GovHack South Australia Unleashed

Competitor Information Pack 2015
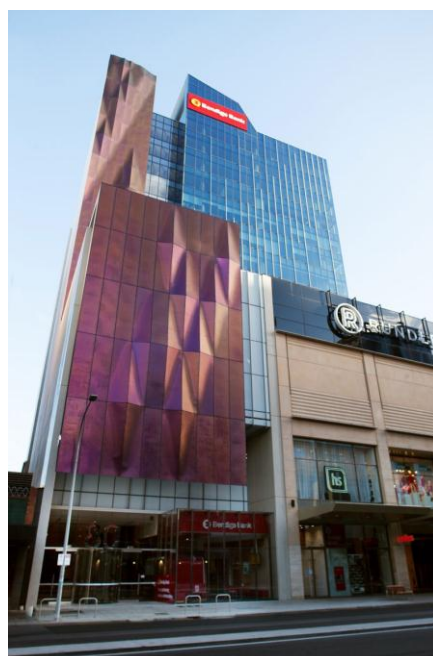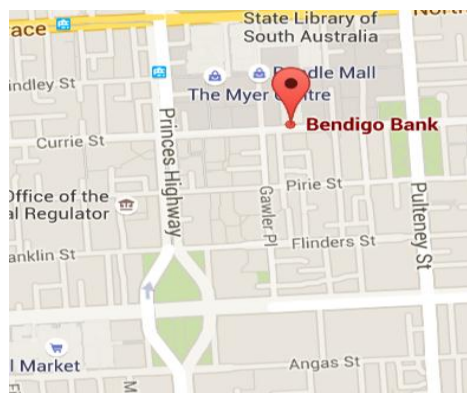
Welcome

Welcome to Unleashed 2015!

Unleashed is South Australia's annual open data competition part of the GovHack competition that is held in locations around Australia and for the first time in New Zealand.   This year we are pleased to launch the first N3xGen Unleashed to be hosted for 13-18 year olds. So that's 3 level of competition you may be eligi8ble for – GovHack International, Unleashed South Australia and N3xGen for our Youth community.

This is your opportunity to shine! This is your opportunity to craft great outcomes from open government data! And this is your opportunity to compete for some great prizes!

Have a good time, conduct yourself well, enjoy working with others, build relationships, and walk away with the feeling that the cause for open data is just that little bit better. Most of all, let's see some awesome outcomes!

Where?

Bendigo Bank – 80 Grenfell St, Adelaide CBD

When

Registrations open **6.00pm Friday, July 3rd**

Competition starts at **7pm**

Competition concludes **5pm Sunday, July 5**[th]

Venue Opening Hours

Day	Opening time	Closing time	Meals provided
Friday 3 July	6.00pm	11.00 pm	Supper
Saturday 4 July	7.30 am	11.00 pm	Breakfast/lunch/tea
Sunday 5 July	7.30 am	5.00 pm	Breakfast /Lunch

Event contact detail	Unleashed @sa.gov.au
Phone Number	0401 294 765

Participant Information

Registration

All participants and observers must register on arrival. Registration will be open from 6pm on Friday 3rd of July. At registration participants and observers will be provided with an Unleashed name badge and lanyard that must be worn at all times. You will also be given details on Internet access at the venue.

If you are under 18, a parent or guardian's you will be required to supply the name of your guardian during registration and your Guardian must be present at all times while you are at the venue and where a Guardian badge.

What to bring: tech and equipment

Please label your belongings so we can return them to you if you leave them behind.

Here are some of the things we've seen people using at GovHack.

- Laptop
- Mouse and mousepad
- Adaptors and power cables
- Headphones
- SD card reader

- USB thumb drives, external hard drives
- Tablet and charger
- Phone and charger
- Drawing tablet and stylus
- Identification or Proof of Age card

What to bring: the other stuff

GovHack is great fun, but it can also be an intense and stressful weekend at times. Bring what you need to stay productive and comfortable.

- Comfortable clothing
- Any data you've downloaded for the event, or notes you've made
- A water bottle/coffee cup
- Glasses, if you need them for reading screens

- Pen, paper, post-its, notebook, coloured markers, your stationery drawer
- Business cards
- Any medications you may need

Food

We'll be taking care of your food while you're at Unleashed, so all you need to bring along any extra snacks you want.
If you have any special dietary needs, let us know on Eventbrite ticket registration form (or contact us, if you forgot at least 3 days before the event) and we'll do our best to take care of you.

