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ANNEX I – APLLICATION FORM

Foreword

The last decade intensified the change in our society, whose economic development paradigms and creation of business were modified by a society more entrepreneurial, with greater access to technological solutions that permits the development innovative and disruptive business models.

Having this in mind, governmental agents must improve and promote public policies to leverage the development of favourable ecosystems to create jobs, new services and goods, capable to increase value to citizens lives.

"Techdays - Building our Future" consists of an initiative to attract, trial and implement innovative projects of products and services through *Aveiro Tech City Living Lab*, the only laboratory in Portugal with an operational 5G network in the urban centre of the city, to support and boost innovative projects in the areas of Smart Cities, Internet of Things, Mobility, Environment, Sustainability, Energy, Waste, Tourism, Industry.

"Techdays - Building our Future" aims to attract to Aveiro, the most innovative and disruptive projects, developed by companies, R&D centres or higher education institutions, which allow us to have a vision of what the cities of the future will be.

All those who visit us during 11-17 October will have the opportunity to get to know or experience some R&D projects that will help us understand the process and management of smart cities in the near future. At Aveiro Tech City Living Lab, companies or R&D centres will be able to test and present their innovative products, in a real environment, to the general population, with an approach that is both educational and commercial.

CHAPTER I

GENERAL RULES

Article 1.º

Object

This document states the rules in relation to the submission of applications to **"Techdays - Building our Future"** Innovation Contest, promoted by the Municipality of Aveiro, within the initiative of Aveiro Tech CITY.

Article 2.º

Objectives

"Techdays - Building our Future" is an initiative that aims to:

a) Promote Aveiro as a "living lab" and "testbed", capable to attract and retain talent, namely innovative technology-based projects and organisations that can benefit from this ecosystem.

b) Promote and support the emergence/dissemination of innovative projects in the areas of Smart Cities, Internet of Things, Mobility, Environment, Sustainability, Energy, Waste, Tourism, Industry.

c) Promote and fixate people and talented professionals in the area ITC in Aveiro Region

d) Promote the Aveiro Techdays event at national level as the main showcase for urban technological solutions in the urban environment with the involvement of the national business sector and R&D organisations.

Article 3.º

Definitions

For the purpose of the current rules, should be considered the following definitions:

a) *«Enterprises»* - Entities legally constituted engaged in an economic activity, regardless of the legal status, by offering goods or services into the market.

b) «R&D Institutions» - Equivalent organisations foreseen in subparagraph a) of the article 14º of the *Decreto-Lei* n.º 63/2019, from 16th May, which establishes the legal framework of research and development institutions, R&D units, Governmental Labs and Associated Labs;

c) *«Higher Education Institutions»* - Entities that integrate university and polytechnic higher education, as presented in the framework of the *Education System Basic Law*, which includes universities, non-integrated university schools, institutes, faculties and polytechnic higher education schools.

a) *«Project»* - Group of structured and correlated activities and tasks fulfilling the requirements referred to in Article 8 according to access, eligibility and selection criteria set out below.

Article 4.º

Beneficiaries

1. This initiative is addressed to:

a) Enterprises

b) R&D Institutions

c) Higher Education Institutions

1. The organisation will exclude any entity that has not fulfilled tax obligations or social security contributions in Portugal and/or its country of origin.

Article 5.º

Schedule and stages

"Techdays - Building our Future" will be implemented with the following timeline:

- **5th July to 17th September 2021**: Application submission period.

- **Until 17th September 2021**: Technical or other clarifications period.

- **Until 24th September 2021:** Announcement of selected projects.

- **11th to 17th October 2021:** *Demodays* @ Techdays 2021.

CHAPTER II

APPLICATION

Article 6.º

Application submission and deadlines

1. Each application must respect the requisites stated in Article 8ª and must be submitted until 11h59pm by the **17th September of 2021** (GMT time), using the application form available in the website www.aveirotechcity.pt.

2. Each organisation can submit up to three applications, however, each entity can only have one winning project.

3. During the application submission period, Aveiro Tech City organisation will share a permanent contact for clarifications or technical questions. In parallel, in programme's website, a technical document will be available listing the characteristics infrastructure and public spaces available.

Article 7.º

Application's documents

1. The application must include the submission form available in the website and properly completed at www.aveirotechcity.pt.

2. Beneficiaries must attach to their submission form, in a field created for the purpose, the following documents:

   a) Documentation proving the activity of the company, R&D centre or higher education institution;

   b) Tax clearance Certificate, proving the non-debt to the Tax Authority;

   c) Certificate proving that the situation is in order with Social Security;

   d) The documents described above shall be adapted according to the entity country of registration;

3. The participants can also voluntarily include, in a field created for the purpose, additional documents such as:

   a) Projects portfolio;

   b) Portfolio/ Equipment's Technical description, including leaflets, videos, technical sheets or other documents;

   c) Installation plan of the proposed equipment in the public space, indicating precisely which are the technical supply (electric power) and connectivity (protocol, expected data volume per day) requirements, if applicable;

   d) Implementation timeline with lead period, installation and testing time, precisely indicating the periods in which the resources of Aveiro' s Living Lab are required;

   e) Data structure generated by the proposed solution to be integrated in the urban platform indicating, in a justified way, which personal data will be collected and the anonymisation mechanisms that will be applied.

