

**BEST INNOVATION
TECHNOLOGY EXPERIENCE**
Local BEST Group Lisbon

Regulations

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Name and Headquarters

The Board of European Students of Technology (BEST) is a non-governmental and nonprofit students' association. BEST's main goals are to develop activities that promote continuous and transversal training of students of technology and to provide opportunities for personal and cultural development in an international context. BEST helps European students assert themselves internationally, giving them the opportunity to acquire knowledge on European cultures and develop work capacities on an international basis. Being one of the 13 founding members and with headquarters at Instituto Superior Técnico - Universidade de Lisboa (IST-ULisboa), the Local BEST Group Lisbon is, since its creation, one of the most active local groups both in National and International levels. The address is Instituto Superior Técnico (IST), Avenida Rovisco Pais, 1, 1049-001 Lisboa.

Article 1 [BEST Innovation and Technology Experience]

The Local BEST Group Lisbon hereinafter referred to as the Organisation or as BEST Lisbon, organises an Engineering Competition under the designation BITE - BEST Innovation and Technology Experience.

- a) BITE will happen from 23th to 25th of March of 2024, in the Alameda Campus of Instituto Superior Técnico;
- b) BITE is a 24 hour competition, plus workshops, networking, the Opening and Closing Ceremonies, and the solutions' presentations - the Presentations and Closing Ceremony will happen on the 25th of March;
- c) BITE is composed of two categories:
 - Case Study - A theoretical problem-solving challenge where teams have to present a solution that fits a real-case scenario based on realistic resources within a limited time, with no actual construction of any device or assembling of materials.
 - IT Challenge - A practical challenge where each team develops a software solution for a limited time to the proposed problem.
- d) Each team can only participate in one of the categories;
- e) BITE has the goals to:
 - Stimulate creativity;
 - Encourage teamwork;
 - Demonstrate personal and professional skills;
 - Provide students with direct contact to sponsor companies;
 - Develop problem-solving ability;
 - Allow for the practical application of theoretical knowledge;
 - Motivate learning through new experiences;
 - Encourage the discussion of different ideas;
 - Provide leisure and fun moments;
 - Improve time management and stress management skills;
 - Develop interdisciplinary skills.

Article 2 [Recipients]

All students enrolled in any university based in Lisbon for the 2023/2024 school year are eligible to participate in BITE.

- a) Participants should present their application in teams of 3 to 5 members;
- b) If one or more participants can't assemble a full team, it is still possible for them to apply. Once the applications close, the Organisation will try to form or fill the teams with 3 to 5 members; team applications with 4 members have priority over other applications;
- c) All members of BEST are excluded from participating in BITE;
- d) Students who have been members of BEST will be individually analysed by BEST Lisbon;
- e) Participants are fully responsible for their behaviour and any physical or psychological consequences of their actions during BITE and therefore will be held accountable should any issue arise from them.

Article 3 [Location, Date, and Registration]

- a) BITE will be held at the Alameda campus of Instituto Superior Técnico;
- b) The 24 hours of competition will happen between the 23th and 24th of March, for both categories;
- c) On the 25th of March, the teams from the Case Study and IT Challenge will present the solutions developed throughout the competition to a jury panel, which will be composed of professors, company representatives, and other relevant individuals;
- d) The applications are done online, from the 25th of February to 15th of March on BITE's website. To apply for the competition, students should fill out the form provided on the website;
- e) The selection of participants will be determined by the fulfilment of the following selection criteria imposed by the Organisation:
 - 20% Diversity of Degrees in the team members - the more diversity, the more favourable the application;
 - 40% Year of studies (Priority will be given to older students);
 - 40% Creativity in the selection question of the registration form.
- f) The organisation reserves the right to request any other necessary documents from the participating students, which must be delivered within the stipulated period, under penalty of disqualification;
- g) After the competition, a feedback form will be sent to the participants, which should be filled out by the 31th of March in order to receive the deposit back;
- h) The name of the team is subject to adjustment if the Organisation considers it inappropriate;
- i) The teams can apply to both categories but will only be accepted in one of them. If a team in this situation is accepted, the category will be chosen by BEST Lisbon;
- j) If a team completes more than one registration, only the last one will be considered.

Article 4 [Security Deposits]

- a) Participation in BITE requires the payment of a deposit of 3 euros per participant;
- b) The payment of the deposit will be made via bank transfer to BEST Lisbon's IBAN, PT50 0010 0000 38695740001 14, which will also be communicated to participants via the registration platform (BITE 2024 Application Forms);
- c) The payment of the deposit for all participants in the same team should be made in just one bank transfer;
- d) After payment, participants must submit the proof of transfer in the registration platform (BITE 2024 Application Forms). Students that wish to participate in BITE must pay that deposit and submit the proof of transfer by March 15th 2024 in order to finalise their registration for the event. If that deadline is not respected, the students' enrolment will be cancelled;
- e) The deposit will be returned after answering the feedback form, and if no irregularity is committed.