Beverages

The Venue is not licensed so please do not bring alcohol.
Between 7.30 and 4.30pm REAL COFFEE is available for free for competitors from Kicco
Tea and coffee making facilities will also be available and a Limited supply of soft drink and juice will also be available

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Crew

Crew are here to help with any general issues you might have with regard to the venue, toilets, moving equipment, catering, access to and from the building, emergencies, and competition rules or issues. If you need help, look for the people wearing Unleashed-shirts or wearing 'Crew' name badges.

Mentors

A number of mentors will be available to help with data and technical issues over the weekend. Mentors at the venue will have a bright colored name badge.

Saturday Morning between 9 am and 12 pm Data mentors will be on Location. Data mentors are here to help where they can with the use of specific government datasets.

The GovHack Hackerspace http://www.govhack.org/hackerspace2015/) will also have a community forum during the competition where you can ask for mentor assistance from helpers not at your location.

Technical mentors are here to help where they can with your general technical problems.

Data

You will find all of South Australian data on the data.sa website at www.data.sa.gov.au To be eligible for South Australian Prizes you must use at least one data set published on the Data.SA data open data portal. Some prize categories may have additional data requirements.

You will find the list of national data available for the national GovHack competition at https://www.govhack.org/2015-data/

Check the eligibility requirements of the GovHack National Major Prizes to see if you need to use a specific dataset for the prize category you want to enter. To maximise your chances to win prizes you may want to mash up National and South Australian data, giving you a chance in as many categories as possible.

Several competition goals require entries must use at least one of the datasets provided for this contest, but you are free to use data from the official GovHack list or other datasets as long as their licensing terms permit usage for this purpose. You may also use any publicly accessible web services as long as it does not incur a financial cost to use (private and subscription APIs are prohibited due to licensing issues and barrier to entry).

Additional Metadata

Some data sets listed on data.sa may have additional resources available with further information on how to use the data or other supporting material. You are encouraged to download and use these resources. If you have questions about a dataset let a crew member know and we will try to find a data mentor for you.

If you have any technical difficulties with data.sa.gov.au, contact a crew member on location for assistance. If you are not on location please email datasa@sa.gov.au for support.

Developer Kit

A developer kit is available on the GovHack website, which you are welcome to use. You will find all the information on what's available to you here:http://www.govhack.org/howto/

Wellbeing at GovHack Unleashed

Taking care of yourself sounds pretty basic, but it's surprisingly easy to forget over an intense 46 hours at a hackathon. Here are a few glaringly obvious things to bear in mind.

- Try not to get too stressed. (It helps to set realistic expectations, and to focus on having something ready to demo – perfectionism and feature creep aren't your friends at a hackathon. And don't forget to back up your work, to avoid any last-minute panic.)
- Stretch!
- Make sure you eat and drink regularly, and not just caffeinated drinks. Hydration is important.
- Take breaks, go outside in the sunshine, tune out the world with headphones.
- Remember to take any medication that you need.
- Try to get plenty of sleep. (We don't recommend being that person who works all night and doesn't sleep. This recommendation may be based on real life experience.)

Teams

We expect that you will be part of a team already, or will join a team at the start of the competition. You are allowed to compete as an individual, but we highly recommend you find other awesome people and join a team. There is no maximum size for a team. The best teams have a mix of skill sets. If you don't have a team, find a local crew member who will help you meet other GovHackers looking for a team.

Observers

There will be observers present at Unleashed at various times over the weekend. Observers are only there to 'observe'. They are allowed to communicate with the participants, but not allowed to assist them in their project. Any participants that are in breach of this rule will be asked to leave and the team involved may be deemed ineligible to compete for prizes.

Photos and videos

You may be photographed, recorded, or video taped as part of the weekend and this material may feature in future promotional material.

Internet connectivity

Your local venue will provide free WiFi. Details for how you can connect to the WiFi will be provided at registration. Your WiFi usage, including content downloads, may be monitored as part of general venue security, so please use the access provided with respect and avoid any illegal behaviour.

Please make sure the laptops or computers you bring can connect via WiFi, or that you bring a WiFi dongle. Hardwired connections are not available at all venues.

Social media

Twitter will be the primary social media platform that will be used and monitored throughout the event.

Questions, comments, mentions, and cat GIFs can be directed to the National GovHack Twitter account, or to your local GovHack event account.
@GovHackAU #govhack

@SAUnleashed #SAunleashed

Please also share your photos of the event through Flikr Tagged unleashedADL and Govhack

Public transport

The best option to get to the venue is to take public transportation to the Adelaide CBD and walk to the venue. Please check timetable of available services.

