AI Challenge 2025 – Participant Operations Plan

Date: 16th May 2025
Location: Computer Science Building, University of Galway

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1. Mission

To empower participants to design, prototype, and pitch AI-driven solutions aligned with Ireland's National AI Strategy—fostering innovation, ethical AI, and societal impact through a one-day hackathon.

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2. Situation

- **Participants:** University students, IT professionals, AI enthusiasts.

- **Stakeholders:** itag, Liberty IT, University of Galway, mentors, and sponsors.

- **Facilities:** 4 dedicated rooms (3 for teamwork/judging, 1 activity room). Full Wi-Fi, AV support, lunch provided, water stations available.

- **Main Lecture Theatre –** Final Presentations

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3. Execution Plan (Timeline)

Time	Activity	Details
08:30–09:15	Arrival & Check-In	Name badges, coffee, networking. All rooms signposted.
09:15–09:30	Opening Remarks	Welcome by Caroline Cawley, Enda Howley, and Ben Steele. H&S, Accessibility, Sponsor Acknowledgement.
09:30–09:45	Event Overview	Jim Deely & Ben Steele: schedule, room allocations, judging process, prize categories, activity room explained.
09:45–12:30	Team Refinement & Mentorship	Finalise concepts, work with mentors. - **Mentor & Presentation Clinic**: 10:00–12:00 - **Mario Kart AI Party**: activity room ongoing
12:30–13:15	Lunch	Food and drink served. Networking encouraged.
13:15–15:00	First-Round Judging	Pitch to judges in assigned rooms.
15:00–15:15	Coffee Break	Light refreshments.
15:15–15:45	Finalists Announcement	Photos, finalist teams announced, stage recognition.
15:45–17:00	Final Round Presentations	Finalist pitches in main presentation room.

| 17:00–17:30 | Awards Ceremony | Prizes and certificates distributed.
- Group photo. |
| 17:30–18:00 | Wind Down & Teardown | Informal networking and cleanup. Optional social gathering after. |

4. Awards Categories

- **Best AI Excellence Award** – Judges Award

- **Most Innovative Solution** – Judges Award

- **Upskilling Excellence Award** – Mentors Award

- **Spot Prizes** – Facilitators' Choice

5. Judging Categories

Projects will be evaluated based on the following categories:

- **Relevance to Problem**

- **Innovation**

- **Technical Execution**

- **Ethical and Societal Awareness**

- **Presentation Quality**

6. Rules & Preparation

- **Project Focus:** Align with themes of societal impact, AI ethics, and innovation.

- **Teams:** ~2–5 members. Mentors assigned on basis of many to many.

- **What to Bring:** Laptops, chargers, any personal development environments. Internet provided.

📎 **Rules Document:** Event Rules PDF
🖊 **Registration Link:** Eventbrite
📹 **April Team Forming Video:** Watch on YouTube

7. Communications

- **Mentorship & Support:** On-site mentor clinics 10:00–12:00. Ask questions early!

- **Photo & Consent:** Informal photography will take place. Consent required at check-in.

- **Emergency / Support:** Find facilitators or visit Help Desk in reception.

8. Accessibility & Wellbeing

- All rooms are fully accessible.

- Quiet space available if needed.

- Please inform the Help Desk if you have dietary or accessibility needs not already noted.

- **Parking:**

  - For those driving to the venue, please note parking restrictions are in place on campus Monday to Friday 09.00 to 17.30. Between these hours, parking in white lined spaces in the car parks on campus is allowed only if you have registered for a permit. Permits are free of charge for conference attendees and are available to book now. **All illegally parked vehicles, including cars not registered for a conference permit, will be clamped.**

  - To register for a parking permit

    - Visit https://nuig.apcoa.ie/applicant#
    - Select "Create Account" on the top right of the page
    - Select 'Personal Account' and 'Next'
    - Complete your personal/company details on the left. Note optional fields. Enter your car registration and details on the right.
    - Accept terms & conditions and an account will then be created
    - Select 'Purchase Permit' & 'Apply for Permit' and choose the event you are attending
    - Accept terms & conditions and complete booking
    - Once registered for a parking permit, you may park in any car parks on campus within the white line spaces.

- Wi-Fi
  - The following link has step by step instructions to access Wi-Fi - https://www.universityofgalway.ie/guestwifi.

9. What's Next?

- Post-event comms will include links to photos, video highlights, and follow-up opportunities (mentoring, AI workshops, future ITAG events).

- Winners may be invited to demo projects at future forums.