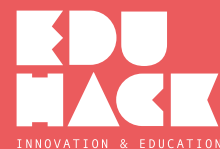




# Education Hackathons

A toolkit for organisers

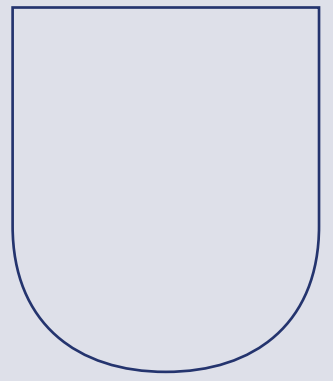


**EDU  
HACK**  
INNOVATION & EDUCATION



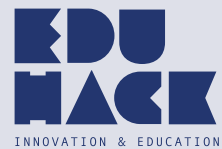
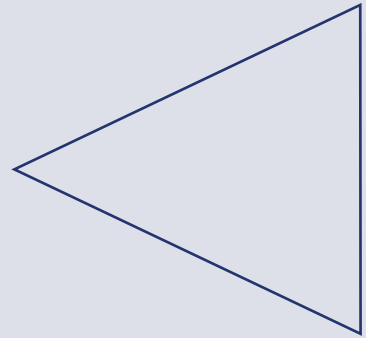
 Erasmus+

The **Hacking Education** project is co-funded by the **Erasmus+ KA2** strategic partnership funding under Grant Agreement no **2019-KA201-02-03**



# Education Hackathons

A toolkit for organisers





<b>Hackathons: what are they?</b> . . . . .	<b>04</b>
Benefits of hackathons . . . . .	04
How hackathons are structured . . . . .	06
<b>There are different types of hackathons.</b> . . . . .	<b>08</b>
<b>Choosing a hackathon format: Face-to-face, online or hybrid?</b> . . . . .	<b>09</b>
Face-to-face hackathon . . . . .	10
Virtual hackathon . . . . .	10
Hybrid hackathon . . . . .	10
<b>Step-by-step guide to running a hackathon.</b> . . . . .	<b>11</b>
Before a hackathon: how to begin, what to consider?. . . . .	11
Worksheet 1: Hackathon Preparation. . . . .	12
The organising team: people and roles . . . . .	13
The role of guest speakers. . . . .	14
The role of mentors. . . . .	14
Who can be a mentor? . . . . .	14
The role of the jury . . . . .	14
Prizes and Winners . . . . .	15
Choosing hackathon prizes . . . . .	15
Types of prizes . . . . .	15
Choosing winners . . . . .	16
Costs: what you need to consider . . . . .	18
Participants: reaching the right people . . . . .	18
Communication & Outreach before the event: some tips . . . . .	21
Tools you need to organise your hackathon . . . . .	22
<b>The hackathon has started</b> . . . . .	<b>25</b>
Setting up the venue . . . . .	25
Ice-breakers, breaks & energisers. . . . .	27
Defining the challenge . . . . .	27
Using Why-How-Laddering to identify hackable challenges . . . . .	28
Using Design Thinking to identify hackable challenges . . . . .	28
After the hackathon . . . . .	30
<b>Contact information of hackathon organisers</b> . . . . .	<b>31</b>
<b>Frequently asked questions</b> . . . . .	<b>32</b>
FAQs about running the hackathon . . . . .	32
FAQs about choosing the team/mentors/jury members . . . . .	34
FAQs about prizes and awards . . . . .	36
<b>List of references</b> . . . . .	<b>37</b>

# Hackathons: what are they?

// A hackathon is a live event where participants commit to a problem or project in a short-form intensive working group”

Čović & Manojlović, 2019.

A hackathon is a design-sprint like event where individuals with different skills and backgrounds collaborate intensively to solve a problem. The goal is generally to create a functioning solution to the problem by the end of the event. Hackathons tend to have a specific focus. For example, hackathons started as technology focused events where computer programmers and others involved in software development collaborated intensively to create functioning software by the end of an event.

The word ‘hackathon’ is a combination of the words ‘hack’ and ‘marathon’. The modern explanation of the verb ‘hack’ is to do something in a novel, low-cost and collaborative way. Meanwhile the word ‘marathon’ describes something with a specific start and end time that requires intense commitment from participants. When the two words are put together, a hackathon becomes a useful way to get people collaborating problems to create innovative solutions.

## Benefits of hackathons

### 1. Hackathons can be used to address social and commercial challenges.

While hackathons emerged as events focused on creating new technologies, they can also be used to solve problems related to politics, medicine, economics, society, legal issues, environmental issues and of course, education.

### 2. Hackathons facilitate collaboration among students from different disciplines.

Another strength of a hackathon lies in the variety of participants and their willingness to solve shared challenges. Hackathons provide a way to engage students, employees and citizens to collaborate to solve a problem and devise innovative solutions which lead to the creation of new products, processes and enterprises.

For universities embracing interdisciplinarity, hackathons may be the perfect arena to have staff and students from multiple schools of thought work together on common goals.



Estonian event

### 3. Hackathons develop transversal skills.

Well-designed hackathons can help to develop important teamwork and transversal skills, such as creativity, complex problem solving, judgement and decision-making, which the World Economic Forum (2020) identifies in their top 10 skills for 2025. For many, hackathons allow participants to discover their passion for innovation, meet peers, join a wider enterprise community, and begin their entrepreneurial or intrapreneurial journey (Roisin Lyons, 2022).

### 4. Hackathons provide a setting for immersive and active learning.

Hackathons are intended to be experiential, active, and filled with expert and peer interaction (Roisin Lyons, 2022). Participants get to learn from their teammates and mentors in a setting where both types of learning are applied.

### 5. Hackathons provide an opportunity to apply learning to real-world challenges.

By giving their input, students have the opportunity to engage in immersive and meaningful learning experiences. In addition, connections with experts and key industry mentors provide authentic learning opportunities using real-world challenges (Gentelli, 2015).



## How hackathons are structured

Hackathons display the following characteristics:

<b>Challenge</b>	They are structured around a specific problem or challenge.
<b>Cut off (time bound)</b>	They are time bound. Depending on the problem to be addressed, the duration of a hackathon may vary from one day, a weekend, 48-hours spread over 3 days, to a prolonged period of time, such as a semester (Cobham et al., 2017; Kienzler & Fontanesi, 2016).
<b>Collaborative and Creative</b>	They involve teams who work together to ideate, design and create solutions, using methodologies such as design thinking, and divergent and convergent thinking.
<b>Competitive</b>	Hackathons often take a competition format which means that teams must pitch their solutions to a jury who awards prizes.
<b>Community</b>	Multiple stakeholders are involved, including participants, mentors, judges and sponsors. If hackathons are run in conjunction with industry or social partners, they might get involved as well. For example, in a university environment, the challenge might be about how the university can get more involved in the local community. In this instance, local community leaders can get involved as mentors. Mentors provide feedback and guidance and can help participants to validate their ideas. Judges will evaluate solutions against pre-defined criteria. Many hackathons include guest speakers, whose role is to entertain and inspire.



Türkiye event

1. Define the challenge
2. Create the teams
3. Brainstorm and ideate
4. Design solutions
5. Pitch to the jury
6. Win prizes
7. Have fun and learn

"[hackathons] have an immense power and capacity to activate the human desire and capacity to create things"

**Carmen Vázquez de Castro**, Community Builder

This is my first education hackathon and I'm really enjoying it. I really like to see what people come up with. We were aware of coding hackathons, but bringing [this methodology] to the education sector is incredible.

