THE GLOBAL DEFTECH

Guidelines and Code of Conducts of Mentors

Code for Peace!

BAKU, 2020

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Definitions / Glossary

Participant - any participant in The Global DefTech Hackathon.

Team Lead - leader of a team solving a chosen challenge or building a project.

Team - team participating and building a project in The Global DefTech Hackathon

Challenges - [The Global Deftech Hackathon](#) is divided into 4 challenges . These are like 4 parallel hackathons inside of The DEFTECH Hackathon.

Organisers - The teams behind the local initiatives in the The Global Deftech Hackathon are [Innovations Center](#) and [New Space Innovation](#) LLC

Challenge Organiser (team) - team organising the Challenge work during The DEFTECH Hackathon.

Lead Mentor - This person is the main mentor of the Challenge - he /she is experienced in mentoring hackathons and on-line hackathons - provides support and structure for Team Mentors, Moderators. **They are the CEO of their Challenge** - main contact for local organizers representative of the challenge.

Team Mentor - Mentor responsible directly for max 5 teams. They are the first contact for the team they mentor. Team's nanny. Team Mentor and teams they mentor should be from the same TZ region.

Response Mentor - Mentor with a specific skill set - able to respond to teams' problems. Response team should be from the Local Organizers.

Moderator - available on slack channels, keeping watch that everybody behaves and follows the code of conduct. Moderator is from the Local Organizers.

Disclaimer

With the core mission to protect civic population during war, DefTech Hackathon is designed to bring different nations together to share new ideas and develop innovative architecture and software solutions in the security and defence fields

The Global DefTech Hackathon is something that has not happened before - a lot of experimentation is involved. Therefore, the guidelines, code of conduct and other things are subject to change.

Organisational Note

[The Global DefTech Hackathon](#) is divided into challenges - each of them is run as a separate hackathon on a certain topic. Each Challenge is organised by a **Challenge Lead** who ideally has already been a hackathon organizer.

Organisation is split up between Innovations Center and NewSpace Innovation LLC.

Organisers:

Local Organizer provides

- prize pool for the overall Hackathon (up to USD 22k);
- international mentor pool of Team Mentors & Lead Mentors;
- guidelines, unified tools and access to tools like Slack, Zoom etc;
- training and on-boarding Lead Mentors, Team Mentors & Response Mentors - how to handle teams 1:1 in a deep-dive, how to run checkpoints etc.;
- international communication and unifying brand of the Global DefTech Hackathon;
- overarching webinars for all participants to feel part of a global movement (including welcoming words from global and local leaders);
- overall winner evaluation gathering among the top teams from the Final;

Therefore the Hackathon has the following organizational structure:

- Mentors
- Challenge organizing team including
    - Communication's person for in-hackathon communication and as a contact for Local Organisers and moderators

- Mentors divided into three groups, where each Mentor can have multiple Mentor roles:
    - Lead Mentors
    - Team Mentors
    - Response Mentors
    - Moderators

Challenge Organiser team is responsible for:

- managing Team Mentors & Response Mentors during the hackathon;
- managing people/teams in their Challenge track;
- supporting and encouraging teams to build actual prototypes during the hackathon;
- manage communications in Slack for their Challenge ;
- moderating content in Slack outside the mentor channels;
- ensuring prototype demos are uploaded in time for evaluation;
- communicating swiftly to Local Organizers team at any issues with tools;
- evaluation of the results and getting TOP 3 teams in the Challenge.

Hackathon Flow

The Global DefTech Hackathon will have a general Online Opening Ceremony in the beginning and an Online Closing Ceremony in the end. Both will be recorded.

Each Challenge will have it's own Kick-off after the Opening Ceremony. And also a Wrap-Up and Winners announced after the hacking is done.

Code of Conducts & Guidelines

Mentors should know the roles for participants and mentors.

Participant roles and Code of Conducts

Code of Conduct

You are here to battle the Karabakh crisis through creating real impact & **bringing ideas to working solutions.** This is a hackathon to build stuff not just to brainstorm and create slide presentations (Working Code).

Be kind to other Participants, Organisers & Mentors - we are all here for the same goal (Rough Consensus).

Try to be patient - things will go wrong and we are trying our best to respond to changing conditions and problems (Do Good).

