**Idiap Create Challenge**

# IDIAP CREATE CHALLENGE – ICC'2024
# Terms and Conditions

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# Idiap Create Challenge

## 1. Objectives of the Program

Aiming to foster the emergence of projects leading to the creation and development of working prototypes and demonstrators in the field of Artificial Intelligence, Idiap Research Institute (www.idiap.ch), The Ark (www.theark.ch), Banque Cantonale du Valais (www.bcvs.ch) and the other associated partners organize the "Idiap Create Challenge" (ICC, www.createchallenge.org). They will hereafter be referred to as "the organizers".

The ICC is a free of charge 9-day AI Super Hackathon during which teams will have the unique opportunity to transform their ideas into working prototypes or demonstrators. The best projects will be rewarded by financial and logistical support together with an appropriate coaching dedicated to the creation and/or development of a start-up if the teams wish to go further with their prototype.

The ICC has the following objectives:

1. Create several working prototypes or demonstrators
2. Foster the development of new ideas and the technology transfer in the research and technology areas of the Idiap Research Institute (www.idiap.ch)
3. Support one or more projects by providing financial and logistical rewards
4. Coach willing teams during the development of their idea towards the creation of a start-up.

## 2. Date and Place

The ICC'2024 will take place from August 20$^{th}$ to August 28$^{th}$ 2024 at the Idiap Research Institute (Rue Marconi 19, 1920) in Martigny, Switzerland.

## 3. Application

Highly motivated applicants will be selected based on the information uploaded via online forms available on the ICC website. Only complete applications, which have been submitted successfully online, will be considered. Receipt of submission will be acknowledged by a confirmation e-mail.

The call for participation is split into two parallel steps:

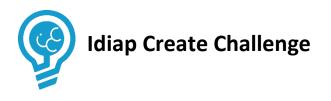### 3.1. Step 1: Register for more information

If you are in one of the following situations:
- You have an idea and a team
- You have an idea but no team
- You have neither an idea nor a team, but wish to participate,

You can register via the online form to receive more information. The objective is to create a pool of candidates that have the know-how, motivation and experience in the eligible areas and wish to participate in the ICC. Applicants must fill in a short registration form, after which they will receive further instructions for the submission of a project.

The ICC LinkedIn group will be used for registered candidates to get in touch with each other and share/join project/teams. Registered candidates are expected to join the group to look for a team or look for team members or share ideas.

### 3.2. Step 2: Project submission

The objective of the second step is to select teams based on a full proposal for a project. A team should be composed of 2-3 candidates on-site (ideally all possessing technical development or AI skills) who will take part in the ICC.

Each team is required to submit a **detailed work plan** (max. 4 pages, one sided) discussing their project. The work plan should include a clear description of the idea, the challenge, and the development approach. The project proposal must also contain a CV of each team member (1 page max per person). The **template** for project proposal as well as the link for submission will be provided to the registered candidates.

The data submitted by applicants will be treated confidentially. The organizers reserve the right to verify all information submitted by applicants.

### 3.3. Important Dates

- <u>Deadline for **registration**</u>: 1st May 2024
- <u>Deadline for **project submission**</u>: 1st May 2024
- <u>Notification of decision:</u> Beginning of June 2024

- <u>Start of the ICC'2024:</u> 20th August 2024 for a duration of 9 days (end on 28th August 2024)
- <u>Closing ceremony and award announcement:</u> 28th August 2024

### 3.4. Eligible Research and Technology Areas

In order to be eligible for the ICC, teams/projects must have an idea of demonstrator/prototype not developed yet.

Furthermore, projects should as much as possible exploit technology within the field of Artificial Intelligence and/or available within Idiap.

### 4. Applicant Selection

### 4.1. Selection Criteria

Applicants must be over 18 at the moment of registration. They should have expertise in one or more of the following areas:

- Software development and programming
- Web design and graphic arts
- Statistics, mathematics, machine learning

Projects will be selected based on their potential to become a prototype developed in only 9 days and on how well they fit into the eligible research and technology areas. <u>Projects/teams that already exist as a developed prototype or product will not be considered.</u>

### 4.2. Evaluation Committee

An independent evaluation committee of experts in the field of Artificial Intelligence will be in charge of the selection process according to the above-mentioned selection criteria. The evaluation committee is composed of at least one representative for the following institutions: The Ark, IdeArk, Idiap Research Institute, and Banque Cantonale du Valais.

### 4.3. Registration and selection process

Interested people go through the two steps indicated in the above section n°3 (registration and project submission) online.

After the project submission deadline (see section 3.3), the ICC jury will select about 10-12 teams/projects of 2-3 participants each.

The Jury reserves itself the right to select a smaller number of participants and possibly none, if it estimates that the submitted applications do not meet the above mentioned selection criteria. The decisions of the evaluation committee shall be without appeal and its deliberations are confidential.

## 5. On-site Technical Framework

The organizers will provide the participants with on-site Wi-Fi Internet access during the 9 days of the ICC. Please note that **no technical/IT equipment will be furnished by Idiap** except for Wi-Fi Internet access and office space. In particular, no workstation and no screens will be provided.