**Raquel Vela**, CEO at Papua Learn English

Meeting people who have the same interests, concerns... On a personal level it gives me a lot, and I also believe I can contribute from my experience and there is a mutual enrichment.

**Fernando Lallana**, Entrepreneurship professor and writer

This type of event helps you open minds. You're in contact not just with teachers, but with startups, enterprises, designers, and I.T. programmers. You are exposed to many points of view that, if you're focused on one sector - in my case education - you do not contemplate. But when you talk to enterprises, they bring out other points of view that you did not take into account before. And this helps you reflect, it helps you analyse a little how you are doing it and how you could improve it. It's very interesting to be able to bring together so many people from so many different fields and different ages, from different parts of Spain and of the world. It's eye-opening and enriching.

**Belén Moreno Pedraza**, Teacher

# There are different types of hackathons

Hackathons can take multiple formats depending on the theme, participants and their skills, expected outcomes, duration, budget and available resources.

The following overview of the different formats will help you decide which type to implement. The list is not exhaustive and you can combine different formats.

	Idea-thon	Start-athon	Social Innovation Hackathon	Corporate Innovation Hackathon
<b>Focus</b>	Focus is on idea generation, or divergent thinking about a specific problem (e.g. green spaces on campus).	Focus is on launching a new venture. Teams validate their concept via prototype development, research (such as cold-calling and pitching to judges). Depending on the size of the event and the participation of sponsors, seed funding may be offered to winning pitches.	The primary focus is on devising solutions related to key social issues, such as homelessness or climate issues. Establishing a business and funding/financial model may be relevant.	The focus is on innovation within a larger organisational setting. The goal is generally to create new processes and products.
<b>Participants</b>	Teams are formed during the event.	Teams are formed during the event. In some cases, a participant with an idea can propose their concept to other participants to attract teammates to work with them on the project. Other stakeholders include communities (e.g., local entrepreneurship ecosystems) and organisations focusing on innovation and entrepreneurship.	Diverse range of participants.	Participants in a corporate hackathon may be employees in the same organisation who get to work in cross functional teams. Or, representatives from an organisation can act as mentors to students who design new products and solutions on behalf of the organisation.
<b>Duration</b>	2 hours - 1 day.	2 days, usually over the weekend.	3 hours - 3 days.	During a retreat, or in a smaller workshop format.



# Choosing a hackathon format: Face-to-face, online or hybrid?

Participants in a face-to-face hackathon collaborate to develop something in a real, physical space. When creating an activity in this format, organisers must consider time, location, and logistical restrictions.

It is critical to prepare the venue, materials, refreshments and other logistical issues in terms of signage and parking.



Spanish and  
Estonian events



## Face-to-face hackathon

At face-to-face hackathons, people get together in a physical space to work on their hackable challenges for a certain time period stretching from hours to days.

Face-to-face hackathon	
Pros	Cons
Enable fluid communications	Higher costs (e.g. catering, room rental)
Increase engagement & stimulate conversations	Preparation time is required
Enhance conflict resolution	People travelling to the event need to plan in advance
Easier to build positive relationships	Planning requires more resources and human effort
More dynamic exchange of ideas	

## Virtual hackathon

At virtual hackathons, people participate online via virtual conferencing and collaboration tools, which means that they don't need to be physically present.

Virtual hackathon	
Pros	Cons
People from various locations (e.g different towns or countries) can participate	The experience of being with your team in person is lost
Reduced costs and logistics	More complex team building
Greater scale and speed	Difficulty controlling and guiding group dynamics
Greater diversity	Pitches can become impersonal

## Hybrid hackathon

Hybrid hackathons can have both an online and onsite phase. For example, an initial ideation phase may take place online. This approach allows participants to shortlist their ideas so that they have more time to build them during the onsite phase of the hackathon.

Alternatively, hybrid hackathons can facilitate in-person and remote collaboration at the same time. In this way, a hybrid hackathon can cater to the advantages of in-person hackathons while also expanding the ability to participate to people in other locations.

Hybrid hackathon	
Pros	Cons
Largest potential reach	Delivery Has Potential to Become Complex: hosting of an in-person and virtual event simultaneously
Higher Audience Engagement	Additional Coordination & Engagement Requirements
Valuable Data	Potential Connectivity Issues
Less cost intensive than a face-to-face one	Networking becomes more challenging
Attract and invite more international speakers	

## Step-by-step guide to running a Hackathon

### Before a hackathon: how to begin, what to consider?

Organising a big event where people are required to commit their time deserves thought and planning. Before commencing hackathon preparations, you need to map and answer the questions listed below.

You need to think about:

- **Objective of the event:** What are the purpose and specific objectives of this event? What do you want to achieve? What problems or needs should the initiative respond to? A clear objective will help sponsors, mentors, participants and jury to be more focused and stick to the cause.
- **Theme and context:** What is the specific theme or focus of the hackathon? What relevant information about the topic and context is required to guide the participants?
- **Challenges:** What kind of problems or challenges are you trying to solve? What are the opportunities that you want to take advantage of through innovation? You can already have a list of challenges prior to the event, but you may also have your participants develop it.
- **Target group:** Who is the event for? What kind of people or groups do you expect to participate? Remember that greater variety leads to more creative solutions.
- **Collaborators, host, mentors and sponsors:** Whose contribution adds value to the event? What kind of mentors can guide participants throughout the event to ensure that the solutions that are designed take the user into account? What funders or sponsors can support the event?
- **Type of event and logistics:** What type of event do you want to organise? Virtual, face-to-face or hybrid? What logistical issues need to be addressed?
- **Rules and instructions:** How are the rules defined? Who can participate and how are the groups formed? Are there any procedures for application and registration?
- **Jury and prizes:** Who will evaluate the outcome of the hackathon? What prizes can participants aim for?
- **Costs:** What are the costs of organising and running a hackathon? Unless your organisation has a budget specifically for organising a hackathon, you may need to consider:
  - **Sponsorships:** as these events are usually free, you will need sponsors that can financially support the event in exchange for publicity .
  - **Project funding:** Depending on the type of event you and the region/ country where you do it, you might be eligible for certain types of funding.

## Worksheet 1: Hackathon Preparation

Questions	Answers
<p><b>Event objective</b></p> <p>What are the purpose and specific objectives of the event?            What do you want to achieve?            What problems or needs should the initiative respond to?</p>	
<p><b>Theme and context</b></p> <p>What is the specific theme or focus of the hackathon?            What relevant information about the topic and context is required to guide the participants?</p>	
<p><b>Challenges</b></p> <p>What specific problems or challenges are you trying to solve?</p>	
<p><b>Target group</b></p> <p>Who is the event for?            What kind of people or groups do you want to engage?</p>	
<p><b>Collaborators, host, mentors and sponsors</b></p> <p>Whose contribution adds value to the event?            What kind of mentors are required to guide participants throughout the event?            What funders or sponsors can support the event?</p>	
<p><b>Format of event and logistics</b></p> <p>How much time is available or required to host the hackathon?            What type of event do you want to organise Face-to-face, virtual or hybrid?            What logistical issues need to be addressed?</p>	
<p><b>Rules and instructions</b></p> <p>How are the rules defined?            Who can participate and how are the groups formed?            Are there any procedures for application and registration?</p>	
<p><b>Jury and prizes</b></p> <p>Who will evaluate the outcome of the hackathon?            What are the prizes?</p>	
<p><b>Costs</b></p> <p>What are the costs for organising and running the hackathon?            Is sponsorship available?            Is project funding available?</p>	

## The organising team: people and roles

Organising a hackathon requires more than getting people to participate. You need a team to plan and organise the event. This includes project management, stakeholder management, communications, logistics and operations on the day of the hackathon. These activities can be managed by different people and so it's worth asking colleagues and contacts who have experience in each of these domains.