Article 5 [Event]

- a) Regarding both categories, the use of personal objects is allowed;
- b) Computers will not be provided by BEST Lisbon; each group is responsible for bringing their own;
- c) Throughout the activity, the participants are allowed to clarify any doubts with the organisers;
- d) The participants are not allowed to enter the Organisers' Room, without previous permission;
- e) At the end of the competition, each team should submit their work: presentation and report, even if it is not finished;
- f) Submissions after the deadline will be penalised;
- g) The teams of both categories will have to sign a Terms of Responsibility document before the competition starts;
- h) The students may use whatever software they desire;
- i) If the students' presentations exceed the time allotted by 2 minutes 5 points out of 100 will be taken off of their score.
- j) The team will get a penalty of 2 points for any additional minute used with a tolerance of 20 seconds for the delivery of the required materials. You will be disqualified after 10 minutes.
- k) Every participant of the team must be present at the Opening Ceremony, presentations of the projects and networking session.
- l) Every participant of the team must be present for the delivery of the scripts (Case Study) and check-ups (IT challenge), and mini-competitions (both categories).
- m) At least 2 of the team's members need to be present at each workshop.

- n) Extraordinary circumstances for the j), k), and l) sections must be communicated to the Organisation and will be individually evaluated.

Article 6 [Mini Competitions]

- a) Mini Competitions are small challenges that will happen during the 24h competition, in parallel with the main competition;
- b) Participation in mini competitions is mandatory for all participants;
- c) There will be 3 mini competitions throughout the event;
- d) The time of the mini competitions will be included in the schedule of the event;
- e) The script of the mini competitions will be provided immediately before the start;
- f) The winners of the mini competitions will receive a direct prize that won't give any advantage or disadvantage in the overall competition;

Article 7 [Competition and Evaluation]

- a) The evaluation criteria and test conditions will be included in the script;
- b) Regarding the Case Study, the intellectual property of the solutions will belong to the main sponsor of the Case Study;
- c) Regarding the IT Challenge, the intellectual property of the solutions will belong to the main sponsor of the IT Challenge;
- d) The presentation of the solutions is required to be in English and is subject to questions by the jury;
- e) The Organisation is required to deliver a grid with the evaluation parameters, as well as a list of all the competing teams, to each of the jury members to justify the attribution of rewards;
- f) The winners will be publicly announced at the end of the event;
- g) All formal moments of the competitions, from the beginning of the competition onward, as well as the material given, will be in English.

Article 8 [Jury]

- a) The jury will be composed of professors or relevant bodies of IST and/or BEST Lisbon partners' representatives;
- b) The jury is expected to:
 - Support the fulfilment of the articles included in these regulations;
 - Evaluate the solutions, annotating the results;
 - Evaluate the originality of possible prototypes;
 - Select the winners;
 - Apply the regulations they find relevant in missing cases of these Regulations.
- c) The decisions made by the jury throughout the event will be considered sovereign.

Article 9 [Awards]

- a) Awards will be given to the winning teams of each category;
- b) The top 3 places of each category will receive a diploma;
- c) All participants can receive a Certificate, signed by the Main Organiser of BITE and the President of BEST Lisbon;
- d) The awards will be given at the end of the event, on the 25th of March at Alameda Campus of Instituto Superior Técnico.

Article 10 [Irregularities]

- a) In the case of non-fulfillment of any of the regulations, the team will be disqualified and/or lose the deposit;
- b) In the case of non-fulfillment of the instructions in the script, the penalty will be decided by the jury;
- c) Any damaged material (tools, chairs, tables, etc.) will imply that the team loses the deposit. In case the value of the damage is superior to the deposit value, the team will be required to pay the difference;
- d) The team is responsible for maintaining the good condition of the space assigned to them and is also responsible for cleaning it before the end of the competition. Failure to comply with this rule results in the loss of the deposit;
- e) The consumption of illicit substances, as well as the ingestion of psychoactive substances, with the exception of coffee, is not allowed in the competition. If any participant is under the influence of any of these substances, they will be immediately removed from the competition;
- f) Plagiarism is not allowed; otherwise, the entire team will lose their deposit.

Article 11 [Final Considerations]

- a) Participation in BITE requires the acceptance of these regulations;
- b) All the missing cases will be decided by the Organisation, according to the circumstances;
- c) BEST Lisbon and the jury have the right to modify these regulations, in situations of force majeure;
- d) The event can be cancelled by the decision of the Organisation;
- e) The Organisation has the right to change the dates of the event, in extraordinary situations;
- f) In case of any doubt or suggestion, the participants should consult the information provided in the websites and social media or contact BEST Lisbon through the email catarina.dias@best-eu.org.

Article 12 [Atividade Extracurricular]

A Certificate respecting the 'Atividade Extracurricular' regulations will be provided to the students who request it, the certificate will specify how many hours each

student spent in each component of the competition, as well as a brief description of each of these components;

- a) The students' master's coordinator will then choose which components they will count as working hours;
- b) Certificates will only be given to the groups who finish the competition.

Lisbon, 18th of February of 2024

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