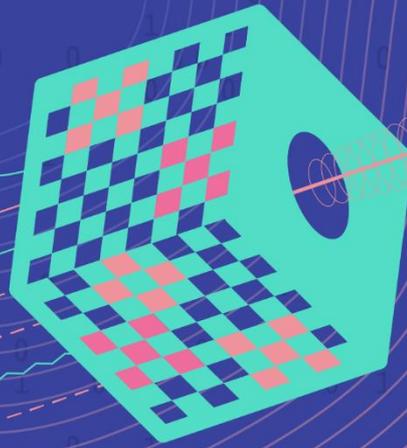




**CASSINI**  
Hackathons & Mentoring



# Application Guide for local organisers

4<sup>th</sup> CASSINI Hackathon

Implemented by

**VERHAERT** | MASTERS IN INNOVATION

 **space-tec**  
PARTNERS

# Application Guide

This guide is intended to provide you with all information you need for applying to the open call for local organisers for the fourth edition of the CASSINI Hackathons on **4-6 November 2022**.

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# CASSINI Hackathons & Mentoring

The CASSINI Hackathons & Mentoring is the first action in the implementation of CASSINI, the European Commission's new initiative to support innovative entrepreneurs, start-ups, and SMEs in the space industry, including New Space, during 2021-2027.

The CASSINI Hackathons are a series of semi-annual hackathons that tackle global challenges with European space technologies. Each hackathon is a hybrid event that takes place in 10 different locations across Europe simultaneously. The purpose is to bring together young entrepreneurs, technologists, and researchers from around Europe and to provide an attractive environment to develop innovative applications and learn about the European space programmes. Participants will be supported with training resources and dedicated sessions on how to access these data and services and with training to publicly showcase their solutions. The three winners of each hackathon receive access to the CASSINI Mentoring, a tailor-made mentoring and coaching scheme.

[VERHAERT New Products & Services](#) and [SpaceTec Partners](#) form the core team implementing the CASSINI Hackathons & Mentoring action on behalf of the European Union Agency for the Space Programme (EUSPA).

## Open call for local organisers

With this call we are looking for partners who are motivated to support the next generation of space-based entrepreneurs by becoming a local organiser. Our local organisers co-organise the hybrid event on a local level, implementing the hackathon concept across Europe.

As a local organiser you have the opportunity to host a hackathon location within the framework of the CASSINI Hackathons. This allows you to engage with your local ecosystem to solve important problems for industry and government with the power of space technologies. In addition, you will be able to expand your European network and position your organisation in the leading space entrepreneurship ecosystem.

## Timeline for the fourth hackathon

The dates for the 4<sup>th</sup> CASSINI Hackathon stated below are tentative and can be subject to change due to decisions of the European Commission or the European Union Agency for the Space Programme. In case the dates change after your application or selection as local organiser, you will have the opportunity to decide if you still want to be a local organiser for this edition of the CASSINI Hackathons.

Key dates to consider for the 4<sup>th</sup> CASSINI Hackathon:

- 23 May 2022: Start call for local organisers
- 23 June 2022: Deadline call for local organisers
- 1 July 2022: Onboarding and start preparation phase
- 1 September 2022: Start promotion campaign and registrations
- From 17 October until 20 October 2022: The Big Ideas Campaign



- From 4 November until 6 November 2022: The Hackathon Weekend
- 9 November 2022: The Demo Day

## Application process

### Eligibility criteria

Local organisers must be a legal entity of the EU27, Norway, Iceland, or Switzerland or have established their organisation in the territory of one of these countries. Only applications from eligible applicants will be considered for evaluation.

Applicants must have demonstrated experience in organising hackathons, innovation competitions, or providing innovation support such as business incubator or accelerator operations. Applicants must also have the organisational capability to host a hackathon location.

### How to apply?

If you want to become a local organiser for one of the CASSINI Hackathons, you must prepare and submit the following documents:

- An application document based on the application template for local organisers
- A budget based on the budget template for local organisers

Your application document should be brief and answer the questions in the template. You can provide additional information, if relevant for your application. But please, do not write a lengthy document.