Parking

There is no parking at the venue

Security and building access

Bendigo will close at 11pm on Friday and Saturday nights, and open at 7.30am on Saturday and Sunday mornings.
Crew will be onsite for every hour of the event. After hours, the building will be locked.
A concierge and Unleashed Crew will be available on the ground floor to let you in. A phone number will be placed at the entry to the venue if you have trouble gaining access.

Neither the event organisers nor venue operators can accept responsibility for personal belongings left unattended onsite. If you don't have a trusted person to look after your belongings, we recommend taking them with you if you leave the venue.

This is a Non-smoking venue, this include the 1st floor terrace.

Please respect the building as it is shiny and new and we may want to come back ☺

Big Shout out to Bendigo Bank for giving us the keys to this amazing venue as our Platinum Event Sponsor!

Occupational health and safety

OH&S refers to the policies, procedures, legislations and activities, which aim to protect the health and safety of people within a workplace. Specific ways to limit hazards to yourself or another person whilst participating in Unleashed are listed below.

- It is imperative that your health and safety is never compromised.
- If you have any existing injuries, inform a volunteer
- If you notice any hazards, report them immediately to a volunteer (e.g. water spillages)
- Minimise the risk of tripping by getting a volunteer to place gaffer tape over cords, securing them to the floor
- Place tables and electrical items close to the power outlets whenever possible
- Bend your knees when you lift
- If you start to shake, put on some warmer clothes and/or slow down on the coffee/Red Bull

Think before you lift!

Manual handling occurs when you are lifting, lowering, pushing, pulling, carrying, moving, holding, and restraining any person or thing. It's unlikely you'll have to lift anything heavy at this event - do you really need to be moving that? Check with an Unleashed Crew before moving anything larger than a laptop.

First aid and Emergency procedures

If a person is unconscious or requires an ambulance, immediately dial 000. Please also advise your GovHack Crew.

Details of emergency procedures will be introduced to participants during induction and on display within the venue. Make yourself familiar with these procedures at any time you're onsite.

Event programme

The Unleashed weekend is a frantic, frenzied period of work.

We'd love to let you tinker away with your projects for the entire weekend but there's a bunch of administrative stuff we need to fill you in on. Below is the current plan for how the weekend will run.

Competition Weekend Running Sheet

Friday 3 July	What	Where
06:00 PM	Participants start to arrive and register	Ground floor
6.00pm	Networking and food	Atrium
06:30 PM	Local event welcome, prizes and participant briefing	Atrium
07:00 PM	Competition Launch	Atrium
7.15pm	Pick a position and set up (This will be your posy for the weekend)	Level 2
8.00pm	Register on Hackerspace	Hackerspace
11pm	Venue shuts	
Saturday 12 July		
7.30 to 9am	Venue open & breakfast	Atrium
9 am to 12pm	Morning with Mentors	Atrium and Level 2
12pm	Register all your team members on your project	Hackerspace
12.30 to 1.30	Lunch	Atrium
5.00 pm	Team Page registration and Prize category nomination due on Hackerspace	Hackerspace
6.30pm	Dinner	Atrium
11pm	Venue shuts	
Sunday 13 July		
7.30 to 9am	Venue open & breakfast	Atrium
10am	Update your Hackerspace project page with your data story, datasets used, Project outcomes etc to reduce pressure in the last hours.	Hackerspace
9am to 4pm	Media Room available	Level 2
4pm	Recommended deadline for video loading	
4.15pm	Final review of your Project page	Hackerspace
5pm	Submissions due	Hackerspace
5.15pm	Spirit prizes Entry Screening	Atrium
5.30pm	Close	

Event roadmap

You have only approximately 46 HOURS to get your entry completed, so here is a guide as to how you might want to allocate your time. This is only a guide, and you can do whatever you want to create and submit your entry.

Friday

At 7pm on the Friday night the competition categories are launched and your team can start creating. The first night is all about working together in your team to create an idea that will win you cool stuff. Don't try to develop concepts that win every prize, focus on one or two categories…. although you want to make sure you at least register your entry for one GovHack and one Local prize to max your chances and yes we know some of you will register for every prize.

- Make a team and register all team members it in Hackerspace
- Identify data sets you will use and talk to mentors
- Rule out data that needs to much work
- Map out your entry idea, identify possible users and customers
- Determine which Local and GovHack prize categories you are targeting
- Check if these prize categories have data requirements
- Assign roles to team members e.g design, proof of concept, graphic/Images, Video production
- Start creating
- Ask for help

Saturday

The best teams lock down their concept idea before 10am Saturday. Don't be afraid to ask data mentors for ideas, after all they know the data best!

