting is an opportunity for the teams to share their progress, ideas and any challenges/roadblocks they might be running into, and for the facilitators and mentors to provide support.

From this point onward, teams are self-organizing, working together to deliver a prototype and presentation by the end of the event.

### DAY 2

Teams begin the day working at their own pace, developing their idea and starting to prepare their pitch.

In late morning, teams will all gather together with the hackathon facilitators to share their progress. This is an opportunity for all teams to hear what others are working on and to collaboratively share any resources that might be of interest to other teams.

In the afternoon, teams will once again meet individually for check-ins with the hackathon facilitators and mentors (approx. 20-minute meetings). By this time, teams should have narrowed in on their strongest idea and are working on their prototype/proof-of-concept.

### DAY 3

In the morning, the hackathon facilitator will give a short presentation to all teams on presentation tips and tricks.

In the afternoon, the hackathon facilitators will meet with the teams individually one final time to address any questions or concerns they might have about their proposal submission (approx. 10-15 minute meetings).

By end of day, teams will submit a 6-7 minute video presentation of their proposal/proof of concept, to be reviewed by an executive panel (3 or 4 judges at senior management level) the following week.

### **After the Hackathon**

After the hackathon, the executive panel will review the recordings and share their notes with the hackathon facilitator. The facilitator will write a summary report describing the projects and summarize the panel's feedback on each project. The completed summary report will be shared with the conference organizers, all the participants, and any other interested parties a few weeks after the completion of the hackathon. Participants will also be contacted if they choose to be kept apprised of future developments having to do with the prototypes or proofs of concept they created.