The organising team will complete the following tasks:

1. Choose a theme for the hackathon;
2. Set up the agenda;
3. Choose and contact speakers and trainers;
4. Choose and contact mentors;
5. Choose and contact members of the jury;
6. Contact potential partners such as local companies, who might help you find mentors and judges, or provide you with prizes and other resources;
7. Promote the event to potential participants;
8. Brief all the partners: what is expected of them in terms of tasks, time commitment and travel.
9. Organise the venue and necessary materials such as toolkits, stationery and refreshments;
10. Arrange travel and accommodation for different stakeholders;
11. Collect necessary data before and after the event (e.g. feedback surveys);
12. Manage the event;
13. Manage post-event communication.



Spanish event



### The Expert View

When we ran our hackathon, we found it helpful to have a selection of mentors with different skills. For example, we benefited from having two mentors who are also drama trainers. They were really good at creating energising and team building activities.

**Meltem Tunç Biret**, Head of Project Coordination Unit, Tekkeköy MEM, Turkey

### The Expert View

One way to make sure the participants get to work with the mentors who will be able to help them the most is to ask them to specify the profiles of their preferred mentors while signing up for the hackathon. Also, mentors should be people with relevant experience in their field, such as executives of enterprises, coaches, specialists etc.

**Helin Haga**, Coordinator of External Funding, Science Centre AHHA Foundation, Estonia

### Who can be a mentor?

Domain experts, entrepreneurs, people who have solved related challenges, designers, and educators are most welcome.

The person must be dynamic and inspire out-of-the-box ideas. It may be difficult to find mentors who could be available during the whole event, which is why you should reach out to as many people as possible and check their availability. It may be a couple of hours for one person, a whole day for another one. Make sure to maintain a balanced presence of mentors throughout the event.

### The role of the jury

The members of the jury can have a similar profile as the mentors since they should have a strong sense of critical thinking and be able to assess the viability of ideas. Ideally, you should have at least one person who matches this profile amongst the jury members. It can be an entrepreneur, someone who has experience in pitching or being pitched to. It is also advisable to choose people who have been jury members before.

### The role of guest speakers

Many hackathons have guest speakers who can share an inspirational story or offer guidance on topics such as teamwork, design thinking and how to pitch ideas. The organising team can do this themselves or they might invite a local celebrity, entrepreneur or sports person.

### The role of mentors

Mentors play an important role at hackathons by providing guidance to participating teams. They motivate and help teams stay focused. They also direct participants to relevant resources and tools. They provide new perspectives to participants when they are stuck. They help the participants take their ideas to the next level and give expert feedback on the solutions proposed by the teams. As a rule of thumb, consider about one mentor per team.

### The Expert View

We included mentors who were entrepreneurs and also people who were experts in design thinking and pitching. They were able to help participants polish their pitches before presenting to the hackathon jury.

**Francesca Monaco**, Strategic Communication Manager, Hugin & Munin, Spain

### The Expert View

In our hackathon, we selected an agency specialist whose job is to develop, analyse and evaluate projects. We had a strategy and planning manager from local government. We had the director of a science and art centre for gifted children. We also had a director of an EdTech startup accelerator which meant that she was already a hackathon lover and so was familiar with the concept.

**Meltem Tunç Biret**, Head of Project Coordination Unit, Tekkeköy MEM, Turkey

Either way, you can instruct the jury by providing them with a score sheet, which helps them to evaluate pitches. Ideally, to ensure the impartiality and reliability of the jury, you should ensure that the members of the jury have no ties with the participants.

To avoid deadlock situations when deciding the best team, the jury should have an uneven number of members.

## Prizes and Winners

### Choosing hackathon prizes

Hackathons are organised as competitions with various prizes on offer. Prizes can be useful devices to encourage interested people to participate.

However, as hackathons are opportunities for learning, it is worthwhile to make clear the benefits of participating beyond the promise of a prize. This can be done by clearly articulating what participants can expect to gain including fun, new skills, knowledge and networking. Indeed, promotional material should highlight learning benefits over and above the availability of prizes.

### Types of prizes

For education hackathons, prizes usually focus on the continuous learning and development of the teams. Cash awards are not that common.

Prizes may include scholarships, internships and access to further support or mentorship to develop the winning idea. Other possible options include gift cards for books, coaching sessions, online learning, etc.

Sponsors, mentors, jury members, and speakers can be encouraged to contribute to the prize fund, since they would gain visibility and potential new clients.

#### The Expert View

TEKKEKÖY MEM gave each participant a gift bag. Inside these bags were a digital thermos, a coloured t-shirt, two notepads with project and Erasmus+ logos and two ballpoint pens. Each member of the winning team was presented with a gift voucher of 400 TL to be used in a book-stationery store.

**Meltem Tunç Biret**, Head of Project Coordination Unit, Tekkeköy MEM, Turkey

#### The Expert View

In Estonia, the 3 winning teams got prizes that had considerable monetary value and the rest of the teams got goodie bags with branded goods from Science Centre AHHAA. The first prize holders were given a gift certificate to 3 group coaching sessions (3 x 4 hours) by a local career coach in the value of 960 €. The second prize winners got a gift certificate for a group visit to Science Centre AHHAA for 25 people including one supplementary service (workshop or planetarium show) in the value of 450 €. The third prize winners were given access to a half-day team building training course titled "The Challenges of a Winning Team" by a local coach in the value of 300 €.

**Helin Haga**, Coordinator of External Funding, Science Centre AHHAA Foundation, Estonia

### The Expert View

In Spain, the winners received a subscription to the PAPUA language learning app and a one-year subscription to Hackrocks, a cyber security online learning platform. The second place prize was a 6 month subscription to Hackrocks and third place was a 3 month subscription to Hackrocks.

Francesca Monaco, Strategic Communication Manager, Hugin & Munin, Spain

### Choosing winners

Winners can be selected by the jury or by voting.

#### Selecting winners by jury

If winners are selected by a jury, judges must be experts in the relevant field. Hackathon organisers and judges can select the criteria for judging submissions. Some commonly used criteria include appeal to market, creativity, originality, completeness and level of difficulty.

Prior to the event, judges should be fully briefed about the hackathon, its goals and judging criteria. Ideally, they should be provided with score sheets that they can complete and compare with other judges. This is important for clear and fair decision-making. Hackathon participants should also be aware of the judging criteria.

Depending on the scale of the hackathon, it is important to have enough judges to evaluate submissions. You may have multiple panels of judges to score and evaluate submissions which can then be shortlisted for a final round of judging before choosing winners.

You can access the scoring sheet used during the EduHack project here: [hackingeducation.eu/documents](http://hackingeducation.eu/documents)

## Score sheet for EduHack's hackathons

Please rate each criterion with points ranging from 1 (very low) to 10 (very high).

