

## **RULEBOOK**

Porto, November 2023



**HACKACITY**  
**NOVEMBER**  
**2023**  
**Porto**

This document contains all the essential information and rules of the 2023 edition of HACKACITY Porto, referred to from now on as Hackacity. It is indispensable that all participants read the entire document to understand how Hackacity will function and make the best out of the experience. All the rules in this document must be applied throughout the whole duration of Hackacity.

## Definitions

- Event - Hackacity, in a hybrid format;
- Promotor - Event promoting entity (Associação Porto Digital);
- Organiser - Organising Committee of the Event, which is composed of the entities Associação Porto Digital and Ripply;
- Applicant Team - Team that applies to Hackacity and has not yet been selected;
- Participant – Person accepted by the Organisers to participate in Hackacity;
- Team – An Applicant Team that has been selected to participate in Hackacity;
- Team Captain - The representative member of the Team;
- Website – Official webpage of Hackacity: [www.hackacity.eu](http://www.hackacity.eu);
- Mentor – Technical or domain expert that will be available during Hackacity to help the Teams;
- Checkpoint – An obligatory mentoring session with a Mentor;
- Jury – Evaluation panel responsible for evaluating any phase in Hackacity. The jury can change amongst different phases/competitions;
- Author - The creator of any content during Hackacity;
- Communication Platform - Platform where all primary communication should occur between the Organisation, Participants, Mentors, and Jury;
- Challenge - A defined problem proposed by the Organisers or the Promoter to be solved by the Team;
- Project - Work developed by the Team and which must be submitted for evaluation;
- Intellectual Property (IP) – Ideas, projects, and content developed by the Author in the context of Hackacity;
- Confidential Information (CI) – Any information disclosed by Organisers and/or Mentors to the Participant in any form (including written, verbally, electronically, visually, or in any other tangible form, and all copies of any such information), identified as, notified as being, or reasonably expected to be confidential or proprietary to the Organisers or one of the Partners;
- Organisers Email - The contact of the Organisers for all matters relating to the Participants  
– [hi@hackacity.eu](mailto:hi@hackacity.eu).

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## Event Goal

Hackacity will take place between the 24th of November 2023 and has the following goals:

1. Hackacity aims to improve the data generated in the city of Porto through its availability, allowing the future development of solutions that can improve the lives of the citizens.
2. At this event, it is proposed to the participant to build tools, analyses, and models based on the public data available from the city of Porto that can generate the development of useful solutions for the city and its citizens.
3. The event's goal is to stimulate the discovery of new patterns that are valid, potentially useful, and comprehensible.

## Eligibility

1. The event registration is voluntary and can be done as a Team.
2. Only Participants 18 years or older are allowed to register;
3. The Participant acknowledges that the registration and participation in Hackacity are free of any charge.

## Registration and Selection Process

1. The participation in Hackacity will be done in teams of 3-5 elements;
2. Applications can be done as a team (Applicant Team);
3. The number of Teams is limited;
4. It is only possible to register through the form available on the Website.
5. The deadline for the registration is defined on the Website;
6. The Team Captain must fill in the data for all the Team members;
7. The Organisers must confirm the validation of the received data of the Applicant Team through email;
8. The Organisers will evaluate the profile of the Applicant Team, which will be either accepted, put on a waiting list, or rejected.
9. The accepted Applicant Teams must reply by email (up to two days after receiving the acceptance email from the Organisers) to confirm their participation in the Event;
10. The Applicant Teams that don't confirm their participation will be replaced by Applicant Teams from the waiting list;
11. After the confirmation, the Organisers will send an invitation to the Communication Platform, which all Participants must join;
12. All the Applicant Teams will be contacted by the Organisers event if they are accepted or rejected.

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## Cancellation Policy

1. The Participant has the right to cancel their participation, which should be done by contacting the Organisers through the Organisers' Email;
2. If the withdrawal of any Team member results in a total of members more minor than the minimum indicated, the Team is considered disqualified. As an alternative, before the beginning of Hackacity, the Team Captain can announce a new member or members to replace the Participant(s) who dropped out. This change must be communicated via email and approved by the Organisers;
3. If a Team fails to communicate the cancellation of registration up to 3 days before the beginning of the Event or does not submit any solutions to any of the challenges, all the Team's Participants might be automatically rejected in the future editions of Hackacity.

## Agenda and Competition Duration

1. The duration and the program of Hackacity are available on the Website;
2. The Organisers reserve the right to change the program, without any warning, up to one day before the Event.

## Resources

1. During the Event, the Organisers will provide access to datasets, which must be used to solve the Challenge;
  - a. The presented data might be incomplete and be presented in different formats;
2. The Teams may also use external data sources if obtained legally and are open-source;
  - a. This data can only be used to complete the data already provided by the Organisers;
3. Other resources might be made available and announced closer to the beginning of the Event.

## Competition

1. All the team members must be present at the venue of Hackacity during the whole duration;
2. During the competition, all teams will have access to mentors that can help if necessary;
3. The Organisers will make sure to use all possible effort that all the requirements are met for the good functioning of Hackacity.

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## Mentors

1. A Mentor is a technical or domain expert available during the Event to help the Teams;
2. The Teams may contact any Mentor with skill sets that may help in specific technical domains;
3. The Mentor will be limited by their availability, and therefore, it is not guaranteed that all the Teams have an opportunity to talk with the same Mentor;
4. The Mentor profiles will be made available on the Website.

## Jury

1. A Jury is a technical or domain expert that will evaluate the submissions;
2. The Jury profiles will be made available on the Website;
3. A Mentor might also take on the role of a Jury and vice-versa. In this case, the Jury cannot evaluate the Team that they mentored.

