ENDEAVOUR EXHIBITION: Engineering and IT for the Future

THE UNIVERSITY OF MELBOURNE

We look forward to having your project be a part of the Faculty of Engineering and Information Technology's Flagship Event; Endeavour Exhibition: Engineering and Information Technology for the future.

Endeavour Exhibition Overview

This year's Endeavour Exhibition will be held on **Wednesday 20 October 2021.** The exhibition will be held online, via a virtual event platform. The day will consist of:

- **Virtual Endeavour Exhibition (morning session) 10:00am – 12:00pm AEDT** (compulsory)

These are the times where your virtual booth will be open to the public. Each project group will have their own virtual booth which will display their poster, project details, team details and any additional content such as pictures, videos, links, etc. Attendees can learn more about each project by using the text chat or video conferencing features within each booth.

There will be university students, staff, academics, industry guests and general members of the public in attendance. The Endeavour Exhibition is an opportunity for students to break down the barriers of engineering and IT and get members of the general public engaged and excited in their work. Students will practice explaining their projects in general terms to those who have no technical knowledge of their work.

During these times, judges will be visiting booths that have been shortlisted for a Departmental Award to select their winners. If applicable, students will also have their project supervisors coming along to assess their project. The public will also be voting for their favourite project to win the People's Choice Award.

There must always be someone monitoring your booth to engage with attendees (with the exception of assessments where all team members must be available). Students may wish to take turns monitoring their booth with other team members, especially if there are members located overseas with a significant time difference.

- **Panel discussions 12:00pm – 2:00pm AEDT** (topics TBC)

Students and attendees are invited to watch two panels that are being held in the afternoon. This is a great opportunity for you to learn more about the industry and see what opportunities await you after you graduate.

- **Virtual Endeavour Exhibition (afternoon session) 2:00pm – 4:30pm AEDT** (compulsory)

- **Endeavour Awards Night 6:30pm – 8:30pm AEDT**

Wrap up your final semester by celebrating what you've achieved for the Endeavour Exhibition! Winners and runners-up will be announced for the Departmental Awards, Industry Awards, Road to Endeavour Prizes and People's Choice Award.

Student Requirements

In the lead up to the Endeavour Exhibition, project students will be required to submit compulsory work relating to the exhibition. You will find this information below. **It is the student's responsibility to keep track of deadlines and key dates.**

Separate briefs and schedules will be sent out to each group with more details as planning progresses.

Other information regarding Endeavour can be found on the website at endeavour.unimelb.edu.au.

If you have any event related questions, please contact the Endeavour Events Team at endeavour-feit@unimelb.edu.au. For coursework or marking related questions, please contact your project supervisor.

Key Dates and Information

Week	Description	Date	Link
	SEMESTER 2		
	Workshops - Poster Design - Presentation and Networking - Risk Management		Recordings: https://endeavour.unimelb.edu.au/students/workshops
Week 8	**Industry Award Applications Close** Details about the awards and applications can be found on the website. All project teams are eligible to apply. Requirements: • Read each award application carefully to ensure your team meets the requirements. • Teams may apply for more than one award. • Submit your application in PDF format. Ensure you name your file with your project code and title of your project.	Thursday 16 September	Award information: https://endeavour.unimelb.edu.au/students/prizes Individual application links via dropbox on each award page (please do not submit via email
Week 8	**Project withdrawal deadline** If your project group is no longer able to participate in the Endeavour Exhibition, please email the Endeavour Events Team immediately.	Sunday 19 September, 11.59pm	Contact endeavour-feit@umimelb.edu.au
Week 8	**Project groups to be finalised** • Project title confirmed (max 900 characters) • Project description confirmed (max 900 characters) • Team member names confirmed Any changes after this date may not be accepted.	Sunday 19 September, 11.59pm	Email any changes to endeavour-feit@umimelb.edu.au
Week 10 & Week 11	**Industry Awards Pitching** Shortlisted project teams will 'pitch' their project in a short presentation to the judging panel via Zoom during this pitching period. The judging process is limited to a maximum of 15 minutes:	Monday 4 – Friday 15 October	Students will be contacted to set up a meeting time