Guidelines

Want to participate here's how: [Register](#)

Instructions to teams:

- Set up your team:
- Once in Slack:
    - Set up your profile to boost virtual comms. Add a profile pic and display name = name / country
    - Set your status: :nerd_face:hacker, :heart_eyes:mentor, :hugging_face:organiser, :star-struck:community
    - You can and ask questions in the #ask-the-organisers track in Slack
- Submit your IDEA / PROJECT in [Application form](#)
- When you have assembled a team, the Team Lead needs to make sure the idea and the team members are registered in application form with a deadline 30th November

12:00 pm, GMT+4 . (The official Opening Ceremony starts at 01:00 PM, GMT+4, 4 December)

- You'll get one Lead Mentor assigned by the HQ. You're more than welcome to suggest your own Lead Mentor in addition to this person, but this must be someone who has strong experience in mentoring at hackathons. This crew has to be available 24/7 for other mentors.
- You will be invited to **Local organisers** Slack workspace. This is where you get help.
- You will be invited into the following channels along with all other track organisers:
  - **Global-comms-web** -> this is where we will share any messages that should be circulated and answer all your questions about comms
  - **Global-sponsors-mentors** -> any questions about sponsors and mentors
  - **Global-technical-setup** -> all questions and instructions on the tools and technical setup of the hackathon
- Your core team should consist of:
  - **Comms/social media person**, taking care of the external communication during the hackathon. You will also receive HQ support on messages that should be communicated externally during the hackathon.
  - **Internal comms team,** syncing the timelines, managing the teams, pushing out messages about checkpoints and other essential announcements passed on by the HQ, advising on tools; moderating the chatter on Slack.
  - **Lead Mentor**, handling other mentors.
  - Please make sure that your team is capable of working across the day . 24/3

- Pro Tip: Promote your idea in social media to build your team and get more attention under the hashtag #CODEFORPEACE #INNOVATEFORPEACE #GLOBALDEFHACK

Guideline: Project & Team Registration

We are looking for:

1. solutions to problems caused by the military crisis, like how to help people to evacuate timely and more effectively, or interactive tools for informing people about potential danger zones.
2. solutions that will help us fight information leakage and all crises for that matter, more effectively so we have never threatened cyber attacks. Or like how to develop more effective fake information monitoring tools online , how to repurpose defence tech industries quickly and inexpensively meet unconventional needs in times of military crisis, etc.
3. new solutions for the new world after the military crisis. New possibilities in areas like information security,digital deceit, defence technologies, civic defence technologies.

   Team size - minimum 2 people (recommended maximum 8 people - otherwise it's hard to manage).

Team has to be functional and able to deliver and build the idea to a functional prototype / product. For example:

- if a software component to the project, you have to have all the necessary skills (mobile OR web-front-end + backend);
- if hardware component to the project, then mechanics + electronics engineers;
- you also need people for bringing it to the world and put in use - marketing, sales or hustlers.

Individual participants are not accepted.

We will have an approval mechanism. Once your team is Approved we will invite the Team Lead into the Slack. In Slack you:

1. create a channel with the name **#team-your-team-name** (this will be your team's channel / workspace)
2. Invite all your team members into the slack, and make sure they join your team's channel.
3. Find out who is your team's Team Mentor, take up communication with them
4. Join their #checkpoint channel.

Final submission of the project

Deadline for Registration will be open until **November 30th 23:59 GMT+4**
Submissions of the Final project will be open until **December 6 th 15:00 GMT+4.**

- Make your submissions in the Google Drive (you will be provided with the link before Hackathon starts). Further instructions will be provided in the Slack channel.
- See submission instructions (Response Mentors will provide details)
- Get help in **#final-submissions** in Slack if you get stuck.
- How to use Zoom to record a video: https://youtu.be/jVfK29unb5s
- Upload your video on Google Drive where you can get a link to view it. This link goes to Hackathon Final submission.

Teams must present a **VIDEO OF A PRESENTATION AND WORKING PROTOTYPE IN ACTION** of max 3min for the final demo. **Slides or presentations are not allowed.**

Submission Form elements:
- **Describe the problem** your idea is solving (max 3 sentences).
  - Define the problem & target, who has this problem. Try to define the problem as precisely as possible.
- If you had something ready before the hackathon - **what did you have?**
- **What did you build during the hackathon?** (max 5 sentences)
  - Describe the technical and non-technical elements as best as you can.

- ○ Evaluation criteria: What the team has built, how hard have they been working and what are the results?
- **What are your next steps** / plans to go forward with the idea? (max 3 sentences)
    - ○ Evaluation criteria: Will the team be able to bring the idea forward - make it happen after the hackathon?
- **What kind of impact are you expecting to have with this solution?** (max 3 sentences)
    - ○ Evaluation criteria: Impact on the world.
- **Link to the demo video** - **max 3min**
    - ○ Upload your video on Google Drive, Dropbox where you can get a link to view it.
    - ○ Evaluation criteria: Delivery and the demo of the built solution.

