

# RULEBOOK



# HACKACITY DECEMBER 2024 Porto

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This document contains all the essential information and rules of the 2024 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 the Event.

## Definitions

- Event - Hackacity.
- Promotor - Associação Porto Digital, the entity promoting the event.
- Organizer - The Organizing Committee of the Event, composed of the entity Associação Porto Digital supported by Ripply.
- Applicant Team - A team that applies to Hackacity and has not yet been selected.
- Participant – A person accepted by the Organizers to participate in the Event.
- Team – An Applicant Team selected to participate in the Event.
- Team Captain - The representative member of the Team.
- Website – Hackacity’s official webpage: <https://hackacity.eu/>
- Mentor – A technical or domain expert available during Hackacity to help the Teams.
- Jury – An evaluation panel responsible for evaluating any phase in Hackacity. The jury can change amongst different phases.
- Author - The creator of any content during Hackacity.
- Communication Platform - A Platform where all primary communication should occur between the Organization, Participants, Mentors, and Jury.
- Challenge - A defined problem proposed by the Organizers or the Promoter to be solved by the Team.
- Project - The 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 Organizers 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 Organizers or one of the Partners.
- Organizers’ Email - The contact of the Organizers for all matters relating to the Participants – [hi@hackacity.eu](mailto:hi@hackacity.eu)

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## Context

Hackacity will take place on 11th December in Porto 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 Hackacity, it is proposed that the participants build tools, analyses, and models based on the public data available from the city of Porto that can generate 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.

In addition to these goals, Hackacity 2024 will focus on raising awareness about digital rights, highlighting the importance of privacy and user control in the digital age, and ensuring that solutions respect individual data rights.

## Registration

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

The Participant acknowledges that registration and participation in Hackacity are free of any charge.

### 1. Eligibility

- 1.1. Only applicants 18 years or older are allowed to register.

### 2. Process

- 2.1. The Event registration is voluntary.
- 2.2. Participation in the Hackacity will be done in Teams of 3-5 elements.
- 2.3. Applications should be done as a Team (Applicant Team).
- 2.4. The number of Teams is limited.
- 2.5. It is only possible to register through the form available on the Website.
- 2.6. The deadline for registration is defined on the Website.
- 2.7. The application is only valid when all team members fill out the registration form.
- 2.8. The Organizers will evaluate all applications, which will be either accepted, put on a waiting list, or rejected.
- 2.9. The accepted Applicant Teams must reply by email (up to two days after receiving the acceptance email from the Organizers) to confirm their participation in Hackacity.

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- 2.10. The Applicant Teams that don't confirm their participation will be replaced by Applicant Teams from the waiting list.
  - 2.11. After the confirmation, the Organizers will send an invitation to the Communication Platform, which all Participants must join.
  - 2.12. All the Applicant Teams will be contacted by the Organizers regardless if they are accepted or rejected.

### **3. Selection and Confirmation Process**

- 3.1. It is the responsibility of the Organizers to receive applications and verify that they meet the Eligibility for participation stated in these Regulations.
  - 3.1.1. The information used for the Selection process will be collected through the registration form.
- 3.2. The Organizers will evaluate the profile of the Applicant Team, which will be either accepted, put on a waiting list, or rejected.
- 3.3. The selection of the Applicant Teams will be based on a first come first served basis.
- 3.4. The Applicant Teams selected will be contacted by the Organizers via email.
  - 3.4.1. Together with the confirmation, the Organizers will send an invitation to the Communication Platform, which all Participants must join.
- 3.5. All Applicant Teams placed on the Waiting List will be informed by the Organizers about their status and the deadline for a final answer.
- 3.6. All Applicant Teams that were not accepted will also be contacted by the Organizers by email.

### **4. Cancellation**

- 4.1. The Teams and Participants have the right to cancel their participation, which should be done by contacting the Organizers through the Organizers' Email, at least 5 days before the event.
  - 4.1.1. If the withdrawal of any Team member results in a total of members less than the minimum indicated, the Team participation might be canceled. As an alternative, before the beginning of the Hackacity, the Team Captain can announce a new member or members to replace the Participant(s) who dropped out. This change must be communicated to the Organizers' Email and approved by the Organizers.
- 4.2. A quitting Team can be replaced by the Organizers with another Team from the waiting list, as long as the new Team complies with eligibility requirements and Hackacity hasn't started.
- 4.3. If a Team fails to communicate the cancellation of registration up to 5 days before the beginning of the Event or does not submit any Project, all the Team's Participants might be automatically rejected in future editions of the Hackacity.

### **5. Disqualification**

- 5.1. If a Team hasn't checked in at Hackacity's venue after 1 hour of the start time and the Organizers haven't been notified of a possible delay on arrival, the Team can face disqualification.

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## Agenda and Duration

1. The exact duration and the program of Hackacity are available on the Website.
2. The Organizers reserve the right to change the program up to one day before Hackacity.
- 2.1. Any major changes will be communicated to all Participants by email.

## Platforms

### 1. Communication Platform

- 1.1. All generic Hackacity information can be consulted on the Website.
- 1.2. Before Hackacity, all official communication will be done by email.
  - 1.2.1. In exceptional cases, contact can be made by telephone or using a channel on the Communication Platform.
- 1.3. During Hackacity, all official communication should be made through the Communication Platform and/or announced on the venue PA system.