You must submit the application documents and any attachments via [hackathons.cassini.eu/organisers](https://hackathons.cassini.eu/organisers). The application deadline for the fourth CASSINI Hackathon is the **23<sup>rd</sup> of June 2022 at 23:59 CET**.

### Evaluation criteria

Your application will be evaluated based on four criteria:

- The quality of your plan for communication and promotion of your local hackathon, and your commitment on the number of participants (25%)
- The involvement of relevant partners from your local ecosystem (e.g., governments, universities, research centres, companies, etc.) (25%)
- Your capability to host a hybrid/virtual event with remote participants, to ensure a digital connection with the central virtual hub and the other local hackathons and to provide digital tools to access and use to Copernicus and/or Galileo/EGNOS data (25%)
- Your experience with space-based and/or information technologies (e.g., earth observation techniques, geographic information systems, global navigation and positioning, big data, data analytics and artificial intelligence) (25%)



## Evaluation process

Your application must be submitted before the deadline and must be complete. Incomplete applications and those received after the deadline, will not be accepted for evaluation. An evaluation board, composed of independent jury members, will review, and evaluate the application documents and score them according to the evaluation criteria and their associated weighting factors.

The evaluation board will ensure a geographic spread across the eligible countries:

- A maximum of two local organisers from the same country can be selected per hackathon edition, provided that these two hackathon locations are organised in different cities. In case multiple applications are received for a hackathon location in one city, only the highest-scored application will be considered for selection. In case multiple applications are received for a hackathon location in one country, then only the two highest-scored applications will be considered for selection.
- In case more than 10 applications are received, preference will be given to **new locations**, where no hackathon has been organised previously.

The evaluation board will select **up to 10 local organisers** based on their ranking and the above rules. Applications should have a minimum score of 60% to be selected. In case that local organisers receive the same score, the representatives of the European Commission and EUSPA on the evaluation board will make the final decision about which application will be selected.

After the selection of local organisers, the contact persons mentioned on the application documents will be informed of the decision. While the process is usually shorter, this can take up to one month after the closing date of the call.

In case you are not selected as a local organiser, you can ask the core team for feedback on why your application was not selected in a verbal debriefing.

In case you are selected, the core team will take steps to sign the necessary documents and start the onboarding process.

## Good to know

Activities promoting or related to alcohol, tobacco, religion, politics, intolerance, violence, firearms, pornography, obscenity, gambling, or illegal drugs are explicitly excluded from this open call.



# Hackathon journey

As a local organiser you will be the anchor point for participants their hackathon journey. This section provides a conceptual example of the hackathon concept. This should provide you with sufficient detail to formulate your application.

## Planning & preparation

After selection, the core team will extend local organiser agreements and onboard the local organisers. An introduction meeting will be held to align all local organisers. Local organisers will also receive access to the platforms and tools through which the event will be run in this period.

Following onboarding, local organisers start planning and preparing the hackathon in their location. It is up to local organisers to make all necessary arrangements to produce a successful local hackathon. This includes but is not limited to the following activities:

- Event planning and preparation
- Contracting local suppliers
- Setting up the local infrastructure
- Engaging local facilitators and experts
- Involving relevant partners from the local ecosystem

Local organisers are expected to join the weekly coordination calls with the core team and all other local organisers. These calls are intended to share information, provide training (on the platforms & tools, communication & promotion, etc.) and for questions and feedback. The weekly calls run from 24 August until the end of the hackathon period, 16 November, and will be a 1-hour training and coordination call per week.

## Communication & promotion

The next milestone is the start of the communication and promotion activities. For the 4<sup>th</sup> CASSINI Hackathon, promotion activities should begin on the 1<sup>st</sup> of September 2022. With the start of the campaign, the registrations for the hackathon will open. Local organisers should have the key content for the website prepared by this date (venue, sponsors, prizes, etc.).