Final submission evaluations

We will evaluate teams on the 4 following criteria:

1. **Market Potential**
   Does the offer provide a solution to a real problem (customer care and pain)? Is a clearly defined customer segment shown? Is it possible to move to other markets?

2. **Innovation and Technology Potential**
   Is there new technology in the project? Is a new business model offered? Or is there an existing technology and business model but access to a new market?

3. **Global Impact of the Idea**
   Is there a real problem being solved?

4. **Team execution during the hackathon**
    What the team has built, how hard have they been working and what's their progress during the checkpoints? Will the team be able to bring the idea forward and make it happen after the hackathon?

5. **Pitching and Prototype Quality**
   How good is the presentation & the final prototype?

We choose the top 3 of each of the Challenges for the Grand Finals. E.g top 3 of Information Security , top 3 of Digital Deceit, top 3 of Defence Technologies and top 3 of Civil Defence Technologies. Total 12 ideas will be presented to Judges. Challenges with not enough teams will be merged together based on a similar field.

The evaluation is done in 2 rounds:

1. **Round 1 / Team Mentor Picks**: Team Mentors pick the teams who go to round 2. Objective criteria: Has the team built a working prototype? Subjective criteria: send (minimum 3 and maximum) ½ of your teams to the next round.
2. **Round 2 / Grand Final**: The Grand jury chooses the overall top 3 winners

Team Lead

You are your team's leader, you represent your team. You are the team's main contact for the organisers and mentors.

After the team is formed, the role of the Team Lead can move to another member of the team, if you choose it as a team.

It's your responsibility to have your project / idea registered in APPLICATION and all your team members added to your project there.

Mentors roles and Code of Conducts

Roles of Lead Mentor

You are the Lead FOR THE CHALLENGE the main contact for HQ in mentor matters. You'll help to manage the work of all mentors (Team Mentors & Response Mentors).

You already have experience in hackathon mentoring and organising the mentoring - you are the troubleshooter and their support during the hack.

Lead Mentor Onboarding Webinar is scheduled for **November 23-27.**

Guidelines:

1. When signing up in Slack add a suffix to your name: **Your Name / Lead Mentor / org.** E.g _John Applebee / Lead Mentor / Apple_
2. Make sure there's someone (e.g second and third Lead Mentor) to support other mentors while you're away.
3. Decide on how many Team Mentors do you need - each Team Mentor should have 5 teams (not more than 8). You can recruit them from registered Mentors. Get the nr of registered teams for your CHALLENGE FROM HQ.
4. Help Team Mentors to pair up so they can run checkpoints together with 20 max 30 teams.
5. Make sure your team mentors have the right channels, tools and knowledge in place to run team checkpoints efficiently.

6. Make sure that all your mentors will receive any mentoring-related updates from HQ
7. Matching Teams with Team Mentors:
8. After team registration has ended on 30th November 12:00 pm, GMT+4 , HQ will provide you the list of Teams and the list of Team Mentors. You will match the Teams and Team Mentors.
   a. Divide the Teams in your track up between the Team Mentors based on the team's and Team Mentor experience.
   b. Publish in your Track's Slack workspace #announcements channel - the google sheet with Team <-> Team Mentor matches.

9. After hacking has ended, you will oversee that the final Evaluations take off - HQ will reach out with the specifics.

Roles of Team Mentor

You will mentor a number of teams 1:1. Ideally 4-5 teams. Lead Mentor of your Track will provide you a list of teams you are mentoring.

You will organize and lead checkpoints of your teams where you check their progress and help solve any blockers (see guidelines below).

Try to push the teams for actually building something AND to validate their solution (the need for it and that it works). We'll repeat: **This is a hackathon to build stuff not just to brainstorm and create slide presentations (Working Code)**.

Team Mentor Onboarding Webinar _is scheduled for_ **_November 23-27._**

Guidelines
1. When signing up in Slack add a suffix to your name: **Your Name / Mentor / org.** E.g _John Applebee / Mentor / Apple_
2. Before the hack, feel free to join ideation channels and discuss ideas with the teams.
3. In the beginning of the hack, you must pair-up (self-organise) with another Team Mentor (from the same track and time zone region) as a partner to do checkpoints. Recommended nr of teams is 4 but max 6 teams for Team Mentor pair. After you've found your partner create a joint checkpoint channel: **#checkpoint-Your-Name-Other-Mentor-Name** and invite all the Team Leads you mentor into this channel. This is your checkpoint channel.