- Continue or start creating and talk to the mentors
- Consolidate your many ideas into one or two good ones
- Start a storyboard of how you will communicate your ideas
- 12pm make sure all team members are registered in Hackerspace
- Take some photos of your team or media that will help your Vid entry
- Submit team registration page and nominate prize categories by **the5pm deadline!**
- Test and refine the entry
- Keep building

Sunday

Last year's competitors will all tell you the same…….. "it took me all arvo to create my Vid and then we had loading problems….Aggghh Panic!" On average it takes about an hour to load vids on YouTube and new technology when you're stressed takes twice as long as you want… so factor these elements into your days plans.

- Finalise your storyboard script. This is your chance to sell your data reuse idea to the judges
- Finalise building your entry or if you're running out of time focus screens that will feature in the vid the most
- Arrange for a quiet space to record any audio and filming you 3 minute presentation.
- By 2pm you should be in editing mode for your vid Film your
- Get your team page completed to meet all entry criteria
- Aim to start loading your vid to YouTube (or similar) by no later than 4pm
- YouTube gives you a URL link as soon as you start loading your vid – so make sure you grab this and enter it on your project page
- Finish and submit entry by 5pm.

Don't forget to look after yourself: take breaks, eat, drink and go for an occasional walk. Allow some time to get away and freshen up. Showers clear the mind!

Submitting your entry

- Hackerspace is the Official GovHack competition submission site and allows you to submit all components required for your team's Govhack entry. *Note: submission elements and times are system controlled so not extensions are available!* Teams are required to submit the following as part of their competition entry on Hackerspace:

- **Register all Team members** in Hackerspace (If your team win we can only recognise registered team members).

- **A descriptive project page**, listing your team members, details about your project, what data sets have been used and what competition categories (local, national and international) that you are going for. The project page must include your Project Description Data Story. This is a short description that describes how data has been reused and what your project is about. Submit an image that best captures your concept e.g a logo or Image. If you win an award this is what we will use to describe your project :)

- **Nominate your Prize Categories.** When you register your Team Project on the HackerSpace you'll have access to the International and national competition prizes as well as your relevant local competition prizes to compete for. Teams may register more than one entry; a new project page is required for each entry. You can nominate more that than one prize category for each for each project entry so long as the entry meets the multiple eligibility criteria. At a minimum please nominate one national and one local prize. We encourage projects to focus on a few prizes not all the prizes. The best way to maximise your chance to win is to use a dataset from the National official list and a datasets from your local competition and to check for any Prize category eligibility criteria such as a specific datasets.

- **Outcomes from the project itself** (any code, graphics, mashups, applications, website URLs, photos of each stage to create your artistic representation etc) which must all be made available under an open source/content licence to be eligible for prizes. If judges are able to see and play with it that is useful, but this is a minor component of the judging.

  Teams can put the code/source on GitHub, Sourceforge or an equivalent repository system and must make the URL available on their team page for verification. For artistic works you may need to create a photo library or share a link to a Googledocs that contains evidence of the stages of your project.

- **Data reused –** On your project page you are required to record any data used. This is especially required if the prize categories entered have a data usage requirement for eligibility. Help make judges life easy and add the link to t

- **A pre-recorded video (maximum three minutes)** embedded on your project page that demonstrates your hack in action for the judging panel. The preferred method is to use a screencast with a voice-over narration explaining your hack, why you created it, and what is being show in the video.

  Remember that the judging panel is viewing the videos in isolation and doesn't necessarily have any context around your project. You may mix in other elements with the screencast, such as footage demonstrating the issues your hack addresses, interviews, live action material you've filmed, et cetera - but be aware that videos that don't focus on showing off the hack itself will not be as valued as ones that do.

  You are encouraged to include your team name, event location, team members, and to talk about the data you have used and your data reuse story. Check out the hacker toolkit for some assistance and instruction on how to make a compelling video. Remember: Your video should not take more than a few hours out of your weekend if you keep it simple

Timeframes to register and submit:

- **7pm Friday Local time** - Hackerspace opens and prize categories are announced for your region
- **12pm Saturday Local time**-all competitors must register as a user on Hackerspace.
- **5pm Saturday Local time** - A Team Project Page and your prize category nomination must be completed in Hackerspace. Record all your team members on your project page and the URL to your proof of concept repository. No new projects pages can be created after this time. You are still able to edit your project page after this time.
- **4pm Sunday Local time** - Your video should be finalised and a URL linking to your video created to load on your Project page. It may take some time for your video to load once you have started the process
- **5pm Sunday local time** - You MUST have all parts of your competition entry finalised by 5:00pm Local time which includes 1) your team page, 2) your data story description and detail of datasets used 3) your Project outcomes (demo's, code, graphics, photos submitted, and 4) your video link uploaded.