Local organisers are responsible to attract high-quality participants for their hackathon location. Therefore they should run a communication and promotion campaign to selected target groups in their local ecosystem. The core team will work closely with local organisers to support their communication and promotion efforts by providing help on a local marketing strategy and plan, paid advertising on social media, and the creation of local marketing collateral.

## The Big Ideas Campaign

A few weeks before the hackathon, we will run a campaign to promote the hackathon. This campaign explores the theme, challenges, and inspires participants with the possibilities of space technologies and calls them to action.



The Big Idea Campaign for the 4<sup>th</sup> CASSINI Hackathon will take place from the 17<sup>th</sup> to 20<sup>th</sup> of October 2022. Over the course of the campaign, both the core team and the local organisers will host a number of virtual/hybrid sessions. Those interested in participating in the hackathon will be able to pick and choose from the programme.

As a local organiser you are responsible for organising and facilitating the local side of the Big Ideas Campaign. Local organisers should host at least one virtual/hybrid sessions:

- A local info session to inform about the hackathon or
- Optional: A theme or technology-related session to inspire participants

We are interested to learn from your application how you would like to fill in the Big Ideas Campaign for your hackathon location within this framework.

## The Hackathon Weekend

The hackathon itself will take place over a weekend from the **4<sup>th</sup> to 6<sup>th</sup> of November 2022**.

### Friday evening

The kick-off of the event will take place on Friday evening with a plenary welcome from the organisers at the central virtual hub. Hackathon locations are then welcomed to follow up with their own welcome sessions for local participants.

After the kick-off and a possible last-minute team formation session, the hacking starts. Hackathon participants can then start working with their team. This first evening is an excellent opportunity for shaping and defining the idea for the hackathon project. Local organisers are responsible to facilitate the innovation process and coach the teams during the hackathon.

### Saturday

On Saturday morning, the hacking continues after a short plenary reboot session. Teams will be encouraged to work both on validating the problem and building a solution for it. Local organisers are responsible to facilitate the innovation process, provide check-in or training sessions as necessary and make available experts who can help the teams in a one-on-one setting. Local organisers can design this part of the programme based on their own capabilities and those of their partners. It is recommended to offer both technical and business support, so that different profiles in the teams can find the support they require.

The first day of hacking concludes with a sharing session. This one is focused on sharing experience, not only between the teams participating in a hackathon location, but also between the teams in other hackathon locations.

In between the reboot session and the sharing session, the live stream from the central virtual hub will facilitate interesting talks, live coverage of the hackathon locations and some participant engagement activities. Local organisers are responsible for ensuring they are available for live interviews and to facilitate access to selected teams for the live stream. Therefore, it will be necessary that a local organiser has a dedicated media coordinator available during the weekend, who will be in direct communication with the



central virtual hub. Local organisers also need to ensure a live video connection, preferably with the audio-visual equipment provided by the core team.

Local organisers can offer on-site hacking during the Saturday night but are not required to do so.

## Sunday

On Sunday, the hacking continues. The teams will be working mainly on their prototype, but also need to create a pitch presentation. Local organisers should provide adequate support to help the teams deliver a compelling pitch. At the end of the hacking phase, all teams are required to submit a summary of their project, the prototype they worked on and their pitch presentation.

Local organisers will then organise a local pitch round and award ceremony. **A common scoring matrix is to be used across all hackathon locations.** For the rest, local organisers can also shape this part of the hackathon.

The live stream from the central virtual hub again integrates local stories and footage with other video reports. The weekend ends with a closing session for all participants, organisers, crew members, facilitators, experts, and other audiences.

We are interested to learn from your application how you would like to fill in the Hackathon Weekend for your hackathon location within this framework.

## The Demo Day

In the week following the hackathon, the local winners compete in a pitch round at European level. The Demo Day for the 4<sup>th</sup> CASSINI Hackathon takes place on the **9<sup>th</sup> of November 2022**.