1. Name of the team:
2. Name of the jury member:
3. Scoring:

Criterion	Points									
	1	2	3	4	5	6	7	8	9	10
Awesomeness of the idea										
Originality of the idea										
How feasible/doable the idea is										
The team's suitability to put the idea to practice										
Price to quality ratio of the idea										
Quality of the presentation										
<b>Total</b>										

4. Comments and questions (optional):



Estonian event

### *Selecting winners by voting*

Voting can be limited to on-site participants or it can be replaced or combined with online voting. The latter requires an online voting system as well as final presentation sessions to be delivered either on-site or online.

Experts are more appropriate as judges if the desired criteria are technically complex. They will be better able to determine if an idea is feasible or if it is suitable for solving the problem. On the other hand, if the desired result is something that addresses a widely experienced need, or to produce something that seems cool or stylish, voting may be more suitable.

Whatever approach you choose, organisers should host a session at the end of the hackathon where each participating team has a fixed amount of time can pitch and demonstrate their idea. This could be a presentation to all attendees, a science fair where teams are allocated a physical booth, or a virtual room that judges can visit to hear presentations and interact with teams.

Participants should be briefed in advance about the presentation format and evaluation process. The commonly used presentation format starts with a brief introduction of team members and the problems that they tried to solve, which can be followed by a presentation about their solution or a live demo, if something has already been developed.

When choosing the hybrid approach, teams can host a booth that judges visit and upload videos that other participants and observers can evaluate (and vote for their favourite).

## Costs: what you need to consider

Before diving straight into the costs, let's first assess the following:

- Type of hackathon (face-to-face, online or hybrid)
- Number of participants
- The duration of the hackathon (how long will it take? Will the participants stay at the venue during the night?)
- What kind of atmosphere you want to create
- Your existing resources

And then we can start calculating:

- **Venue:** The location of the event will be one of the first expenses that you must consider. Hotels, schools, industrial spaces, warehouses, theatres ... if you have a spacious venue with lots of natural light, you should be fine. Also consider the accessibility of the venue, and the need for a parking space.
- **Supplies and equipment:** Most likely you will need a whiteboard, a projector, a stand, microphone, camera, plugs, extension cords.
- **Food:** Most hackathons usually start in the morning and last all day. It will be essential to have a catering service for everyone (e.g. mentors, jury, participants, speakers, etc.)
- **Promotion:** videos, photos, interviews, paid ads on social media. These are some of the promotional actions you might want to include in your budgeting plan to attract participants.
- **Travel expenses for participants or speakers:** consider supporting selected participants' travel costs if possible. If you cannot cover the travel expenses, make it clear from the beginning to avoid misunderstandings.
- **Hiring speakers, presenters, judges and other experts:** Personnel costs should be taken into account when making a cost estimate. It is important to have an extensive network of contacts that can facilitate finding the right people for the event.
- **Prizes and rewards:** Both the prizes merchandise for participants must be included in the budget. Sponsors play a particularly important role here, since they can help you cut down on these costs.

## Participants: reaching the right people

Inviting people is not just sharing the abstract opportunity to take part in an event. It means engaging them as much as possible, to ensure their participation. Engaging people is never easy but being able to involve the right people and experiences is the secret to success. When you have already decided the topic of your hackathon and selected the format, you will have a better idea of who may be interested in the event.



To understand who the suitable target group should be, you should frame the problem that you want to tackle by asking several questions. For example, who is affected by the problem? Or who would support the change of this situation?

Ask yourself:

- Who has the expertise to produce or offer a solution in the context?
- Who has the interest in developing a solution for this issue?
- Who's going to host the event? You'll need someone participants can always refer to, a contact point, and someone who can keep the pace of the event. You may hire someone external or take up this role yourself - if you're also the organiser, we can assure you that your energy and excitement will be contagious even if you're not a great public speaker.

By answering these questions, you will define the categories of people who you should invite to your hackathon. Try to reach these people in your local area, or try to reach the people who are affected by the problem you want to solve. Once you know your target audience, try to differentiate them according to their expertise, roles, and resources. In this way, you will ensure a multi-stakeholder group of participants. The variety of experiences and the fields of expertise is important to increase the diversity of the group. When people exchange of opinions, they also share their skills and points of views that will help them develop solutions to the problem.



Türkiye event





Spanish event

**In EduHack, we tried to engage people with the following profiles in our activities:**

1. A teacher/professor or several teachers/professors
2. A school student/ several school students or a university student/several university students
3. A representative of the local/national government who deals with educational issues
4. A representative of an institution of informal education (hobby schools, science centres/museums etc)
5. A representative of a non-IT company/business that deals with educational matters
6. A representative of an IT company that provides solutions for educational institutions
7. A creative individual/ several creative individuals who cooperate with educational institutions but do not have any organisational affiliations
8. A colleague or two from each partner's institution

Regarding the number of participants, there is no right answer. You can invite as many people as you want, as long as it fits your budgetary and logistical capability. A 40-participant group is a good option that allows you to have plurality, but is also manageable. Of course, you can involve more than 100 people but it can be complex to ensure that they will all participate actively in groupwork.

## Communication & Outreach before the event: some tips

Unless your hackathon is held by an organisation for its employees, or by a school for its pupils, you need to work hard to get the right people on board.

Getting your communication started:

- Start your communication activities at least three months before the event. Improvisation won't work since you'll be busy with everything else. You want to take photos, maybe shoot a video, ask questions from the audience so you can do a cool post-event video and treasure the memories of how people felt during the event.
- If you have a network of hackathon lovers, use it!
- If you don't have a network, reach out to influencers and people who are committed to the topic of your hackathon - they can help you reach the right people
- Make it easy for others to spread the word: Include hashtags and social media handles you'd like people to use during the event – put them on posters around the room, merchandise, PowerPoints etc. Make it easy for people to mention your event on social media and tag speakers and mentors. This will help to create visibility for your hackathon. Create specific visuals for speakers, mentors, and jury so they can share these with their own social networks. If possible, prepare templates and messages they can easily tweak and post right away
- Reach out to platforms that host online events and ask them to publish your event
- Establish collaborations for cross-promotion
- If possible, use some of your budget to create targeted social media ads

Start planning your communication activities about 3-4 months before the event. Communicating a hackathon is not just about saying an event will happen, you need to think of the added value to attract the participants. And you need these people to join you for one, two or three days if not more. Start writing down everything you need to achieve: how many people you need to call your hackathon a success, what is the unique selling point of your hackathon, what are your key messages and who is your target audience.

