2022 Remote Judging Plan

This document outlines the guidelines for normal two-day or three-day events that choose to do remote judging. If your event is planning for Single-Day Events, please reference the 2022 Single-Day Event Plan.

Judging and Awards

Events that choose to do remote judging must let *FIRST*® HQ know and *FIRST* will maintain a list of events that have chosen to do remote judging. The events will also reach out to the teams (lead mentor 1 & 2) registered for the event to inform them of the plan. Teams can reference the Remote Judging Events document for a list of events planning to do remote judging.

Judged awards include:

- the Chairman's Award,
- the Woodie Flowers Finalist Award,
- the Dean's List Award,
- Machine, Creativity, and Innovation Awards, and
- Team Attribute Awards.

Judges evaluate teams as follows:

- Each team is scheduled for a single remote "pit" interview with judges assessing both Team Attribute and Machine, Creativity, and Innovation awards.
- All interviews are remote and hosted on Microsoft Teams.

> A Microsoft Teams account is not required to join the call, but a free account can be used for remote interview practice. See Using Microsoft Teams for instructions.

- Interviews must be conducted within 7 days prior to the event's load-in date (avoiding weekends only).

> Judge Advisors should be flexible and accommodate if a team cannot interview on a certain day (i.e., travel or religious reasons limit when the team can interview).

- Teams eligible for the Chairman's Award and students eligible for a Dean's List Award participate in separate, additional remote interviews.
- Award winners are announced at the event during the live awards ceremony.
- As these interviews are remote, if a team is unable to attend the event in person last minute due to COVID, they will still be eligible for awards at the event. Due to this, we highly suggest teams demonstrate their robot in the Remote "Pit" Interview to ensure judges have that information.

Remote "Pit" Interviews

Remote "pit" interviews are hosted via video conference, but a call-in number can be provided if needed. Interviews are conducted within 7 days prior to the event's load-in date (avoiding weekends only).

- Remote "pit" interviews are limited to 25 minutes total; up to 10 minutes for the team's presentation (which includes set-up) and 15 minutes (and any unused time from the presentation) for Q&A with the judges.
    - Teams are permitted a one (1) minute buffer before the interview officially starts to allow team members to join the call.
    - We recommended teams spend half of their presentation time on team attributes and the other half on the robot. Teams should reference the Award Guidelines (Team Attribute Awards and Machine, Creativity & Innovation Awards) to craft their presentation. Suggested topics are as follows:
        - Outreach activities
        - Team spirit, imagery, and branding
        - Business plan
        - What the robot was designed to do
        - The process used to design the robot
        - Why a specific robot feature was chosen and how it works
- Teams are invited (though not required) to send additional information to the Judge Advisor. Judge Advisors will provide instructions on how to provide this information closer to the event. Additional information must be formatted as follows:
    - no more than 2 pages,
    - no larger than 8.5 in. x 14 in. (~21cm x 35cm) (either portrait or landscape orientations),
    - readable at 100% zoom,
    - does not include links or redirects to additional content
    - PDF format, and
    - no larger than 10 MB.

> This page size applies default settings used by most word processors and slide decks. Teams may use whatever file type they like as long as the submission is uploaded as a PDF and it meets the above requirements.

- Teams may also choose to submit the Summary Business Plan in addition to the 2 page allotment above. The Summary Business Plan is required to be eligible for the Entrepreneuship Award. Judge Advisors will provide instructions on how to provide this information closer to the event. The Summary Business Plan must be formatted as follows:
    - no more than 6 pages (3 pages of text plus 3 pages of appendices as noted in the award description),
    - no larger than 8.5 in. x 14 in. (~21cm x 35cm) (either portrait or landscape orientations),
    - readable at 100% zoom,
    - does not include links or redirects to additional content
    - PDF format, and
    - no larger than 10 MB.
- Interviews are conducted in English (with the exception of teams interviewing at events in China, Chinese Taipei, Israel, Mexico, Quebec, and Turkey).
    - Teams needing a translator or sign-language interpreter may include an additional person to act as that translator/ interpreter. This individual does not need to be a team member. In this case, the team is granted up to 2 additional minutes for the presentation and up to 3 additional minutes for the Q&A portion.