In this virtual evening event, the local winners compete to be selected among the top three teams in the CASSINI Hackathon. The teams will pitch their idea to a professional jury and will be evaluated based on a common set of evaluation criteria. Finally, the overall winners are announced at the award show immediately following the evaluations.

This part of the hackathon event is organised by the core team and facilitated from the central virtual hub. Local organisers are responsible to help the local winners prepare their pitch for the Demo Day. In addition, they should encourage other teams to join the event and facilitate this if possible.

## After the event

The core team and the local organisers will work together on the ex-post communication. Local organisers are required to provide a final report on their activities and results.



# Theme and challenges

The 4<sup>th</sup> CASSINI hackathon will challenge participants to develop new products and services using the EU space technologies to contribute to the future of finance, insurance, and investments.

## Theme: 'Space for the financial world'

The acceleration in digitisation and **digital engagement** in the financial sector is driving a hunger for modern data and analytics tools together with new technologies such as artificial intelligence and **blockchain**. The fourth CASSINI Hackathon will focus on how European space technologies feature in the future of finance, insurance, and investments. Geospatial information from Copernicus, and/or timing and positioning technologies from Galileo can help advance the digitalisation and **greening** of the sector. From understanding the impact of our climate on commodities trading, through to better assessing the risk of investment and insurance, the options are countless.

Discover the EU space programmes in focus for the 4th CASSINI Hackathon:

- **Earth observation:** Participants may develop ideas/concepts for new products and services that utilise geospatial information from Copernicus Earth observation data and its services to generate new insights into publicly traded companies, predict commodity performance and feed risk assessments and insurance models.
- **Satellite positioning:** Participants may develop ideas/concepts for new products and services that use timing and positioning information from Galileo to understand movements support the finance sector with time-stamping transactions and claims assessments.

## Challenge #1: Enabling green and sustainable investment

Environmental, social, and governance (ESG) factors are increasingly being applied by investors to identify material risks and growth opportunities. Socially responsible investing (SRI) takes this one step further by looking at companies engaged in social justice, environmental sustainability, and alternative energy/clean technology efforts. But it is not only about new investments – existing companies can also work toward carbon neutrality and offsetting their carbon footprint. In our natural world, this may look like the protection and investment in the Earth's carbon sinks such as our oceans, forests and soils and carbon emissions trading.

This challenge tasks participants to develop products, devices, or services that leverage European space data, information and signals from Copernicus and Galileo to enable green, sustainable, and impactful investments. We encourage participants to dive into the areas of:

- Social or environmental impact investing
- ESG and SRI focused portfolio development
- Sustainable business operations
- Carbon offset trading

## Challenge #2: Innovating financial tools and technologies

The significant volumes of satellite-based EO data as well as GNSS timing and positioning information can offer companies a competitive advantage in the marketplace. Satellite imagery is a tool used in parametric (or index-based) insurance solutions, and the same imagery can help to protect vulnerable populations and natural ecosystems against natural disasters with comprehensive insurance services. Insurers, reinsurers, and financial institutions also benefit stand to benefit further with refined risk models, more accurate



damage assessments and new index products all supported by space data and information. Claims assessments and timestamping of transactions in finance is another interesting area that GNSS can bring added-value to.

This challenge tasks participants to develop products, devices, or services that leverage European space data, information and signals from Copernicus and Galileo to create new or improved forms of insurance and financial tools for businesses and consumers alike. We encourage participants to dive into the areas of:

- Traceability for banking and financial institutions
- Claims and damage assessment
- Risk modelling and risk assessment
- Novel and innovative insurance products
- Index production
- Financial software or mobile applications

### Challenge #3: Advancing global market intelligence

Many factors can affect the volatility of stock markets and the financial risk of individual companies. This is particularly true for commodities, where mother nature, supply and demand, and availability of storage and transportation all contribute to trading prices. At the same time, economic performance can be monitored and predicted across other consumer-based industries based on the physical movements of buyers or visitors to stores and locations. EU space technologies can contribute to the calculation of indicators which can be used by investors, insurers, consumers, and government alike to make data-driven decisions and reduce risk and exposure to uncertainties and develop sound financing strategies.