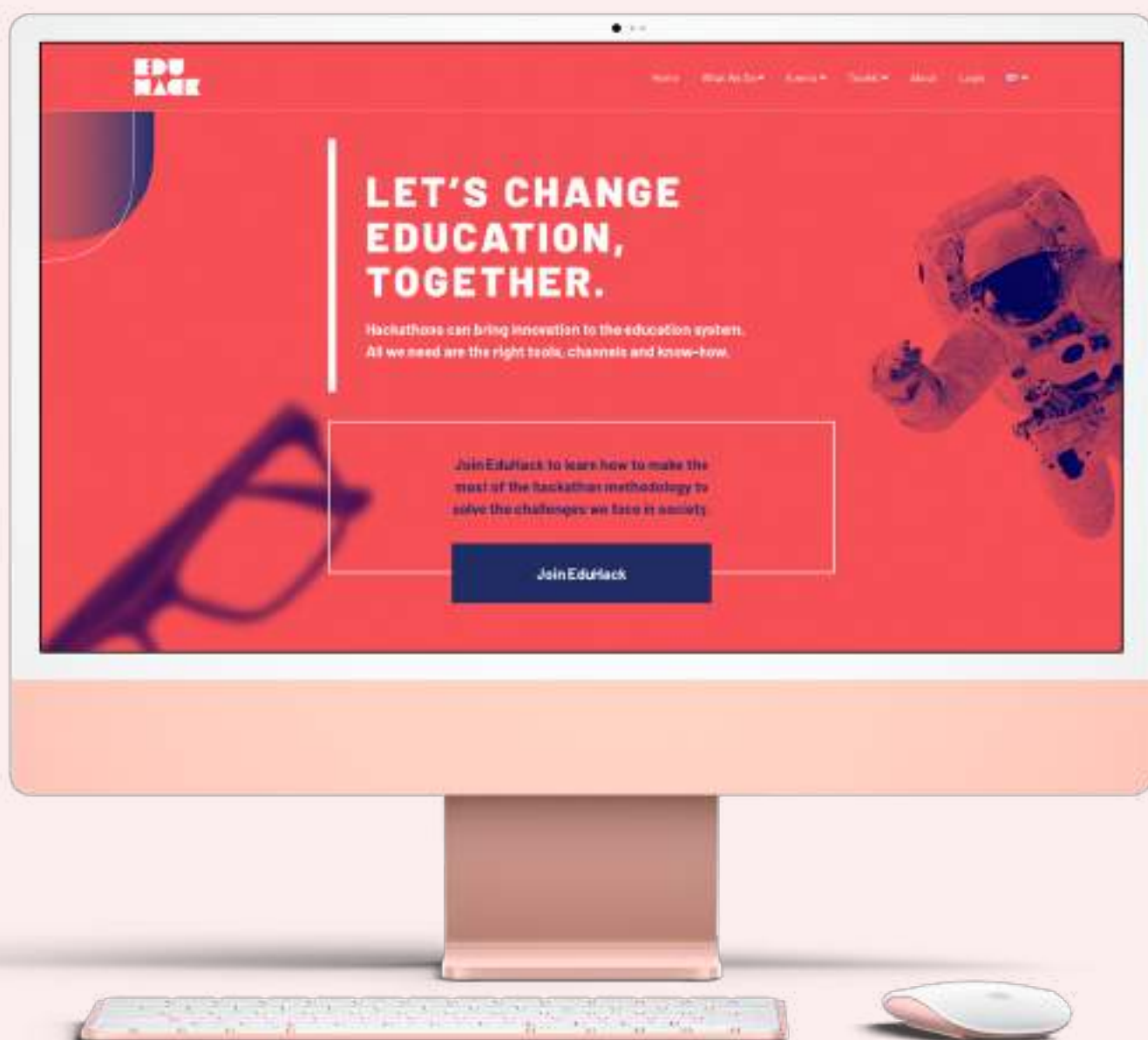
Start building up some expectations with 'save the date' messages that you can share across your own networks and your institution's channels. In case you don't have a lot of outreach, start creating it: you need to reach the right people who can spread the message. Think of meetings and social media groups, search for people who can help you spread the word and who can really boost your outreach, such as influencers in a specific field. Start creating some buzz.

After you've set the date and location, prepare the visuals and key messages you can share across the community you've built. Keep it simple: one message, one visual. Make it easy for the people who share your message, so they are more likely to do it. In the meantime, as you are gathering mentors, jury members and volunteers make sure you also involve them in the communication activities. Prepare personalised visuals for them and ask them to share these online, informing people of their participation. If you have some budget for

online promotion, use it. Launch social media campaigns, test a few types of ads and see what works best. Intensify communication efforts as you get closer to the hackathon dates, and remind your helpers to keep pushing until the registrations are closed.

### Tools you need to organise your hackathon

Check the collection of ready-made templates and sheets that EduHack organisers found useful when organising their own hackathons. You can find them all at <https://hackingeducation.eu/>



In the following link you can access a template for planning your costs: <https://hackingeducation.eu/what-we-do-tools-resources/>

## Hackathon Budget Template

<b>Total Cost</b>	€ 27.558,00
Cost Per Attendee	€ 215,30

<b>Attendee Breakdown</b>	
Hackers	100
Organizers	10
Volunteers	5
Sponsor Representatives	3
Non-Sponsor Mentors	5
Hackathon Judges	5
<b>Total</b>	<b>128</b>

Description	Date/Time	Per Unit Cost	Units	Subtotal	Total Amount	Notes
<b>Sponsorship</b>						
Invoiced						
Received						
<b>Travel</b>						
Travel Reimbursements (Buses/Trains/Flights)		€ 100,00	0	€ -		
Hotel		€ 100,00	0	€ -		
<b>Hackathon Team</b>						
Organiser/ Coordinator		€ 1.000,00	1,00	€ 1.000,00	€ 1.000,00	
Support staff #1 (General Support for the coordinator)		€ 1.000,00	1,00	€ 1.000,00	€ 1.000,00	
Support staff #2 (Responsible for participation issues)		€ 1.000,00	1,00	€ 1.000,00	€ 1.000,00	
Support staff #3 (Responsible for technical issues)		€ 1.000,00	1,00	€ 1.000,00	€ 1.000,00	
<b>Food</b>						
Hot drinks (coffee, tea, etc)		€ 4,00	128	€ 512,00		
Cold drinks (Water, lemonade, etc)		€ 2,00	128	€ 256,00		
Day 1 - Breakfast		€ 7,00	128	€ 896,00		
Day 1 - Lunch		€ 7,00	128	€ 896,00		
Day 1- Dinner		€ 10,00	128	€ 1.280,00		
Day 1- Snacks		€ 5,00	128	€ 640,00		
Day 2 - Breakfast		€ 7,00	128	€ 896,00		
Day 2 - Lunch		€ 7,00	128	€ 896,00		
Day 2 - Dinner		€ 10,00	128	€ 1.280,00		
Day 2 - Snacks		€ 5,00	128	€ 640,00		
Fresh Fruits/Nuts		€ 7,00	128	€ 896,00		
Catering Services		€ 100,00	2,00	€ 200,00		



Description	Date/Time	Per Unit Cost	Units	Subtotal	Total Amount	Notes
<b>Total</b>					€ 9,288,00	
<b>Goodie Bags</b>						
Custom Trophies/Swag		€ 50,00	128,00		€ 6,400,00	
<b>Security and Facilities</b>						
Venue		€ 1.000,00	2,00		€ 2.000,00	
Emergency Medical Services					€ -	
Security					€ -	
Event Insurance					€ -	
Table rental					€ -	
Chair rental					€ -	
Setup & teardown labor					€ -	
Post-event cleanup					€ -	
AV Sound					€ -	
AV Video and Power Distro					€ -	
Generator					€ -	
Networking/internet					€ -	
Ethernet cables					€ -	
<b>T-shirts</b>						
Attendee t-shirt		€ 10,00	100,00	€ 1.000,00		
Volunteer t-shirt		€ 20,00	25,00	€ 500,00		
<b>Total</b>					€ 1.500,00	
<b>Hardware</b>						
3D printers						
Random hardware						
Extra last-minute purchases						
<b>Miscellaneous</b>						
Posters		€ 5,00	10,00	€ 50,00	€ 50,00	
Banners		€ 5,00	10,00	€ 50,00	€ 50,00	
Signs		€ 5,00	5,00	€ 25,00	€ 25,00	
Mentimeter subscription		€ 25,00	1,00	€ 25,00	€ 25,00	
Domain name		€ 20,00	1,00	€ 20,00	€ 20,00	
Web hosting		€ 50,00	1,00	€ 50,00	€ 50,00	
Photographers		€ 500,00	1,00	€ 500,00	€ 500,00	
Videographers		€ 1.000,00	1,00	€ 1.000,00	€ 1.000,00	
Extension cords		€ 100,00	3,00	€ 300,00	€ 300,00	
Stickers		€ 100,00	1,00	€ 100,00	€ 100,00	
Online advertising		€ 250,00	1,00	€ 250,00	€ 250,00	
Monitors		€ 1.000,00	1,00	€ 1.000,00	€ 1.000,00	
Name tags		€ 5,00	100,00	€ 500,00	€ 500,00	
<b>Emergency Fund</b>						
Daily use		€ -	1,00	€ -		
Prizes		€ 50,00	10,00	€ 500,00		
<b>Totals</b>					€ 500,00	
<b>Totals</b>						
Amount predicted to spend						
Amount spent						
Amount left						

Online tools you may find useful!