Competition rules

Prizes

All prizes you can compete for will be announced on 3 July at the Unleashed 2015 launch party at 7pm! After then you can find the prizes http://www.govhack.org/2015-prizes/. Teams are eligible for some great prizes, including:

- International Prizes categories
- Australian or New Zealand GovHack Major Prize categories
- Australian Bounty Prize categories
- Unleashed Prizes

You must nominate which prizes you are competing for on your Hackerspace project page.

Team Prizes

There are also a few prizes for particular categories of participants. Teams must self-nominate in the HackerSpace which of the following categories best describes their team and declare the eligible members. Team awards can be nominated for if over 50% of your team members identify with the nominated team category. A youth is anyone 18 years or younger. To be eligible for the Best University or Best Public Servant award please add the relevant competitors *.edu.au or *.gov.au email address.

Hackers Vote

A Hackers Vote award will be issued to the highest voted overall project. There are four weeks you can nominate your Hackers Vote. Only registered team members can vote so make sure all your team members are registered on your project page. You will have 3 voting points which you can allocate over 3 projects (1 point per project).

Spirit Prizes

Unleashed Spirit Prizes are awarded to an individual who make the event awesome just for participating, sharing, laughing and getting into the spirit of Unleashed. A Local Spirit of GovHack prize for the team that displays the greatest spirit of GovHack, aka the best "hacker" ethos will also be awarded. This means the team who best helped others, shared, learned or applied their skills creatively or cleverly. Local Spirit prizes are announced on the Sunday night after the competition. Each local winner will be then up for the GovHack Spirit of GovHack Award announced at the Red Carpet Awards.

Judging Criteria

Teams are required to submit the following as part of their competition entry:

All GovHack entries will be judged by the GovHack Competition Judging Panel against the following criteria:

- Originality

- The relevance to the team nominated category definition and prize eligibility criteria

- Consistency with contest purposes including social value

- Quality and design (including standards compliance)

- Usability (including documentation and ease of use)

Judging

The Unleashed and GovHack competition judges will choose all winners. The judging panels for prizes will consist of a mix of organisers, government agency representatives and industry sponsors as appropriate for each prize. All Submissions elements detailed in "Submitting your entry" section of this document must be completed by the required time. No requests for extensions will be considered. Final arbiter is the judging panel whose decision is final. No correspondence will be entered into. This is a competition of skill. Chance plays no part in this competition. Judges are not eligible to compete for prizes.

All other competition rules are available at www.govhack.org/competition-rules-code-of-conduct/

Code of Conduct

By participating in Unleashed/GovHack 2015, as a competitor, you agree to the following. I will:

Treat others with respect
I will not abuse, stalk, harass or threaten others. I will not make offensive comments related to gender, sexual orientation, disability, physical appearance, body size, race, or religion. I will not disrupt other people or the event. I will not make inappropriate physical contact or pay unwelcome sexual attention to other participants.

Keep it G-rated and be mindful of my language
I will not swear or make sexist, racist, or other exclusionary jokes which may be offensive to those around me. I will behave in a way that is suitable for anyone to view, including young children. I will only submit competition material that is suitable for anyone to view, including young children.

Respect the venue and equipment
I will keep the venue clean and tidy and use the rubbish and recycling bins as appropriate. I will let the organisers know if there are any issues.

Follow the competition rules
I will only use authorised materials that I have the right to use and release. I will not submit any projects which are potentially libellous, false, defamatory or overtly political, or which contain material which is potentially confidential, commercially sensitive, or which would cause personal distress or loss. I will check the website and/or speak with one of the organisers if at any stage I am unclear on the competition rules. I will not submit an entry that I have started prior to the competition launch at 7.00pm.

Look after myself and others
I will remember that we are all here to create, not party. If I am under 18, I will ensure my guardian is with me whenever I am at the venue.

If I am the guardian of a participant under 18, I will ensure I keep an eye on them. If I am feeling uncomfortable, am being harassed, notice that someone else is being harassed, or have any other concerns; I will immediately contact an Unleashed/GovHack organiser.

Respect the decisions of Unleashed/GovHack Organisers
Remember that the Unleashed/GovHack organisers are in charge and have put a lot of effort in to organising a great event. I will not do anything to ruin the event or engage in any behaviour that violates this code of conduct. I understand that the Unleashed/GovHack organisers may take any action they deem appropriate, including warnings or expulsion from the Unleashed/GovHack event. I understand that if I am removed from the event due to inappropriate behaviour, I will no longer be eligible to compete for Unleashed/GovHack prizes.