This challenge tasks participants to develop products, devices, or services that leverage European space data, information and signals from Copernicus and Galileo to advance the global market intelligence. We encourage participants to dive into the areas of:

- Commodities trading
- Stock market intelligence
- Financial risk reduction

We are interested to learn from your application what your link is with the theme and these challenges.



## Local participants and teams

Participants must register as individual, natural persons for a hackathon location. They must be of legal adult age and reside in the EU27, Norway, Iceland, or Switzerland.

The goal is to attract committed participants with technological experience and an entrepreneurial spirit, and to build new teams around ideas that have potential to last beyond the hackathon. Participants can be students, industry professionals, researchers from academia, people working for governments or non-profits, etc. Before the hackathon, participants should have the opportunity to brainstorm new ideas and form teams around these ideas. Only teams that consist of at least three participants, with at least one business and one technical profile, and tackle a problem within one of the challenges can take part in the hackathon.

In order to ensure that all teams start from the same point and to stimulate new concepts and ideas, the hackathon has a fresh code rule (i.e. all code must be written at the hackathon or publicly available). **The event is thus not intended as an opportunity for existing start-ups to pitch their product.**

Local organisers can determine how many participants they will host based on their capabilities. Please indicate and explain how many participants/teams you expect in your application. **We believe each hackathon location should have 50 active participants in 10 to 12 teams.**



## Local partners and sponsors

We believe real innovation comes from collaboration across organisations. Therefore, we strongly encourage local organisers to work with other organisations from their local ecosystem.

It is up to the local organisers to gather the support of local partners that they believe are needed to run a high-quality local hackathon. We believe a local organiser and its partners should cover the aspects of business & innovation, space technology, digital technologies, finance, insurance, and investments. Local partners can be incubators and accelerators (from inside or outside the space community), technology companies (e.g. those working with emerging digital technologies, or from the space sector), businesses and organisations working in the financial sector, etc.

These partners can have different roles or add value in different ways:

- Support the promotion of the event
- Act as challenge owner for one of the challenges
- Provide interesting space or in-situ datasets related to the challenges
- Provide expertise on how to work with space data and signals or emerging digital technologies
- Help facilitating the innovation process and coaching teams
- Sponsor the venue, equipment, a prize, etc.
- ...

These partners can have different reasons to collaborate on the hackathon event and become part of the community. Some are interested in broadening their networks and connecting with entrepreneurial innovators. Others want to learn more about the possibilities of EU space data and signal in their sector, or they want to contribute toward solving important global challenges.

Please note that we require one organisation to take the lead, as local organiser.



## Competition and prizes

Aside from being an inspiring event to discover innovative applications of European space technologies and an opportunity to collaborate with a diverse group of people with similar interest, the hackathon also has a competitive aspect.

All participating teams are challenged to deliver a compelling pitch of their idea and demonstrate the prototype they have built at the end of the hackathon weekend. Local organisers are responsible to check the pitches and prototypes, evaluate them and select a local winner. **Local organisers are encouraged to offer a prize for the winning team and the runners-up.**

Each of the 10 local winners will pitch their solution at the demo day in the week following, competing in the European-level competition. Each local organiser will coach their winning team to deliver a compelling pitch. A professional selection committee will listen to the pitches and evaluate each team. After careful deliberation, the selection committee will select the three overall winners. These winning teams **will receive 100 hours in mentoring over the six months following the hackathon.** Local organisers have the option to provide a physical location for the local winner to pitch as a part of the virtual event or for other participants to follow the event, but it is not a requirement.

A scoring matrix will be defined to assist the local evaluators and the selection committee to select the winning teams. There will be an important focus on teams' commitment to move forward with their idea following the event. Teams winning the mentoring prize should be able to benefit from it and grow into a successful start-up.



# Support for local organisers

The core team supports the local organisers in multiple ways.

