

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