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## 2020 Design Challenge Rules Addendum

Due to health concerns surrounding the coronavirus (COVID-19), there will be no in-person activities at the National Renewable Energy Laboratory for 2020 Design Challenge Weekend. Instead, the organizers are planning a completely virtual event to be held April 17–19, 2020. This addendum provides rules and guidance for participation in the virtual Design Challenge Weekend.

### Summary of Important Dates

- **March 31, 2020, 5 p.m. Eastern Daylight Time (EDT):** Teams must submit their Project Report and Team Photos by this deadline.
  - The Project Report, as detailed in Section 6.3, must be submitted via the [Project Site](#).
- **April 14, 2020, 5 p.m. EDT:** Teams must submit their Project Presentation slides (both Division and Grand Jury Presentations) and a 25-minute presentation recording. Optional Project Posters and Film Submissions will also be accepted.
  - Division and Grand Jury Presentation slides, as detailed in Section 6.4 must be [submitted via Box](#).
  - Division Presentation video recordings, as described below, must be [submitted via Box](#).
  - Optional Project Posters, as detailed in Section 6.5, should be [submitted via Box](#).
  - Optional Film Submissions, as detailed in Section 6.6, should be [submitted via Box](#).
- **April 17–19, 2020:** Finalist teams present to industry leaders at Design Challenge Weekend via virtual conference. Design Challenge winners are announced.

### Division Presentations

Division Presentations will include a 25-minute video recording, 3-minute live elevator pitch, and 10-minute live question-and-answer period. All teams will prerecord their 25-minute Division Presentation and submit to the organizers by April 14 at 5 p.m. EDT via [this submission link](#). Jurors will review these video recordings prior to the virtual Design Challenge Weekend. Recordings will be cut off at the 25-minute mark. On April 18, each team will provide their live 3-minute elevator pitch to their Division's jury via virtual conference. A single slide with the Collegiate Institution and three Project Images (submitted by the team on March 31) will be displayed during the elevator pitch. The organizers will create this slide for each team using the submitted Project Images. Teams are recommended to select one to two team members to give the pitch. Presentation slots will be listed in the Design Challenge Weekend app event program. This pitch is intended to refresh the juror's memory about the team's design and will be followed by 10 minutes of live Q&A with the jurors. During the Q&A, the 25-minute Division Presentation slides will be displayed for teams to reference as needed.



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Each finalist team is expected to have at least one student, but no more than five, participate in Division Presentations as speakers. Faculty may not participate in presentations, but are welcome to view the virtual presentations. The organizers recognize that team members may not be in the same location to record their presentation or for the live portion of the presentation. Teams are encouraged, but not required, to use webcam while presenting so the jurors can see them face-to-face. If this is not feasible, a webinar-style video (video displaying the PowerPoint slides with audio narration) will also be accepted. Teams are encouraged to view the other teams' Division Presentations throughout the day as well.

Jurors will modify preliminary scores for each team based on the 25-minute video recording, 3-minute elevator pitch, and the 10-minute Q&A. Division juror panels select first-place, second-place, and honorable mention award winners. First-place award winners will be notified on April 19 during the Design Challenge Division Awards Banquet. Unfortunately, there will not be time for teams to provide remarks after receipt of their award.

### Grand Jury Presentation

Each first-place team will deliver a remote 8-minute presentation live during the Awards Banquet for evaluation by the Grand Jury. Each first-place team is expected to have at least one student, but no more than five participate in Grand Jury Presentations. Faculty may not participate. These presentations will be given via virtual conference software. Teams are encouraged to use webcam while presenting. As with the Division Presentations, if this is not feasible, a webinar-style presentation will be accepted as well.

The Grand Jury chooses two Grand Winners according to the process described in Section 5.2 of the Rules. These teams will not provide remarks after receipt of their award.

### Weekend Activities

The revised agenda for virtual Design Challenge Weekend can be found via the [Project Site](#) Quick Links. Although no in-person events will be held, the agenda will largely follow the same format, with some activities excluded, such as the physical poster session. Virtual conferencing software will be used to host guest speakers, presentations, and other activities such as the Awards Banquet. Finalist and participant teams are encouraged to participate virtually in all weekend activities.

### Virtual Participation Guidance

Virtual meeting information will be provided via the Design Challenge Weekend event program agenda app closer to the event. Teams will have the opportunity to videoconference with the organizers on Friday, April 17, during Virtual Office Hours to test their network connection, sound, and video quality. Each team will be able to sign up for one 20-minute practice slot. Sign up information will be posted to the [Project Site](#) closer to the event.



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The following best practices are highly recommended for remote participation:

- The Jury Coordinator will serve as the facilitator of the presentation. Teams are responsible for knowing their point of contact and ensuring that connections and technology all work prior to their start time. The organizers have built in transition time, but it is limited to 5 minutes or less for each team.
- Use a hard-wired internet connection (i.e., ethernet cord). Wi-fi connections can be used but are not ideal.
- Mute your audio connection (phone and/or computer) when you are not intended to be speaking. The organizers will mute participants with excessive background noise.
  - Ensure you are only using one audio connection. Connect to audio via your phone OR your computer, but not both.
- Teams are encouraged, but not required, to use their webcam for presenting. As noted above, audio narration of slides is also acceptable.
  - Ensure you have a clean background while streaming video (e.g., no inappropriate or offensive images in the background, or people walking around).
  - Avoid window backdrops for lighting.
  - Be sure you look professional in your dress and speak professionally during your presentation.
  - Refrain from distracting behavior while sharing your video and/or audio, such as drinking or eating.