Guideline: Running a Checkpoint.

1. Make sure that your teams know that they are out of the race for winners, if they miss a checkpoint.
   a. If any of the teams you mentor do not turn up for a checkpoint - you will have to let the Lead Mentor know - this team is then disqualified. (Maybe give one free pass :))

2. Checkpoints are run during these times:

Checkpoint 1		
Time (**14:00** GMT+4)	**5th** December	
Checkpoint 2		
Time (**20:00** GMT+4)	**5th** December	
Checkpoint 3		
Time (**14:00** GMT+4)	**6th** December	

3. Together with the mentor you have paired up, create a checkpoint timetable to schedule teams to specific time slots. Recommended 3-5min per team (add some switch time). E.g *"Team 1 - 10:00; Team 2 - 10:05; Team 3 - 10:10, …"*
4. Post the schedule into your checkpoint channel. Make sure that the teams know what time their 1:1 session during the checkpoint is.
5. Help teams prepare for the checkpoint. 45min before the first checkpoint, write for each of your teams their "Team Name @Team Lead Name" into your checkpoint channel. And ask them to reply in the thread:
   a. Checkpoint specific questions - see below (to understand progress and that they would think through it)
   b. You can ask the more detailed followup questions in the thread if needed.
10. 45min before the second and third checkpoint, ask them to put their report in the **same thread** again. This helps you to keep track better.
11. At the beginning of the checkpoint, start a webinar (with Zoom) and post the webinar link into your checkpoint channel, so your Team Leads can join.
12. During the 3-5 min with a team in **Checkpoint 1** your task is to
   a. Check that the team has a clear idea what problem they are solving
   b. Clear idea what the solution is
   c. What will they build during the hackathon
   d. Who is doing what in the team - have they divided the roles
   e. Push for validation - see if they have thought about the business side of the things - are there ways to validate their assumptions.
13. During the 3-5 min with a team in **Checkpoint 2** your task is to check on the PPP:
   a. Progress from the last checkpoint
   b. **Problems**
   c. Plans until the next Checkpoint
   d. Ask about validation.

e. Remind them that you want to see a functional demo by Checkpoint 3

14. During the 3-5 min with a team in **Checkpoint 3** your task is to
    a. See if they have anything to demo already - how they can polish it.
    b. PPP (progress, problems & plans).

Roles of Response Mentor

You are a specialist in the field: tech, business, governance, etc.

Response Mentor Onboarding Webinar *is scheduled for **November 23-27.***

You are here to help teams hands-on if they have problems in areas you have expertise in like design or business development.

You don't have to do the work for them. Main goal is to help them get going again if they get stuck somewhere.

Give actionable advice and try to push the teams to do a bit more to deliver a working prototype - but adjust your advice regarding the team level.

If you see that the team does not need or want your help, don't bother them and let them work.

Guidelines

When signing up in Slack add a prefix to your name: **Your Name**, **/ Mentor [field] / Org** where **[field]** should be: design, tech, gov, biz, sci, or some other understandable abbreviation of your field. E.g *John Applebee / Design Mentor / Apple*

Join relevant **#mentor-help-spec** channels, where **spec** can be any skill like business, mobile, frontend; hardware-electronics etc. E.g #mentor-help-business or #mentor-help-machine-learning.

Browse Slack channels and search for "*mentor-help*" to find all channels which are relevant for your expertise.

Also, feel free to join ideation channels and discuss early ideas with the teams.

Be available during these suggested times:

Working with the teams

Teams will post their help requests to dedicated **#mentor-help-spec** channels. Browse Slack channels and search for "*mentor-help*" to find all channels which are relevant for your expertise.

- Take the **oldest** help request you can help out with
- If you're taking a problem on, mark the post with ":raised_hand:" ✋ emoij + comment
- When the problem has been solved, mark the post with :white_check_mark:" ✔️
- Keep comments, questions and discussions **in the thread** or move to private channels / virtual conferencing (Zoom)

Roles of Moderator / Response-Mentor

We're not expecting hours of commitment per day and luckily there are many of you who are available for response. This can easily be done while you browse your track channel on Slack. Basically just be helpful and keep an open eye before checkpoints so teams make it to the correct place on time and afterwards as they'll likely need follow-up help from mentors with a specific skill.

