

# Welcome to the DigiCollab Hackathon!

## Participant welcome pack

**Event date:** [DATE] • **Location:** [VENUE]

Project 2025-1-DE02-KA210-VET-000349725

We are delighted to welcome you to this DigiCollab hackathon. Over the next two days you will work in a team to tackle a real-world challenge, develop creative solutions, and learn alongside peers from diverse backgrounds. This pack contains everything you need to arrive prepared and confident. Please read it carefully before the event.


## 1. Event logistics and arrival

[Organiser: fill in all fields below before distributing this pack]

	Details
Event name	[Full event name]
Date(s)	[Day 1 date] • [Day 2 date]
Location / address	[Full address including room or building]
Check-in opens	[Time] – please arrive by [time]
Daily schedule	Day 1: [start time] – [end time] • Day 2: [start time] – [end time]
What to bring	Laptop and charger • Notebook and pen • Water bottle • Any medications you need
What is provided	Meals and snacks • WiFi • Workspace and materials • Mentor support

Venue details:

- [Building map or directions to the room – attach or describe]
- Accessibility: [lift location, accessible entrance, quiet room]
- Nearby: [public transport stop, parking, pharmacy, ATM]

 If you have any trouble finding the venue on the day, call: [EVENT DAY PHONE NUMBER]

## 2. Your team

You have been placed in the following team. You will work together for the full duration of the hackathon.

Team name / number	[TEAM NAME]
Your role (if pre-assigned)	[Role]

Your teammates:

Name	Contact / email	Background / skills

👉 Before the event: connect with your teammates! We have set up a group chat at [LINK]. Introduce yourselves and share one fun fact – it will make Day 1 much easier.

## 3. Challenge preview

You will receive the full challenge brief at the opening of the event. This preview is intended to help you start thinking – not to constrain your approach.

Theme area	[Digital Literacy / Sustainability / Inclusion / Democratic Participation]
Problem context	[2-3 sentence overview of the challenge area]
Who is affected?	[Brief description of the target users or community]
Direction for a good solution	[Open-ended framing – avoid constraining too early]

To get into the mindset before the event, you might:

- Read a news article or watch a short video related to the theme
- Talk to someone who is affected by this challenge
- Jot down three questions you would want to answer

[Organiser note: share only what is helpful to get participants thinking. The full brief – including constraints, deliverables, and evaluation criteria – is presented on Day 1.]

## 4. Schedule overview

[Organiser: replace the times below with your actual schedule.]

Time	Day 1 [DATE]
09:00	Check-in and breakfast
09:30	Opening ceremony
10:00	Challenge introduction
10:45	Team formation and icebreakers
11:30	Ideation and brainstorming
13:00	Lunch
14:00	Solution development – first sprint
17:00	Mentor check-ins
17:45	Day 1 reflection and wrap-up

Time	Day 2 [DATE]
09:00	Morning check-in and team sync
09:30	Solution development – second sprint
12:00	Presentation preparation
13:00	Lunch
13:45	Final presentations to jury
15:30	Award ceremony and closing

## 5. Technology setup


Please complete the following setup before the event so we can spend Day 1 creating rather than troubleshooting.

### Required software and accounts:

- [Platform 1] – create a free account at [link] if you do not already have one
- [Platform 2] – install the desktop app from [link]
- [Platform 3] – you will receive an invitation link by email

### What to bring:

- A laptop or tablet with a modern web browser and your charger
- A headset or headphones if the event is hybrid

 Pre-event tech check: we offer an optional 30-minute session on [DATE] at [TIME] via [PLATFORM]. Join here: [LINK]. For technical difficulties before the event, contact [NAME] at [EMAIL].

## 6. Pre-event learning (optional)

These resources are entirely optional – they are here if you want to go deeper before the event. No prior knowledge is required to participate.

Resource type	What to look for
Theme background reading	A recent article or report on [THEME] – try [suggested source or topic]
Tool tutorials	A 10–15 minute tutorial on [PLATFORM] – links at [URL]
Inspiration	Examples of youth-led solutions in this space – [link or suggestion]

### Pre-event survey:

If you have not already done so, please complete our short survey at [LINK]. It takes about five minutes and helps us tailor the event to your group: skill levels, learning interests, and any accessibility or dietary needs.

## 7. Frequently asked questions

Question	Answer
What if I cannot code?	You do not need to. Hackathons need researchers, designers, storytellers, and project managers just as much as developers. Your skills are welcome.
What should I wear?	Whatever is comfortable. There is no dress code.
Can I leave during breaks?	Yes – lunch and short breaks are yours. Just be back in time for the next session.
What if I feel unwell?	Let an organiser know as soon as possible. We will do our best to support you and your team.
Will there be parking?	[Answer with specific venue information]
Can I bring a friend?	The hackathon is for registered participants only. If you would like a guest at the closing ceremony, please ask in advance.
How are winners selected?	A jury evaluates all final presentations using a published scoring rubric. You will receive feedback regardless of the result.
What happens after?	We will share a summary, photos, and resources within [X] weeks. Outstanding projects may be invited to present further.

## 8. Contact information

Who to contact	Name	Email / Phone
Event logistics and general questions	[Name]	[Email]
Technical issues	[Name]	[Email]
Accessibility concerns	[Name]	[Email]
Emergency during the event	[Name]	[Phone number]

**We cannot wait to see what you create. See you on [DATE]!**

The DigiCollab Organising Team · Project 2025-1-DE02-KA210-VET-000349725