However, participants might express additional technical requirements at the point of project submission. No later requests can be taken into account.

The organizers will try to meet timely submitted requests where possible. They will inform the concerned candidates about their decision before the start of the ICC.

## 6. Slack channel

A **Slack channel** will be created for the ICC. The link will be provided to selected teams prior to the start of ICC.

## 7. Endowments

At the end of the ICC, the best projects/prototypes/teams will be granted different endowments and incentives:

### 7.1. Prize money

The winning teams will share a cash prize up to CHF 10'000.-. It is up to the jury to decide about the exact distribution of the cash prize during the final selection process. The ICC Jury reserves itself the right to reduce the number or size of cash prizes awarded.

The prize money will be, at the end of the ICC and in accordance with the winning teams' wishes, sent to the bank account(s) indicated by the team as a whole.

### 7.2. BCVs Innovation Challenge

The BCVs Innovation Challenge is proposed by Banque Cantonale du Valais (www.bcvs.ch) for the projects that will focus on specific challenges that will be set by BCVs and will be available here: www.createchallenge.org/bcvs.

Any team can decide to work on one of these proposed topics and try to win the award from Banque Cantonale du Valais for this special challenge. The prize money related to this special challenge is CHF 5'500.-. It will be awarded by a special jury from Banque Cantonale du Valais.

More information can be found here: www.createchallenge.org/bcvs

### 7.3. IdeArk Incubator

Should one of the teams decide to create a company locally by integrating the IdeArk Incubator, it may profit, if eligible to stay in Switzerland, from the following advantages:

- CHF 10'000.- in the form of a The Ark's Grant Scheme (The Ark's rules apply, www.theark.ch ).
- 3 years of free coaching and logistical support/services helping the team to lead its project to the marketing phase.
- Free office space (about 25 m$^2$) during 3 years on the IdeArk Incubator site.
- Financial advice and contribution provided through the CCF SA.
- Proximity to the Idiap Research Institute.

The IdeArk prize is awarded according to the IdeArk rules and conditions ("Règlements Prix IdeArk").

The total value of the endowment is estimated at over CHF 100'000.-, but may vary according to the proposed services. In order to benefit from the full endowment, the successful candidates shall create their company and perform most of their activities on the IdeArk Incubator site.

Coaching of the successful candidates is provided by the IdeArk Incubator. Coaching and logistical support/services are available to the successful candidates upon appointment, but will be progressively activated during the project development in accordance with the IdeArk Incubator rules. The above mentioned services and advantages must be used within 3 years upon appointment. No refunds or substitutions of endowments are permitted.

### 8. ICC Jury

The ICC jury is composed of Idiap experts from the eligible research and technology areas as well as the entrepreneurial domain. The jury members will appoint a chairman of the jury amongst themselves.

The jury reserves the right to award no endowment if it considers that the work done during the 9 days is deemed insufficient or if the jury suspects that the work had been done prior to the challenge. The decisions of the jury are taken by majority vote. In case of a tie the chairman of the jury has the casting vote. The jury is independent and sovereign. The decisions of the jury shall be without appeal and its deliberations are confidential.

### 9. Evaluation Criteria

The jury decision in order to award the above-mentioned endowments to the best projects/teams will be based on the following evaluation criteria:

Final Presentation:

- Quality and functional state of the final developed prototype
  - o Is the prototype functional?
- Originality of the idea/prototype
  - o Is the proposed resolution innovative? For BCVs themes: the challenge is the need/problem, the proposed resolution is the idea to judge
- Pitch enthusiasm and clarity

- o   Was the final presentation of good quality? Easy to follow? Convincing?
- Technical quality and AI use
    - o   Quality of the technical approach and chosen tools (e.g machine learning)

9 days:

- Progress made during the 9 days of the hackathon
    - o   Can you see an evolution between the start, the intermediate presentation and the final one?
- Team involvement and participation during the 9 days
    - o   Did the team participate to all workshops? Was the team motivated and interested in participating in the challenge?

### 10.  Opening and Awards Ceremonies

The opening ceremony will take place on **Tuesday August 20th 2024** at the Idiap Research Institute, Centre du Parc, Martigny. The ceremony consists in each team briefly presenting what they plan to do during the challenge.

The awards ceremony will take place on **Thursday August 28th 2024** at the Idiap Research Institute, Centre du Parc, Martigny. The ceremony consists in each team presenting their prototype/demonstrator and explaining the progress made in the 9 days of the challenge. The Jury is present and will designate the winners at the end of the presentations session.

During both ceremonies, the **organizers may take pictures and record the presentations of the teams**. Idiap Research Institute wants to increase the visibility of the Idiap Create Challenge by recording and making available online the presentations given by the participating teams and invited speakers, as well as by publishing pictures and videos of the event on the Idiap Research Institute social media accounts.

By submitting a project proposal, each team member authorises the recording of their presentation, the use of the data (audio, video, slides) generated as well as the use of pictures taken during the challenge. The use of this data will be strictly limited to the communication related to the Idiap Create Challenge. The recorded data will be added to the challenge website (createchallenge.org), and access will be public by default.