- Teams may share their screens and use video as part of their presentation.
- There is no limit on the number of team members permitted in an interview, but teams are encouraged to share a succinct presentation for the judges. We recommend no more than 5 team members.

> We encourage all teams to be prepared to adapt to any technical difficulties by having additional team members prepared to present all materials.

- At least 1 adult mentor/parent must attend the interview.
  - Mentors are not allowed to provide any assistance during the interview. *FIRST* suggests the mentor provides feedback to the team after the interview based on observations and noting judges' questions. This feedback can be very valuable in helping teams hone their skills. If the mentor provides any assistance during the interview, the judges will respectfully remind the mentor of the rule.
  - **Exception:** If necessary, the adult mentor may provide translation services for students needing foreign language or sign language translation. This person does not necessarily count as the adult mentor observer.
- Recording video, audio or taking pictures (including screenshots) are prohibited during the interview.

> In addition to *FIRST* prohibiting recording, there may be other legal restrictions governing recording.

Remote Chairman's Award Interviews

Teams eligible for the Chairman's Award are interviewed remotely. Interviews are conducted within 7 days prior to the event's load-in date (avoiding weekends only). These interviews are hosted via video conference, but a call-in number can be provided if needed.

- Chairman's Award interviews are limited to 12 minutes total; up to 7 minutes for a presentation by the team (which includes set-up) and the remaining time (5 minutes) is for Q&A led by the judges. If teams use less time than 7 minutes for their presentation, judges may use the remaining minutes (out of 12) for Q and A.
  - Teams are permitted a one (1) minute buffer before the interview officially starts to allow team members to join the call.
- Chairman's Teams must provide the Chairman's Video to the Judge Advisor prior to the interview.
  - Chairman's Teams will be required to submit a Chairman's Award Video via a Microsoft Form to the Judge Advisor prior to the interview. Teams will be asked to provide links to their video.

> Teams are encouraged to upload the video to a video hosting site (such as YouTube or another site) and ensure others can view this link prior to submitting to the judges.

- Teams are invited (though not required) to send additional information to the Judge Advisor. Judge Advisors will provide instructions on how to provide this information closer to the event. Additional information must be formatted as follows:
  - no more than 2 pages,

- o no larger than 8.5 in. x 14 in. (~21cm x 35cm) (either portrait or landscape orientations),
- o readable at 100% zoom,
- o does not include links or redirects to additional content
- o PDF format, and
- o no larger than 10 MB.

> This page size applies default settings used by most word processors and slide decks. Teams may use whatever file type they like as long as the submission is uploaded as a PDF and it meets the above requirements

- Interviews are conducted in English (with the exception of teams interviewing at events in China, Chinese Taipei, Israel, Mexico, Quebec, and Turkey).
  - o Teams needing a translator or sign-language interpreter may include an additional person to act as that translator/ interpreter. This individual does not need to be a team member. In this case, the team is granted up to 2 additional minutes for the presentation and up to 3 additional minutes for the Q&A portion.
- Teams may share their screens and use video as part of their presentation.
- No more than 3 student team members are allowed to present information or answer questions from the judges.
- At least 1 adult mentor/parent must attend the interview.
  - o Only the students are allowed to present information or answer questions from the judges. The adult may observe and later provide feedback to the team, but the mentor is not allowed to provide any assistance during the interview. If the mentor provides any assistance during the interview, the judges should respectfully remind the mentor of the rule.
  - o **Exception**: If necessary, the adult mentor may provide translation services for students needing foreign language or sign language translation. This person does not count as the adult mentor observer
- Recording video, audio or taking pictures (including screenshots) are prohibited during the interview.

> In addition to *FIRST* prohibiting recording, there may be other legal restrictions governing recording.

Remote Dean's List Award Interviews

Students eligible for the Dean's List Award are interviewed remotely. Interviews are conducted within 7 days prior to the event's load-in date (avoiding weekends only). As events are allowed to choose if they will be holding interviews remote for Dean's List, guidance on interviews is already published on the Submitted Awards page under the Dean's List section.