## The hackathon has started

### Setting up the venue

The setup of the venue depends on the resources of the organiser, the length of the event and the number of participants.

#### The Expert View

AHHAA's education innovation hackathon was held at Science Centre AHHAA. In We used one large meeting room for the welcome exercises and the wrap-up of each day, for the joint training sessions and for the pitching/jury room

#### The Expert View

We allocated 3 seminar rooms for teamwork: in two of those rooms, two groups had to share a space but one group was able to work individually in one room. Ideally, each group should have an individual room or nook for more privacy.



Science Centre AHHAA

Also, make sure you take care of the following things in the list:

- Signage in and near the venue
- Agendas (printed and hung on the walls and/or displayed on a screen in the hackathon-related rooms)
- Room access keys or key cards (if applicable)
- Lunch area (properly briefed and signage attached)
- Snack area. And lots of snacks and coffee to keep the energy levels high!
- Access to facilities (there should be plenty of accessible restrooms available)
- Cultural/fun programme (we gave all participants free tickets to Science Centre AHHA and invited them to the joint watching of the Eurovision song contest finals in AHHA)
- Organise the space. Make sure there are large desks and walls or flip pads that can be used for your design thinking exercises. There should be a lectern for speakers so that they can share their presentations and for participants to present their pitches.

## How to set up a hackathon venue for a multiple-day in-person event?

### Checklist

#### 3 months in advance:

- The venue/rooms have been booked
- You have made sure the rooms are versatile: all teams have a space for individual work and there is a larger room for joint training courses/presentations
- The rooms are accessible and at an easily found address
- The rooms allow for catering and breaks
- You have taken your team to the venue to make sure they get acquainted with it

#### 2 months in advance:

- The catering for the event has been booked and the caterer is aware of the room constraints and possibilities
- All the technical needs of your event have been communicated to the venue and appropriate solutions have been found

#### 1 month in advance:

- You have made sure which signage you need for the venue and all the signage has been designed
- You have determined where you will display the agendas of the event
- You have made sure whether the participants will need access keys and you have had them made for the teams
- You have determined where the sign in table will be and where the event posters will be placed

#### Up to a few days before the event:

- You have shown the host, the photographer and the mentors around in the venue to make sure that they know where everything is located
- You have made sure your team knows where to put the snacks and drinks
- You have made sure the caterer is on schedule
- You have printed all the signage and posters and placed them around the venue

#### After the event:

- You have made sure the rooms you used are clean
- You have collected all access keys back from the participants and given them to the venue manager
- You have removed all event-related signage and communication material from the venue

## Ice-breakers, breaks & energisers

Listen to the group. Be aware of how your participants feel - if they're tired, suggest a break. If you see the groups are a bit stuck, suggest an energiser. Don't force anything on them, relax and listen.

One of the key factors of joining a hackathon is the people you meet. Don't deprive participants of the joy of meeting everyone who decided to take part in the event. Organise a simple activity towards the beginning of the hackathon where participants have to introduce themselves. It can be done in small groups, in couples, etc. It doesn't need to be invasive. A simple 'mention 3 things that define you' can start off the most amazing conversations.

There are plenty of energiser ideas on the internet, pick what you think may be best for your target audience. It could be a light physical exercise, throwing a ball, a short meditation session. Have a few exercises in your pocket, just in case.

At the end of each day, you may want to deliver a retrospective exercise. Each participant should write on a post-it something they learnt on that day. Could be anything: a name, a word, a methodology, a feeling... you'll be surprised!

## Defining the challenge

For the success of your hackathon, you need a meaningful and workable problem statement! The problem that you decide to hack should be 'human-centered'. because it begins with the understanding of human needs and motivations.

Framing the problem into an inspiring and interesting challenge allows it to be collectively hacked.

Why is this so important? Because to find the best solutions, people have to know what the exact problem is. As a matter of fact, problem statements not only set the foundation for ideating solutions, but also help to build optimism that a solution is possible.

### Here are some tips to find the right hackable problem:

1. Look for a scope that is broad enough to permit creative freedom but narrow enough to allow to find specific solutions
2. Phrase the problem in a non-judgmental way
3. Focus on human-centric challenges

You have to explore issues in a participatory way and mix multiple points of view. Thus, try to focus on people, their needs, their emotions, and desires and also on the solutions rather than the constraints. We suggest defining the scope as a team with why- and how-oriented questions that would allow a dialogical exploration of the continuum of means and ends.

By asking 'Why do we do it?' and 'How do we do it?' you will find the right challenge that:

- Makes you feel inspired
- Guides your innovation efforts
- Leads you to multiple possible solutions
- Gives you the criteria to evaluate ideas.

### Using Why-How-Laddering to identify hackable challenges

In order to do this, you can use the 'Why-How Laddering' method which lets you define a need (e.g., we need more job security) and then begin asking questions to understand the challenges that you need to tackle. The why-how laddering method helps you to flesh out varying user needs and find a middle ground that's both meaningful and actionable. As a rule, asking "why" yields abstract statements and asking "how" yields specific statements.

For example, if you write in the centre of a large sheet the 'observed problem', ask 'why?' and go upwards, then ask 'how?' and go downwards. You will end up with a ladder where the different steps represent the different degrees of abstraction and urgency.

### Using Design Thinking to identify hackable challenges

Design Thinking is a method that is commonly used to generate innovative ideas. It is a complex thinking process that integrates the elements of design and its methods into fields such as business innovation, social innovation or educational innovation.

It brings people together, groups them into teams, and focuses on understanding and solving users' real needs. This is why Design Thinking is often known as human-centered design - which expresses itself in the collaborative way designers work and in participatory methods of co-creation. These are the main steps you need to consider when defining, structuring, and solving the challenges you want to hack.

#### 1. Empathise

We need to understand the challenges we have to address and the people living them before organising a hackathon. This can be done with a stakeholder engagement session or a pre-analysis of available data, surveys and questionnaires.

Learn from the group of beneficiaries you are planning for through interviews and observation.

- Who are the intended users?
- What is valuable to them?



## 2. Define

Collect what you discovered during the 'empathy' phase and try to articulate the problem as much as possible. Write one full, complete sentence.

Create a point of view based on users' needs and intuition.

- What are their needs?

## 3. Ideate

Brainstorm with your peers, write down all the possible solutions you can think of, focus on the quantity of ideas. The best idea may emerge as a result of many other creative ideas.

Compare and collaborate as a team to generate as many creative solutions as possible.

Encourage innovative and crazy ideas.



