

Presentation guidelines

DigiCollab Hackathon Guide · Template for Participants

Event: _____

Team name: _____

Challenge theme: _____

Presentation slot: _____

Time

10 min presentation
5 min Q&A with judges
2 min transition

Format

Slides optional but recommended
Live demo or short video accepted
All files loaded before start

Team

All members should contribute
Assign speaking roles in advance
Practise your handoffs

Suggested structure

You are not required to follow this structure exactly, but it works well and judges are familiar with it. Adapt it to fit your solution.

~2 min

The problem

- Who experiences this problem and why does it matter?
 - What is the current situation — what is missing or failing?
 - Why are existing solutions not enough?
- Open with a real person or scenario. Make the judges care before you show your solution.

~3 min

Our solution

- What did you create and how does it work?
 - What makes your approach different or better?
 - What key decisions did you make and why?
- Be clear and concrete. Avoid jargon. If your solution has a name or logo, use it.

~4 min

Demonstration

- Show the solution working — live or via a short video
 - Walk through the user experience step by step
 - Narrate what you are showing: do not assume it is self-evident
- Test your demo at least twice before presenting. Have a backup (screenshots or video) ready if something fails.

~1 min

Impact & next steps

- Who benefits from this solution and how?
 - What would it take to make this real?
 - What would you do next with more time or resources?
- Be honest about what you did not finish. Judges respect a clear-eyed assessment more than overconfident claims.

The Q&A

You will have 5 minutes of questions from the judges. The Q&A is not an interrogation – it is a chance to clarify and deepen what you showed. Judges are trying to understand your solution better, not catch you out.

Questions judges commonly ask

- How did you find out that this problem is real for actual users?
- What was the biggest obstacle you had to work around?
- If you had another week, what would you prioritise?
- How would you know if this solution is working?
- What did you try that did not work?

Preparation checklist

Use this to make sure you are ready before the presentations begin.

Content

- Problem is clearly explained with a real-world example
- Solution is described concisely and in plain language
- Demo is working and has been tested at least twice
- You can explain what you did not finish and why
- "So what?" is answered: why should anyone care?

Delivery

- Speaking roles assigned to all team members
- Handoffs between speakers practised
- Timed at least once – fits within 10 minutes
- Eye contact with audience, not just slides
- No team member will be standing silent for most of the presentation

Technical

- Presentation file loaded on the main computer
- Demo tested on the presentation computer (not just your own)
- Backup plan in place if live demo fails
- Video clips downloaded locally (no reliance on internet)
- Slide fonts and images look correct on the projector

Remember

Judges are evaluating your thinking, your teamwork and your learning – not just your finished product. Be honest about what you built, what you struggled with and what you would do differently. That honesty is itself evidence of the quality of your process.