## Support package

Local organisers will receive a comprehensive **support package**. This includes a general expense budget of **EUR 24,000** intended for costs related to the organisation of the local hackathon, as well as in-kind communication and promotion services and a technical support package provided by the core team.

### General expense budget

Local organisers can use the general expense budget to cover the costs directly related to the organisation of the local hackathon, up to **24,000 euro (VAT exclusive)**.

Costs that could be paid from the budget include, but are not limited to:

- Venue, catering, etc.
- General ICT equipment
- Additional audio-visual equipment
- Preparation of extra datasets
- Fees for facilitators, experts, speakers
- Personnel costs for planning, preparation, and execution
- Prize(s) for the local winner(s)

Local organisers must indicate how they will spend this budget as part of their application. The budgeted costs must be realistic estimates of the true costs. The allocation of the budget is an important part of the application. Please note that local organisers will have to list their expenses and personnel costs and provide invoices/receipts as part of the reporting after the hackathon.

The **general expense budget** will be paid out to local organisers in **two instalments**. One third of the budget will be paid out in advance **pending approval of the interim report**. The remaining two thirds of the budget will be paid out after the event has concluded and the **final is approved**.

### Communication and promotion services

Local organisers will be provided with in-kind communication and promotion services by the core team. These services include help on a local marketing strategy and plan, paid advertising on social media, and the creation of local marketing collateral (graphic design, copywriting, translation, etc.).

Local organisers should demonstrate in their application how they wish to complement the central communication efforts with their own communication and promotion. It is also interesting to learn how they will leverage existing communication channels to spread the message of the CASSINI Hackathons and what the role of their partners can be.

### Technical support package

The technical support package contains the basic audio-visual equipment to facilitate the connection with the central virtual hub **during the Hackathon Weekend**. The package will be shipped and delivered to the



local organiser, who will be responsible to set up and operate the equipment for the event. After the event, the package will be picked-up and shipped back in **7-days time after the Hackathon Weekend**.

The technical support package will include the following items:

- A laptop for video capture and live streaming
- An external keyboard
- A camera with tripod
- A microphone
- All necessary software will be pre-installed and -configured

Local organisers need to take care of the equipment while it is in their possession. The contents of the package can only be used for activities related to the organisation of the local hackathon.

## Additional resources

Local organisers can also benefit from additional resources to run the hackathon.

### Website & brand kit

All common information for participants (such as the challenges, on-demand training, the hackathon toolkit, etc.) will be hosted in the CASSINI website (<https://hackathons.cassini.eu>). The website is also the gateway to the central registration process. In addition, each local organiser has a dedicated section on the website containing information about their hackathon location (such as the local agenda, practicalities, experts, sponsors, prizes, etc.). The website is managed and updated by the core team, based on the local content provided by the local organisers.

Next to the website, the core team provides local organisers with access to a managed mailing platform for mass-communications to registered participants in a GDPR-proof way.

You will also receive a brand kit with guidelines on the visual identity, branded templates, and some associated visuals. This enables you to apply the visual identity across all material developed for the hackathon. The visual identity and core messages should be respected in all external communication for the hackathon location.

### Platforms & tools

You will receive access to a common hackathon and event platform that will be set up for the whole hackathon. The platform will be available for the duration of the event. It will include functionalities like registration, team formation and project submission. In addition, the platform will be able to host a live stream, organise virtual sessions and facilitate questions and answers.

In addition to the virtual event platform, a chat environment will be set up for the whole hackathon community. The chat environment will be available from the launch of promotion activities. Local organisers will have administrative rights when possible. This enables them to reach their participants easily before, during and after the event. Also, participants can chat with each other, within teams and across teams.



## Hackathon resources

Local organisers will receive a set of hackathon resources that includes a blueprint of the event, a playbook for participants, canvasses, an evaluation matrix and much more.

## Challenges & datasets

The challenges will be defined for the whole hackathon. Local organisers will receive background information and presentation material about the theme and its challenge.

