

Participant Checklist

Signing Up to Get Judged (**Before** Nov 7, 9:30 AM EST):

- Create your team on Discord (**required for both in-person AND online teams**)
- Record a 2-minute video presenting your project
 - In-person teams can record using the recording rooms in the Union. Sign up sheet to record is at [LINK WILL BE RELEASED DURING EVENT TIME]
 - Online teams may record using their own devices
- Take a team picture together
- Submit the judging sign up form and upload your video at [LINK WILL BE RELEASED DURING EVENT TIME] **before Nov 7, 9:30 AM EST**
 - Mark you are in-person if you wish to see in-person judges and **have at least 1 person to present at the table from 11:00 AM EST - 1:30 PM EST**
 - FOR IN-PERSON TEAMS:** When you submit the form, please stay at the same table you submitted the form with
- Finish hacking by 9:30 AM EST
- Relax until 11:00 AM EST

Getting Judged (Nov 7, 11:00 AM EST - 1:30 PM EST):

- Join and stay present in your team's Discord voice channel
- IF IN-PERSON:** Have at least 1 person at the table ready to present at any time and have someone monitoring the Discord voice channel. You will be visited by judges both in-person and online.
 - In-person judges may drop a message in your text channel asking if you are at your table and ready to meet. Let them know you are at the table and ready and they may come to talk to you in-person.
- IF ONLINE:** judges will join your Discord voice channel for a Q&A section to learn more about your project
- Make sure to stay vigilant for judges dropping into your text or voice channel. **PLAN TO BE VISITED BY MULTIPLE JUDGES (STAY UNTIL 1:30 PM EST)**
- 1:30 PM EST:** Q&A session ends. Break time until 2:30 PM EST.
- Feel free to join us at our Showcase Ceremony at 2:30 PM EST. Top 5 teams will be announced between 1:30 PM and 2:30 PM and should plan to be present at the Showcase

Ceremony to receive their trophies (if a team is fully virtual, we will send the trophies later).