Consent can be withdrawn anytime at the following address: data-manager@idiap.ch. At receipt of a consent withdrawal, Idiap Research Institute will promptly modify, correct, or erase and destroy the data under its direct control.

Candidates remain solely responsible for the content of their statements and behaviour. In case of concern about the content of personal inputs, Idiap should be advised immediately, but no later than 7 days after the presentation or meeting concerned.

### 11.  Participation Fees

The ICC is free of charge for the selected teams. The latter will have their living expenses for accommodation and meals, excluding drinks, reimbursed by the ICC upon provision of the expenses report including the original receipts (see our Expenses Policy below for more details). This only applies to candidates taking part in the challenge on-site. Furthermore, office spaces will be provided during the challenge for on-site candidates. Participants shall be responsible for any additional costs, in particular submission costs and travel costs to/from Martigny. Participants shall also be responsible for any administrative tasks related to their stay in Switzerland (visa application for Switzerland, etc.). No requests for refunds will be accepted.

**12. Visa**

Selected ICC participants requiring a visa to enter Switzerland are alone responsible for obtaining this visa. The organizers of the ICC cannot be held responsible should the visa be refused or not arrive in time and thereby prevent a selected candidate from participating in the ICC.

**13. Accommodation and Meals - Expenses policy**

We are happy to offer selected ICC teams certain expenses covered during the program, as per the conditions set out hereafter:

Dinners: Most of the dinners will be organized for the candidates during the challenge. Three dinners will not be organised and candidates will be able to eat at the restaurant of their choice (tentative dates: 24.08; 25.08; 27.08). **For these three dinners**, up to **25 CHF per meal** can be refunded. Only meals taken at a restaurant on these dates will be refunded. No alcohol will be refunded.

Accommodation: We are happy to cover hotel costs during the program for **up to 130 CHF per night (double room only, incl. breakfast)**, meaning CHF 65.- per night per person, only for participants who live more than 100km away from Idiap Research Institute. We reserve the right to deny refund if the team is using single rooms or a superior rate per person. No refund will be provided to candidates who do not book a hotel room or similar accommodation.

Travels: Any travels in relation to the program will be entirely at the expense of the participant.

Deadline for reimbursement request: Participants must provide us with the **completed expenses report** (template will be provided to participants), including original receipts at latest on the **29th of August 2024**. The expenses report can either be submitted in paper version to office 407 at Idiap or sent as a scanned version by email to contact@createchallenge.org.

We can accommodate up to 10 teams and a maximum of 20 candidates on-site.

**14. Intellectual property**

Applicants certify to hold the legitimate intellectual property rights to the projects they submit. They shall be responsible for managing the intellectual property rights with the involved institutions (employer, partner, and so forth). The organizers claim no intellectual property rights to the submitted projects and their responsibility cannot be held thereby.

**15. Employees of Idiap Research Institute and Intellectual property**

The following options apply to any applicant that is an employee of Idiap Research Institute (hereinafter "Idiap"):

- Option 1: In the event the applicant follows the ICC during her/his working hours in the service of Idiap, the Intellectual property developed during the ICC belongs to Idiap. If the applicant intents to create a company, Idiap will assist the applicant if the company would take the form of an Idiap's spinoff. The spinoff will be incorporated in Martigny, at Idiap's seat.

- Option 2: In the event the applicant follows the ICC <u>outside</u> of her/his working hours in the service of Idiap, the applicant must take days off for the entire duration of the ICC. In this case, the Intellectual Property developed during the ICC will belong to the applicant.

## 16. Responsibility and liability for damage

The organizers shall not be responsible for any personal injury, loss or damage to any of the participants' property. The participants shall be held responsible for any damage or loss occasioned to their personal office space and/or hotel room during the 9 days of the ICC.

## 17. Applicants' commitment

Applicants undertake to guarantee the sincerity and veracity of the information they submit. Any inaccuracies or omissions that may lead to an erroneous evaluation will result in the cancellation of the application. Successful candidates undertake to have **at least 2-3 team members on-site**, working on their project at Centre du Parc, Rue Marconi 19, 1920 Martigny, Switzerland from 20th August to 28th August 2024.

They also undertake to participate in the award ceremony (Wednesday August 28) according to instructions they will be provided with. The unjustified absence of the leader(s) of the awarded projects/teams will result in disqualification of their project. Successful applicants undertake to participate in public relations and news events relating to the ICC. The participants authorize the organizers to refer to their names and projects, as well as to use pictures of them taken during the ICC for public relations and communication purposes.

The Jury reserves the right to withdraw any award, should irregularities be proven. The organizers reserve the right to modify, shorten, extend or cancel the ICC if required by circumstances. Responsibility of the organizers cannot be held thereby.

## 18. Other

The organizers of the ICC reserve the right to modify the present terms and conditions up to the project submission deadline (see section 3.3).

In particular, the organizers do not exclude the possibility of hosting the ICC exclusively online in case of another COVID-19 outbreak.

**Martigny, March 2024**