For working with Earth observation data, a prepared data cube based on Copernicus data and information will be provided. This will enable participants to have a head start and not spend unnecessary time on data preparation. This dataset will be limited in geographical and temporal scope. Of course, local organisers are also encouraged to complement this dataset with their own locally relevant (space or in-situ) datasets, or datasets provided by partners, if these fit into the defined challenges.

## Cloud infrastructure

To deliver the data cube and allow participants to perform cloud processing, participants will be provided with access to a DIAS platform (<https://www.copernicus.eu/en/access-data/dias>). For each edition of the CASSINI Hackathons we work with one DIAS provider. This provider will ensure training in advance of the hackathon and support during the hackathon. An expert will be available during the hackathon as well to assist teams with troubleshooting.

## Community of experts

A community of experts will be available online to help teams on a one-on-one basis. These are experts in fields related to space technology, the theme, and innovation methodologies.

Local organisers are also encouraged to provide experts to help participants in the hackathon. These can be experts in the challenge-matter, space technologies, emerging digital technologies or business and entrepreneurship.

Local organisers can determine how many experts are needed based on the number of participants and the type of support provided to participants. We think it is good for a hackathon location **to have 5 to 10 experts to support the participants.**

## Code repository

A common code repository will be provided, where sample code from previous participants can upload their code as open source.



## Other topics

### Local languages

The main language of the CASSINI Hackathon will be English. Local organisers can facilitate the local hackathon and provide workshops and trainings in one or more local languages. However, the main communication and the interactions with the central virtual hub must be in English. The project summaries, prototypes, and pitch presentations that the teams submit must be in English as well.

### Reporting

Local organisers are required to provide both, **an interim report and a final report** on their activities and results.

The interim progress report is a forward-looking report that is will be due at the beginning of September and should contain the following. A summary of your planning efforts and overview of your activities until the end of the hackathon edition. The updated information about partners/sponsors, actions in the big ideas campaign, local hackathon programme, ... (all information that should be on the website).

The final report is a backward-looking report that should be delivered after the hackathon in November. The report should contain an overview of all activities, the impact of the action and a listing of the expenses and personnel costs that are covered with the general expense budget. The report should also contain the invoices/receipts for the expenses.

### Data protection compliance

The CASSINI Hackathons & Mentoring is a programme of the European Union, managed by the European Union Agency for the Space Programme (EUSPA). This means stricter data protection regulations apply than those you have to follow as a private company, in particular regulation (EU) 2018/1725. These regulations need to be followed by contractors and subcontractors as well. As direct impact of this, the channels that you have available to communicate with hackathon participants will be managed by the core team. Due to consent management, local organisers can contact participants only via the mailing platform ([MailerLite](#)) for mass mailings, or through the hackathon platform ([TAIKAI](#)) for individual messages. **Direct contact with participants via email will not be possible.**



## Frequently asked questions

### **Will the event be virtual, hybrid or physical?**

If local COVID-19 measures allow it, local organisers can organise the local hackathon as a hybrid event. However, local organisers should in any case be prepared and open to receive remote participants.

### **Can we organise a local hackathon with a consortium?**

Yes. It is good practice to involve all partners closely with the organisation of the local hackathon for the best result. However, we require one partner that is the end responsible for the local hackathon. This partner will be our main point of contact and the recipient of the support package.

### **Can a natural person organise a local hackathon?**

Local organisers must be a legal entity of the EU27, Norway, Iceland, or Switzerland; or have established their organisation in the territory of one of these countries. A legal entity is either a natural person, a private company, or a public law body. So yes, a natural person can in principle apply. Of course, the natural person would need have to have a VAT number. Like all applicants, they will also need to demonstrate the organisational capability to organise a local hackathon.

### **Which costs can be paid from the general expense budget?**

All costs directly related to the organisation of the local hackathon are eligible. Personnel costs and costs of freelancers can also be paid from the budget. See the application guide for more examples.

### **Should we include VAT in the budget?**

No. The budget should contain the estimated costs without VAT. Please note that the general expense budget of 24,000 euro is VAT exclusive.