### 2. Documentation and Resources

- 2.1. The Teams will have access to an online folder, which will contain all necessary information for the competition, namely:
  - 2.1.1. Challenge documentation.
  - 2.1.2. Available resources documentation.
  - 2.1.3. Projects submission.
  - 2.1.4. Other relevant materials.
- 2.2. All the information regarding the access and use of this folder will be shared with the Teams before Hackacity begins.

## Competition

### 1. Format

- 1.1. The Event will be hosted in person, with a unique phase and an approximate duration of 12 hours.
- 1.2. All the Team members must be present at the venue during the entire Event.
- 1.3. During the competition, all teams will have access to Mentors who can help if necessary.
- 1.4. The Organizers will make sure to use all possible efforts so that all the requirements are met for the good functioning of Hackacity.

### 2. Challenge

- 2.1. The subject of this edition's Challenge is "Digital Rights".
- 2.2. The Challenge itself will be communicated to all Teams before the beginning of Hackacity by email.

### 3. Resources

- 3.1. The Organizers will provide access to several resources that must be used to solve the Challenge.

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#### **4. Mentors**

- 4.1. A Mentor is a technical or domain expert available during the Event to help the Teams.
- 4.2. The Teams may contact any Mentor with the right skill sets to help in specific technical or business domains.
- 4.3. The Mentors will be limited by their availability, and therefore, it is not guaranteed that all the Teams can talk with the same Mentor for the same amount of time.
- 4.4. The Mentor profiles will be made available on the Website before the Event.

#### **5. Deliverable**

- 5.1. During Hackacity, the Teams will develop one Project to face the Challenge presented by the Organizers.
- 5.2. The deliverables format and submission process will be communicated to all Teams before the Event, by email.
- 5.3. The Organizers might share some templates for the Teams to use on their Projects.

#### **6. Jury**

- 6.1. A Jury is a technical or domain expert that will evaluate the Projects.
- 6.2. The Jury profiles will be made available on the Website.
- 6.3. As a standard of ethics and to guarantee impartiality, the members of the Jury undertake to inform the Organizers of any conflict of interest in evaluating the Projects and/or Teams.
- 6.4. A Mentor might also take on the role of a Jury. In this case, the Jury cannot evaluate the Team they mentored.
- 6.5. The Jury decisions and evaluation are unappealable.

#### **7. Evaluation**

- 7.1. All eligible Projects will be evaluated by a Jury panel selected by the Organizers.
- 7.2. The evaluation process and criteria will be communicated to the Teams before the Event by email.
- 7.3. The Organizers reserve the right to change the evaluation criteria up to 2 days before the event without any notification.
- 7.4. Prizes will be awarded to the top three Teams.
- 7.5. The winning Team(s) will be announced during the Event closing session.

## **Prizes**

1. The prizes will be announced on the Website, and the Organizers 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 Organization may award other prizes.
4. All Participants will receive a participation certificate.

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## 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 authorization of the Author;
3. The Participant agrees not to disclose any information about an original idea or its information without the authorization of the Author;
4. The Intellectual Property and the work developed before, during, and after the event belong to the Participant and its Team;
5. The Organizers may use the developed solutions, as well as their insights and images for promotional purposes;
6. If the Organizers wish 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.

## Personal Information and Image

1. By participating in Hackacity, the Participant consents to the use of his personal information by the Organizers and Câmara Municipal do Porto. Such personal information includes but is not limited to, name, image, voice, photographs, videos, 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. Authorized use includes advertising and promotional purposes.
2. Participants acknowledge that filling in the data on the registration form or any other form of data collection is necessary and mandatory for participating in the Event. The act of registration provides express consent for the processing of data necessary for participation in the Event.
3. Sensitive personal information (such as email and phone number) provided to the Organizers will not be shared with third parties, except for the Platforms, and will be used exclusively for the Event.
4. The Participant undertakes to cooperate with the Organizers by responding to questionnaires and by providing comments on the Event and the evolution of its Project.

## Rules of Conduct

1. The Organizers 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 and abusive or threatening behavior toward other Participants will not be tolerated.
3. The consumption of alcoholic beverages will be controlled and limited. In the case that a Participant is found to be intoxicated and disturbing the Event, they can be asked to leave the venue.

4. It is forbidden to smoke or consume similar products in the space where the Event will occur. For obvious reasons, it is also forbidden to use any illegal drugs or medications.
5. Any activity found to be suspected during the event should be reported immediately to the Organizers.
6. The Organizers reserve the right to expel any Participant that does not respect these regulations.

## Equipment and Commodities

1. The Organizers will provide a space and the resources needed for the development of the activities planned for Hackacity.
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 participation in the Hackacity.
4. The Teams should bring computers and other equipment that they find relevant.
5. Meals are included in the program.

## Personal Property

1. The Hackacity Organizers are not responsible for the theft, loss, or damage to the Participants' personal property during the event.

## Final Dispositions

1. Participation in Hackacity implies acceptance of all the terms of the present regulations.
2. The Organizers reserve the right, for reasons of force majeure, to amend the present regulations.
3. The Event can be interrupted or suspended for reasons of force majeure, Internet access issues, access to servers, or others. In these cases, no indemnity or compensation is due to Participants and/or third parties.
4. All cases not mentioned or not clearly stated in the present regulations shall be assessed and decided by the Organizers and/or the Jury, depending on the circumstances.

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

This Rulebook was created on the 16th of October, 2024.

COORDINATED BY



AN INITIATIVE



STRATEGIC PARTNER