Spanish event

## 4. Prototyping

After identifying a possible idea, we can start thinking about how it would look like. This practical representation may be a drawing or an initial version of a device depending on what you're planning to deliver. Build the representation of one or more ideas and show them to others. The prototype is just a draft!

## 5. Test

When the best solution among the ones suggested has been identified, we must try it out and see if it really works. Testing will give us the necessary data to improve it, if necessary.

Show the prototype to the initial beneficiary group and ask for feedback:

What works? What doesn't?

## After the hackathon

After the event... allow yourself some time to process and relax. You did a big job and deserve a break but before you move on to everything else on your busy schedule, please make sure you thank the participants, supporting staff and sponsors and collect all the materials that were created during the hackathon (especially if you used project funding to run the event). To make it a bit easier for you, we have compiled a short checklist that might help you plan your actions.

### What happens after the event?

#### Checklist

Immediately after the event:

- Send out thank you e-mail to all participants or to the team leaders (depending on who you have been communicating with so far)

A few days after the event:

- Send out links to training presentations and photos
- Send out thank you messages / e-mails to the sponsors
- Have a post-event meeting with your team to go over the successes and learning opportunities
- Analyse the feedback and make conclusions

A few months later:

- Send out an e-mail asking how the teams are doing and, if applicable, also include news on upcoming hackathons or other relevant opportunities



Events social media posts

### Post event communication activities

Write a 'thank you' message on social media thanking everyone involved so that the work they did is publicly acknowledged. Write a summary of the event, and the main conclusions. It can be in a blog format but do not let the magic that hackathons create be lost. Edit your photos, share them, create a post-event video and tag the people involved. Now it's time to start editing and putting together the interviews and videos you created during the event and post them within a couple of weeks' time.

# Contact Information of Hackathon Organisers

## Estonia

<b>Maria Rahamägi</b>	maria@edumus.org, Founder and CEO of Edumus, Organiser of Education Upgrade Hack
<b>Mari Hanikat</b>	mari@garage48.org, Founder and Member of the Board of Garage 48, a popular hackathon series in Estonia
<b>Katrin Eha</b>	katrin.eha@eek.ee, organiser of the #Hack4future
<b>Tartu Tamme Gümnaasium</b>	A secondary school in Tartu organising tech hackathons

## Italy

<b>Associazione Culturale TechStation</b>	info@techstationpadova.it
<b>Upskill 4.0</b>	info@upskill40.it
<b>Digital Innovation Hub</b>	info@digitalinnovationhubvicenza.it

## Türkiye

<b>Mektepp</b>	Digital platform of learning teachers, organiser of Educathon'19, Educathon'20 and Educathon'21, Education Technologies Hackathon
<b>Boğaziçi University IT Club Compec</b>	Organiser of Hack Boğaziçi
<b>Makers Türkiye-Koç University</b>	Organiser of Entrepreneurship Hackathon

## Spain

<b>Design for Change</b>	Organisation that supports the use of design thinking to change education by offering courses and other types of collaboration
<b>Hackathon Lovers</b>	Spanish organisation that organises hackathons and can support you in your implementation
<b>Sek EdTech Lab</b>	Accelerator for EdTech startups

# Frequently asked questions

## FAQs about running the hackathon

1. How long does a hackathon last?

*Depending on whether you choose to have the hackathon take place online or face-to-face, in a classroom setting or as a multiple-day event, it can last from 1 hour to a few days. Most commonly, it takes at least 48 hours to run a face-to-face hackathon but online you might be able to have results after only 24 hours.*

2. How much time does it take to organise a multiple-day hackathon?

*We recommend that you start preparing at least 4 months in advance since you will need to book the venue, the catering, the speakers/host/mentors, issue a call for participation, register the participants, secure the prizes, do marketing and make sure you find a team.*

## How much time does it take to organise a multiple day hackathon?

### Checklist

We recommend that you start preparing for your multiple-day hackathon at least 4 months in advance since you will need to book the venue, the catering, the speakers/the host/the mentors, issue a call for participation, register the

participants, secure the prizes, do marketing and make sure you find a team around you that are free on the dates of your event.

Things to check off the list before a hackathon:

- You have booked and prepared the venue
- You have compiled, designed and printed out the agenda
- You have sent out information to the participants
- You have found a host or appointed someone from your team to be one
- You have found the mentors
- You have found the jury
- You have secured enough and appropriate prizes
- You have booked the catering
- You have designed and printed and installed the signage
- You have put together the thank you gifts for your jury and mentors and presenters
- You have bought/secured snacks and drinks
- You have made sure your venue has all the technology your participants need
- You have shown your team and your host, mentors and jury around in the venue
- You have briefed your team of their responsibilities
- You have made sure there will be someone at the event to take photos and videos
- You have done marketing/communication about the event in relevant channels
- You have prepared all the forms and documents your participants and mentors and jury will be expected to use at the event
- You have made sure to mention your sponsors in your communication materials
- You have prepared the feedback questionnaire
- You have sent our reminders about the event both to the participants as well as to the mentors and jury and presenters outside your organisation to make sure they remember to be there on time

3. How many participants is too many/just enough/too few?  
*In order to have meaningful conversations in the teams and for the extensive organising effort to justify itself, we would say that 30 people is an absolute minimum for a multiple-day in-person hackathon. However, in case of a classroom hackathon, your number of participants depends on the number of students in your class (which might be less than 30), and an online hackathon has no participation limit (you can invite hundreds, potentially thousands of people).*
4. How should I structure the agenda?  
*This depends on the duration of the event but, regardless of the format, the agenda should include: 1) an introduction, 2) icebreakers for the participants (especially if the participants do not know each other), 3) presentations by inspirational speakers/mini training courses on topical issues, such as how to do pitching, how to ideate etc, 4) time for teamwork, 5) time for the teams to work with the mentors, 6) time for the participants to practice their presentations, 7) time for breaks to eat and stretch, 8) time for presentations and assessment by the jury, 9) the prize ceremony, 10) conclusions, 11) feedback collection.*
5. Should a hackathon have a host?  
*This is up to you to decide: if you feel confident, you could be the host yourself but if not, it is safer to hire a skilled host from inside or outside your organisation. Also, if you have very few team members to help you with pressing issues during the event, it might make sense to hire a host so that you could take care of any crucial matters that come up during the hackathon.*
6. Where should I organise a hackathon?  
*If budgetary constraints are important, you should first see how to get the space for free: maybe you can use your school's/employer's premises? However, if this is not possible, you should choose a space that is conveniently accessible and that has multiple rooms where the teams could work.*
7. How much does an education innovation hackathon cost?  
*In case of a multiple-day face-to-face event for up to 50 people, you might be looking at a sum between 5000 € and 10 000 €. This includes the venue, salaries for professionals, catering, prizes and some marketing.*
8. Should I provide food and drinks during my hackathon?  
*We definitely recommend providing food and drinks during multiple-day in-person hackathons. They lighten the mood and keep people happy while they are working intensely. But having something to snack on during a 90-minute in-classroom hackathon might also be a nice incentive to offer your participants.*
9. What kind of food should I provide during the hackathon?  
*During the hackathon, snacks, hot and cold drinks, fruits, nuts, etc. can be served, as well as hot lunches and/or dinners. Especially at all-day hackathons, at least one meal per day, preferably lunch, should be served hot and there can never be too much candy or soft drinks.*