### **Is co-funding from other sources required?**

No. You can choose to self-fund the costs that are not covered by the support package. It is also possible to work with partners that contribute in-kind or cash. It is highly recommended at least to have in-kind sponsors. Please indicate other sources of funding in your application and budget.

### **How much co-funding can we accept?**

We do not impose a limit. However, the local hackathon must remain true to the concept and requirements explained in this application guide.

### **Do I need to look for sponsors?**

No. But it is highly recommended to work at least with in-kind sponsors.



### **Who are the ideal participants?**

Participants can be students, professionals from industry or from academia, people working for governments, non-profits, etc. Keep in mind that the goal is to attract committed participants and build new teams around ideas that have potential to last well beyond the hackathon.

### **How old should participants be?**

Participants must be 18 years old. It is up to the local organiser to determine what the most interesting target groups are.

### **Is the hackathon intended for established start-ups only?**

Not at all. The hackathon is intended for a much broader audience. In fact, the hackathon is intended to form new teams. Nevertheless, individuals who know each other (colleagues, friends, ...) can form teams after registration.

### **Can we accept participants from multiple countries?**

Yes. Participants residing in the EU27, Norway, Iceland and Switzerland can participate in any of the local hackathons.

### **Can we accept participants from all over the world?**

No. Only people with residence in the EU27, Norway, Iceland and Switzerland can participate.

### **Can we target participants from multiple countries?**

Yes. As there are only 10 locations per hackathon, there will be many potential participants without a hackathon in their country. You can reach out to those in neighbouring countries to invite them to participate.

### **How many participants and teams should a local hackathon have?**

Local organisers can determine how many participants they will host based on their capabilities. We think it is good for a hackathon location to have 50 active participants in 10 to 12 teams.

### **Do I need to set up dedicated social media channels for the local hackathon?**

No. You should not set up new social media channels. Instead use your existing channels and make use of the official hashtags.

### **Will the hackathon weekend programme be set for the whole hackathon?**

Partly. The hackathon programme will contain several interaction moments with all participants, through the central virtual hub. We will also provide guidelines on how to structure the hackathon. The local organisers have freedom to shape the rest of the programme with hacking, coaching, workshops, trainings, presentations, or other activities.



### **How many experts do we need to provide?**

It is up to the local organiser to determine how many experts are needed. However, we recommend having at least 5 experts with diverse skills and expertise.

### **What type of experts do we need to provide?**

All expertise that can help teams in a hackathon are welcome. It is possible to involve experts related to Earth observation and satellite navigation, experts in emerging digital technologies, experts about the theme and the challenges or experts in innovation methodologies. Other routes to take are to involve potential customers or very early-stage investors to provide feedback to the teams their ideas.

### **Can I use my own data access platform?**

The DIAS platform used for a specific hackathon is where the official data cube will be hosted. If you would like to work with another data access platform or another provider for additional services, please reach out to us to discuss your specific needs.

### **Will there be training before the hackathon to get familiar with the platform?**

There will be online trainings providing guidance on how to use the DIAS platform available for participants. A dedicated section of the participant playbook will also support these activities.

### **Are there other prizes than mentoring?**

In the contest at European level, the top three teams will receive mentoring. Local organisers are encouraged to provide additional prizes for local winners. This prize can be sponsored for example.

### **Who will do the mentoring of the winning teams?**

The core team will set up and manage the mentoring programme for the winning teams. We have a pool of mentors but an open a call for mentors will also take place for each hackathon round.

### **Can we organise a local hackathon at another date?**

No. Local hackathons are an integral part of a large Europe-wide hackathon. Therefore, all local hackathons will happen simultaneously.

### **What is the timeline and what are the themes for the next editions?**

The fifth edition of the CASSINI Hackathons will take place in March/April 2023. The sixth edition for October/November 2023. The dates are still to be decided. The themes are not yet determined.

## **Contact us**

For more information or any questions about the open call for local organisers, send us an email at [hello@hackathons.cassini.eu](mailto:hello@hackathons.cassini.eu).