How you can help

- **Redirect help-seekers to correct #mentor-help-channels**

  - Copy the post and send it to them via Direct Message so they can re-post easily
  - Tell them the correct #channel where to post (or tag @track-lead/organiser)
  - Delete the wrongful post

- **Let the organiser know of or delete posts** which contain spam, unnecessary self-promotion, advertising or are offensive

  - DM the person saying you deleted the post
  - Attach Code of Conduct
  - Delete the post

- **Redirect help-seekers with general questions** to either track organisers or HQ

- **Help chase up missing team leaders/mentors for scheduled checkpoints** (updated October 29 UTC 14:40):

  - [See Agenda](#) for precise timetable (may change so link is best)
  - Checkpoint 1 – Teams should be prepared talk about the problem, solution, technical stack, scope

- ○ Checkpoint 2 – Team mentors will help focus on the core mechanics, check for problems and blockers . We expect a demo at this point, feedback will be mostly for refinement
- Checkpoint 3 – We expect a demo at this point, feedback will be mostly for refinement

- **Help other response mentors** if you know the answer

- As a response mentor you're already helping them
  - ○ If you don't know how to help them use the dedicated or private mentors channel to find someone who can
  - ○ Check the website as each track has a list with mentors w/ their area of expertise

Trouble-shooting:

Schedule is shifting - that happens. Plan the timings better for the next checkpoint and be more aggressive in keeping time next time. You can always follow up with a team for a deep-dive after the checkpoints are over - this is your call.

People don't turn up - Make sure you have given the schedule ahead of the time in the checkpoint channel. Remind the team lead that missing checkpoints disqualifies the team and its team lead's responsibility to show up. In the end it's kind of natural selection.

Video conferencing not working - test a backup tool before checkpoints and use this instead.

Any other problems - figure these out and solve while constantly moving..

Consult with other mentors or your Lead Mentor if you have more questions.

Guideline: Deep dive on a team.

If you think that a team

- will not be able to build what they intend during the hackathon,
- or needs more attention,
- or you have a feeling that there might be something weird going on.

You perform a "deep dive" on the team. Try to understand

- what problem are they solving (have the validated that the problem is a real one),

- how are they going to solve it,
- what are they building during this hackathon - is this realistic.

Typical areas of problems and how to tackle:

- Inability to execute, technical (no working code) or business (no validation, no go to market, deployment later),
    - Imbalance of skills or missing skills → if early, rope in loose participants (channel @06-team-looking-for-skill); if no programmer consider one of the no-code dev platforms, otherwise downgrade to UX skeleton / clickable prototype
    - Lack of dev resources → access to github or other learn-on-demand, tap into free accounts on cloud services; see #hackathon-resources channel.
    - Stuck on issue - check #mentor-help-skill channels.
    - Want to change track/topics - not really.
- Planning, getting a move-on & conflicts - overplanning, under planning, no progress, hard conflicts
    - Conflict between planners (detail-oriented) vs passionates (multi-active) → see that they "build less" and choose a rougher plan instead of detailed one - things will go wrong, they need to be flexible to change plans.
    - "Somebody is waiting for somebody else" → see that the tasks are split super early (dev, marketing, pitching), that blockers are eliminated immediately, somebody "sitting idle" is not acceptable, everybody works in parallel.
    - Aggressive "all over the place" planners vs passive team mates displaying lack of participation and conflict in the team → try to get alignment and consensus on the top-level objectives, split tasks into urgent vs important.
    - Passionates (multiactive) are talking the talk but passives (reactives) are not walking the walk → help them to set firm goals (timed) and get buy-in from all accepting that common good outweighs individual needs;
    - Call in help for alternative dispute resolution.
    - In the absolute worst case if completely dysfunctional, how to break up a team and relocate to other teams?
- Slow progress (do good to make them move faster and lighter)
    - Encourage them in the style: "less is more" - "have a plan A - which is less ambitious, if that completed and more time, have a plan B - with more features, bells and whistles". This reduces the risk of building a rocket and actually not completing anything meaningful.
    - Use existing tools, "FB or Google login instead of building one scratch"

Channels

Global channels (shared across all tracks, moderated by HQ)

- 01-announcements
- 05-resources-for-hacking
- 06-random

Main public channels for participants:

- 02-track-announcements
- 03-ask-the-community
- 04-ask-the-organisers

Track specific channels - anything Challenge Organiser wants to add.

Global private channels (shared across all Slacks):

- 00-global-organisers-lead-mentors

Track private channels:

- 09-mentors-private - *for all track's Lead, Team and Response mentors*
- jury- private

(+ more channels organisers and team mentors set up, including checkpoint channels)