## Evaluation

1. All the Teams must be present at the event day to be eligible for evaluation and, consequently, awarded.
2. All eligible projects will be evaluated by a Jury panel selected by the Organisers;
3. Prizes will be awarded to the top three teams of the City Data Challenge;
4. The Organisers can decide to award additional prizes;
5. The Team will only have the possibility to present the project developed during Hackacity and, consequently, be awarded prizes, if:
  - A. At least some of the data used was provided by the Organisers;
  - B. The Team must submit all the deliverables defined by the Organisers;
  - C. The Team is represented by at least one member in the in-person Event;
  - D. The solution proposed is original and doesn't violate any intellectual property;
  - E. The Team has complied with the present regulation.
6. City Data Challenge:
  - A. The challenge will be evaluated through the deliverables and the final presentation.
  - B. Deliverables:
    - I. The Teams must submit all the deliverables defined by the Organisers;
    - II. The following criteria will be considered for the challenge evaluation:
      - Clarity and quality of the conclusions presented;
      - Technical difficulty in the approach;
      - Extraction of interesting insights from exploratory data analysis & improvement of data quality;

- Practical usefulness and applicability of the presented ideas;
- Relation to the focus areas of the competition;
- The plan for the dissemination and/or continuity of the developed project (like a blog article or open-source code)
- Evolution of the work done by the team during the competition.

C. Final presentations:

- I. The Teams will present the Project to the Jury;
  - II. The presentation and question round will have a time limit, which the Organisers will announce during the Event;
  - III. The presentation and other documents must be delivered by the means and time announced by the Organisers during the event;
  - IV. The Jury will rank the teams based on the criteria described here, though the final decision will take the overall participation of the Team;
  - V. The main evaluation criteria will be the following:
    - Impact of the solution and/or conclusion on the life of Porto's citizens and those who visit the city - Special attention will be given to the focus areas;
    - Originality in the application of methods, models, and algorithms;
  - VI. Other evaluation criteria include:
    - Clarity and quality of the conclusions presented;
    - Multidisciplinarity: Using different sources of data and approaches for the solution;
    - Feasibility and reproducibility of the proposed approach;
    - The possibility of the continuity of the project: dissemination of the work through articles, open-source code, etc.;
    - Team contribution to data improvement (identifying problems, presenting proposals, etc.).
    - The Organisers reserve the right to change the eligibility and evaluation criteria up to 2 days before the event, without any notification.
7. The Organisers reserve the right to change the eligibility and evaluation criteria up to 2 days before the event, without any notification.



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## Prizes

1. The prizes will be announced on the Website, and the Organisers have the right to change them without any warning until one day before the Event;
2. No prizes will be awarded if no project is considered eligible;
3. The Organisation may award other prizes.

## Rules of Conduct

1. The Organisers aim to provide a creative, fun, cooperative and innovative environment. For this, each Participant must act cordially and respectfully;
2. The use of obscene language, abusive or threatening behaviour towards other participants will not be tolerated;
3. The consumption of alcoholic beverages will be controlled and limited;
4. It is forbidden to smoke or consume similar products in the space where Hackacity will occur. For obvious reasons, it is also forbidden to use any illegal drugs or medications.
5. Any activity found to be suspected should be reported immediately to a member of the organisation;
6. The Organisers reserve the right to expel any Participant that does not respect these regulations.

## Intellectual Property

1. The Participant accepts that all ideas, projects, and collaboration between the Participants of Hackacity are Intellectual Property of the Participant or the Team that presents them (the Author);
2. The Participant will not use any original idea or its information to generate revenue without the authorisation of the Author;
3. The Participant agrees not to disclose any information about an original idea or its information without the authorisation of the Author;
4. The Intellectual Property and the work developed before, during and after the event belongs to the Participant and its Team;
5. The Organisers may use the developed solutions, as well as their insights and images for promotional purposes;
6. If the promoter wishes to implement any of the solutions, the Author must be contacted for said development. If the Author doesn't wish to further develop the solution, the Promoter has the right to use it for implementation, giving rightful credit to the Author.

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## Equipment and Commodities

1. The Organisers will provide a space and resources for the development of the activities planned for the Event;
2. This space will be adequately identified during the activities;
3. Participants agree that the facilities and infrastructures dedicated to the Event will be used exclusively to carry out the participation in Hackacity;
4. The Teams should bring computers and other equipment that they find relevant;
5. Meals are included in the program.

## Personal Information and Image

1. By participating in Hackacity, the Participant consents to the use of his personal information by the Organisers and Câmara Municipal do Porto. Such personal information includes, but is not limited to, name, likeness, photograph, video, voice, opinions, comments, hometown, and country of residence. It may be used in any existing or newly created media worldwide without further payment or consideration or right of review unless prohibited by law. Authorised use includes advertising and promotional purposes;
2. Sensitive personal information (such as email and phone number) provided to the Organisers will not be shared with third parties, except for the Platforms, which will be used exclusively for the Event;
3. The Participant undertakes to cooperate with the Organisers by responding to questionnaires and by providing comments on the Event and the evolution of its project.

## Personal Property

1. The Hackacity Organisers are not responsible for the loss or damage to the Participants' Personal Property during the in-person event.



## Final Dispositions

1. Participation in Hackacity implies acceptance of all the terms of the present regulations;
2. The Organisers reserve the right, for reasons of force majeure, to amend the present regulations;
3. All cases not mentioned or not clearly stated in the present regulations shall be assessed and decided by the Organisers and/or the Jury, depending on the circumstances.

The Organisers wish that all participants can take full advantage of Hackacity: Learn as much as possible, contribute to a more innovative city, share knowledge and experience and, above all, have fun!

These terms and conditions were created on 01 August 2023.

Coordinated by:



An initiative:



Strategic partner:



Strategic partner:

