Pitt | Swanson School of Engineering

U.lab Hub

Dear **Ideation Expo 2020** Panelists,

The Pitt u.lab hub would like to thank you for generously dedicating your time and expertise to serve as panelist for *Ideation Expo 2020: Ideas that Bridge Divides* to be held on Feb. 18, 2020. This handbook provides a quick overview of the Expo, and the role you will play in this initiative.

Purpose

The Pitt u.lab hub provides support infrastructure for socially and organizationally innovative ideas throughout the Pittsburgh region. The Ideation Expo creates an annual platform to kindle the flame for social innovation, to connect innovative sparks with each other, and to align resources to aspiring social entrepreneurs. Your support is of vital importance to the Expo.

Process

1. Poster exhibition (10:00-10:45am): All participating projects will have a poster to showcase their projects. You will get to know the projects and team members before attending their presentation.

2. Project Presentation (11:00am-12:00pm): each team will make a 5-minute presentation. There will be a maximum of 10 teams. All panelists, audience members and non-presenting teams will score the presenting teams based on a rubric. The ranking of the team will be based on an average score. After each presenting team, everybody will be given two minutes to score, and write feedback. The audience members will submit feedback via online forms, and the panelists will keep their written feedback for the next mentoring step.
3. Mentoring (12:00-12:30pm): This will be an interactive session. Panelists will be invited to the front of the room to give mentoring advice to each presenting team.
4. Luncheon (12:30-1:30pm): All panelists and presenters are invited to lunch.

Responsibilities

● Before the Expo: the Pitt u.lab hub will provide an information sheet for each presenting project submitted by the teams. The panelists should familiarize themselves with the projects.
● During the Expo: Each panelist will receive a package consisting of the printed information sheets for each project, a worksheet with suggested aspects to advise the projects (eg. Statement of Need/Statement of Purpose/Aspirational Peers/Stakeholders/Activities/Processes/Desired outcomes/Resources needed/Plan for sustainability), and a pen and pad to take notes. The panelists' responsibilities include: scoring according to the rubric and giving mentoring advice at the end of presentation.
● Beyond the Expo: please consider continuing support for our teams as they refine their projects and follow through to the implementation stage.