## FAQs about choosing the team/mentors/jury members

1. How big should my core team of organisers be?

*At the very least, your team should include one more person in addition to yourself. However, it is always a good idea to find a few people to your team that could cover the tasks that you as a main organiser might not have time for: their profile depends on your unique needs and resources.*

2. How much time in advance of the event should I know who will be in my team?

*Since we recommend that you start preparing for your face-to-face multiple-day event at least 4 months in advance, we also suggest that you finalise your team members' list as the first thing on your to-do-list so that you could delegate tasks already at the very beginning of the preparatory stages.*

3. How often should I meet with my team?

*The frequency of team meetings depends on how close the event is: when you still have months to go, meeting once a week might suffice but if the hackathon is just a few weeks away, you might need to brief each other daily.*

4. How can I motivate/thank my team for their effort?

*If you feel your team needs extra motivation or encouragement, you might want to secure for them some of the prizes you ask from sponsors. It might also be a good idea to bring snacks to your team meetings or allow your team members extra time off from their regular duties for all the effort they put into the hackathon.*

5. Should all hackathons have mentors?

*Yes. One of the reasons why hackathons are appealing to people is the chance to work with professionals in the field, i.e. mentors, as getting to communicate with these people might otherwise be complicated or too expensive for the participants themselves. In addition, working with mentors could give the participants a new perspective for seeing their issues and solutions, helping them immensely in their development process.*

6. Where to find the mentors?

*The mentors could be your colleagues or collaboration partners, they could also be the people you have met at other events that you remember as good potential mentors. Start from your own existing network and, if necessary, seek further.*

7. What kind of profiles should the mentors have?

*To find "the right" mentors, you should first know a little something about your participants, their expectations and the issues they will be hacking at your event: you can ask details about all of these aspects in the registration form you send out in your call for participation.*

8. How many mentors should there be?  
*Each team should have at least one mentor but if you have very few participants (and the mentor agrees), one mentor could also assist multiple teams.*
9. How many jury members should there be?  
*To make sure there can be a majority vote to decide the winners, you should have at least 3 jury members. For the sake of logistics and time spent on jury feedback, we would say that 5 jury members should be the maximum.*
10. How to motivate the jury members/mentors to participate?  
*The jury members' and/or mentors' motivation may vary greatly, but it would be nice if you could at least compensate for their transportation and/or accommodation costs and maybe give them a meaningful gift as a sign of appreciation (such as a gift card to a subscription or free pass to enjoy the services of your institution). In addition, you should make sure that you have one team member who is dedicated to communicating with the jurors and mentors to make sure their needs are met and questions answered.*
11. How much information should I share pre-event with the mentors/jury members?  
*The jury members and mentors should know the basics about 1) who the teams are, 2) what the timeframe of their duties is, 3) what the general agenda of the event is like, 4) how they will be assessing the teams (the requirements, expectations, the potential forms they will be using).*
12. How can I arrange the meeting of the groups (participants) and mentors?  
*Although the mentors should be ready to help all day during the event, certain hours can be determined for the participants to meet and work with the mentors. For example, a 10-minute mentor meeting one hour after the groups start working, before or after lunch, and before the presentation/evaluation helps to keep the groups goal-oriented. Participants can be informed in advance by showing the mentor-group meeting hours in the event program.*

## FAQs about prizes and awards

1. What kind of prizes should I have?

*The type of prizes depends to some extent on the type of education innovation hackathon you decide to organise. In case of a multiple-day intense hackathon you should think about valuable prizes that can vary from subscriptions to on-line education-related services to training courses on various topics to gift cards to out-of-classroom entertainment-inspiring institutions, such as science centres or theme parks. In case of classroom hackathons, you might consider prizes that are more budget-friendly and relevant to your students (such as field trips or extra credits). In the case of a longer online hackathon, the prizes can resemble those of a multiple-day face-to-face hackathon.*

2. Where to find the prizes I need?

*Firstly, you should take a look at whether your own organisation has gift certificates or free subscriptions or other services to offer as prizes. Depending on your participant demographic, you could also contact (via e-mail or phone, for instance) companies that could potentially donate some prizes that your participants would appreciate. If your budget permits, you could also book or buy a few relevant prizes.*

3. Should I have a prize for every team who participates or just the top 3?

*This is up to you: you might want to give a small “participation prize” or gift bag to all the participating teams but if there are many, you might also want to skip this idea. However, it is a good idea to have more valuable prizes ready for the top 3 or 2 teams and, as an idea, you might also want to have a few smaller “special prizes” set aside for teams who show themselves in surprising light (for instance, compile a very humorous presentation or evolve the most during the hackathon period etc).*

4. Should I announce the prizes before the event?

*In case you believe that announcing the prizes and/or the prize presenters/donors to the public before the event will attract more participation, feel free to announce your prize pool in the call for participation. However, if you feel the prizes themselves will not be a selling point for the participants, it is advised to reveal them only during the event itself.*

5. How much should I spend on the prizes or should they be donated by sponsors?

*The amount of money you spend on the prizes depends on your budget. If your budget allows and you have very specific prizes in mind that you would like to offer, you should use those funds to buy the prizes you need. However, to alleviate stress on your budget, you should consider contacting your collaboration partners or other relevant institutions that could donate prizes to your events: these could be gift certificates to online software, language courses or study materials or other services you feel your participants might enjoy. In addition to prizes, you can also consider asking for sponsorship to cover the need for snacks, drinks and transportation services.*

# List of references

Z. Čović and H. Manojlović, "Developing Key Competencies through Hackathon Based Learning," 2019 IEEE 17th International Symposium on Intelligent Systems and Informatics (SISY), 2019, pp. 167-172, doi: 10.1109/SISY47553.2019.9111513.

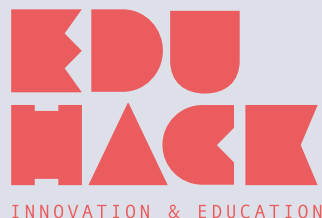
World Economic Forum, Top 10 Skills of Tomorrow: <https://www.weforum.org/agenda/2020/10/top-10-work-skills-of-tomorrow-how-long-it-takes-to-learn-them/>

Techstars startup weekend resource kit: <https://www.techstars.com/communities/startup-weekend/organize-a-startup-weekend>

Hackerearth guide to organising hackathons: <https://www.hackerearth.com/community-hackathons/resources/e-books/guide-to-organize-hackathon/>

DCUHack4Change, Roisin Lyons, 2021: <https://www.linkedin.com/pulse/dcu-hack4change-2021-roisin-lyons/>

# EduHack project partners



The **Hacking Education project** is co-funded by the **Erasmus+ KA2** strategic partnership funding under Grant Agreement no **2019-KA201-02-03**

## Toolkit editors

**Helin Haga**  
Science Centre AHHA

**Francesca Monaco**  
Hugin & Munin

**Enrique Raimúndez**  
Hugin & Munin

**Claudia Lacasta**  
Hop Ubiquitous

**Dr. Yvonne Crotty**  
Dublin City University

**Sean Patrick Donnelly**  
Dublin City University

**Dr. Roisin Lyons**  
University of Limerick

**Meltem Tunç Biret**  
Tekkeköy MEM

**Francesca Cassaro**  
Ergon

**Lorenzo Liguoro**  
Ergon







Design:



HUGIN  
AND  
MUNIN

**EDU  
HACK**  
INNOVATION & EDUCATION



Erasmus+

The **Hacking Education project** is co-funded by the **Erasmus+ KA2** strategic partnership funding under Grant Agreement no **2019-KA201-02-03**