Week	Description	Date	Link
	- 3 minute introduction of team members - 3 minute project pitch - 5-8 minute Q&A -		
Week 10	**Road to Endeavour video due (optional)** This is a homemade 3-minute video detailing your team's journey in creating your Endeavour projects. Your video may include interviews with team members, footage of your team working on the project and working together remotely i.e. recordings of Zoom meetings, challenges and achievements you've experienced, and relevant PowerPoint presentation slides. Your videos will be uploaded to the event website one week ahead of the event date, where the public will be able to watch and vote for their favourite videos up until the event day. Winning teams will be awarded a prize. We highly encourage all students to produce a Road to Endeavour video as a fun way to present their project and promote to their own network. Requirements: • File name to include booth number and the team leader's name. • A transcript must be provided with the video for captioning OR the students may caption the videos themselves.	Wednesday 6 October, 11.59pm	https://www.dropbox.com/request/Nyiuztp7a4hEQYYw1wUh
Week 10	**Media consent forms due** The media consent form will allow us to post your images and videos online. They UoM marketing team may share these items online to promote the Endeavour Exhibition. Requirements: • Fill out and sign this form. Some sections have been pre-filled for you. • The team leader should fill out this form with their details and have all members sign. • Save in **PDF** format. • Name each file as "booth number, team leader name".	Sunday 10 October, 11:59pm	- Form download - Submit here
Week 10	**Student photos due** Photos of each student will be uploaded to each virtual boot. The photo does not have to be professionally taken but must be appropriate in an academic context. Requirements: • **Professional** photo of student, square cropped to show the top half of your body. This does not have to be an ID photo.	Sunday 10 October, 11.59pm	https://www.dropbox.com/request/sv4eFjktsn1WGan2p9qy

Week	Description	Date	Link
	• Save in **JPG** or **PNG** format. • Name **each photo** as "booth number, last name, first name".		
Week 10	**Poster Due** Requirements: • Landscape, A4 or PPT slide sized • Save as a **PNG or JPG** file • The University of Melbourne logo **may not** be used on your posters • Ensure you receive permission to use any industry logos • Poster to include project title, all team member names, supervisor's name, discipline. • File name to include booth number and team leader name. Please ensure all the requirements are met before submitting your poster.	Sunday 10 October, 11.59pm	https://www.dropbox.com/request/WUOPePvDDNqkVDCTY5yI
Week 10	**Risk Assessment Due** This is an extension of the risk assessment you would have already completed in your capstone unit. Revise the risks and hazards that you have previously recorded and add additional risks that are relevant to the Endeavour Exhibition. If you have not created a risk assessment before, please create a new one. Documents: • Risk assessment template • Hazard checklist Requirements: • Save in **PDF** format. • Team leader to sign the form on behalf of all team members (all names must be listed), or each team member can sign the same form. • **Your supervisor or course coordinator must sign the form.** • File name to include booth number and team leader's name i.e. "135 John Smith risk assessment"	Sunday 10 October, 11.59pm	https://www.dropbox.com/request/jO7PyApVA5ItDLFyayHP
VIRTUAL BOOTH SET UP			
Week 12	All students are encouraged to enter the platform early and test the platform features or rehearse their roles for the day.		

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Week	**Description**	**Date**	**Link**
Week 12	**Endeavour Exhibition** The virtual event platform will be live for all general attendees. They will be able to browse through and read all the information on your booths, as well as engage with you via text or video chat. At least one member of your team must be present during this time to respond to attendee questions. Your project supervisor will be coming throughout the day to mark your project (if applicable for your unit). Check in with your supervisor to see what time they might be coming so that your whole group is present. <u>Requirements</u> • Professional attire (no singlets or hoodies)	Wednesday 20 October, 10:00am – 4:30pm (including break/panel discussions from 12:00pm – 2:00pm)	
Week 12	**Endeavour Awards Night** Winners of the Road to Endeavour Prizes, Departmental Awards and Industry awards will be announced in this virtual celebration.	Wednesday 20 October, 6:30pm – 8:30pm	

Thank you for being a part of Endeavour Exhibition: Engineering and Information Technology for the future, we look forward to seeing all your projects!