Article 8.º

Projects' requirements

1. The submitted projects must be technological based solutions in the areas of Smart Cities, Internet of Things, Mobility, Environment, Sustainability, Energy, Waste, Tourism, Industry;

2. Projects must be innovative, preferably give rise to new solutions, products or services for existing or developing markets, in a disruptive perspective, to enhance the development of new markets or concepts.

3. The projects must be the authorship of the participants, assuming full responsibility in case of possible claims of others regarding exclusive property rights in all legal terms, by their authorship. Candidates are also responsible for the implementation of the project on the local, certifications regarding the applicable European standards, technical support and guarantee, from the perspective of the use by the local community (Citizens and Companies).

4. Projects should be well considered in terms of their technical feasibility, presenting a degree of maturity which allow them to be tested, implemented and presented in Aveiro, during Aveiro Tech Week from **11ᵗʰ to 17ᵗʰ October 2021**.

5. They also need to present control and technical management tools capable of ensuring the legal principles of data privacy and RGPD, as well as data integration with the urban platform of the City of Aveiro through APIs.

Article 9.º

Invalid applications

1. Applications in any of the following situations are considered invalid:

    a) Submitted after the deadline referred in Article 6;

    b) Fail to submit all the requested documentation as described in Article 7;

    c) Do not comply with the requirements set out in Article 8;

    d) If they are authored and/or promoted by Aveiro Tech City partners and Aveiro Tech Week 2021 sponsors or co-organisers;

    e) If there is any other irregularity with the application;

    f) The information provided is false;

2. Applications that fall in these previous situations will be automatically eliminated from the competition and competitors will be notified.

Article 10.º

Selection Process and Evaluation

1. Applications will be evaluated by a Jury, in accordance with Article 11, taking into account the following criteria, score and weighting:

Selection Criteria	Score	Weight	
Project			
Maturity	(1-5)	20%	
Innovation	(1-5)	25%	**75%**
Feasibility (to be presented during Techdays 2021)	(1-5)	30%	
Entity			
Portfolio	(1-5)	10%	
Methodology / Project Implementation and Organization	(1-5)	15%	**25%**
		100%	

2. Prizes will only be awarded to entries with more than 4 points.

3. From this selection, a maximum of 5 projects will be selected and awarded in accordance with Article 13.

4. Additional weight could be considered regarding the nature of the beneficiaries:

5. Podem ser atribuídas as seguintes majorações, tendo em conta a natureza do destinatário:

   a) Companies with headquarters or branch office in Aveiro increased by 10%

Article 11.º

Jury

1. The selection of 5 projects will be made by a Jury composed by seven elements, representative of:

   a) Municipality of Aveiro, as President of the Jury.

   b) University of Aveiro.

   c) Cluster TICE.PT.

   d) Cluster Habitat Sustentável.

   e) Altice Labs.

   f) Instituto de Telecomunicações (Telecommunications Institute).

   g) Inovaria.

2. The Jury evaluates the projects based on the information provided in the application form and documents referred in Article 7, and in accordance with the evaluation criteria set out in Article 10.

3. The jury's scores and decisions, transcribed and disclosed by the candidates, are sovereign and without appeal.

4. In case of proposals with the same score, the Jury will have the tiebreaker power.

5. After the selection the Jury's deliberation will be available for consultation, through an official written document, adopting the legal assumptions of Article 123, number 1, of the Public Procurement Code.

CHAPTER III
PROGRAMME & PRIZES

Article 12.º
Demos/ Exhibition

1. The selected 5 (five) projects must be presented and exhibited to the public, in Aveiro, during the week of **11-17 October 2021**. Candidates must ensure the development and testing of the project before this date, in order to ensure its exhibition.

2. The organisation will provide all the technical support and follow-up of this showcase/implementation, in particular for the dissemination and promotion at local and national level of the selected projects.

Article 13.º
Prizes

1. The selected 5 (five) projects, will receive a cash prize to support the implementation and installation of the project, according to:
   a) 1st PRIZE - 12.000,00€ (twelve thousand euros);
   b) 2nd PRIZE - 8.000,00€ (eight thousand euros);
   c) 3rd to 5th PRIZES - 5.000,00€/each (five thousand euros).

2. Prizes will be paid in two parcels, by bank transfer to an account indicated by the representative of each team, who is responsible to invest the prize in the development and implementation of the project:
   a. 20% until 30th of September;
   b. 80% until 30th of October, after the correct execution and implementation of the project in Aveiro from 11th to 17th October 2021.

3. In case of prize winners do not guarantee the implementation and presentation of the project during the Techdays, the amount referred in paragraph a) of the previous point should be refunded to the organization of this initiative.

4. Any fees or taxes applied to the award are supported by the winners.

CHAPTER V

CLAUSES

Article 14.º

Obligations and responsibilities

1. The promoters of the five (5) selected projects commit to:

    a) Comply with the directives set in these participation rules and other accompanying documents, as well as provide information about their project, whenever requested;

    b) Authorise the use of their company logo and brand for promotional and communication purposes of the present initiative;

    c) Actively participate in the implementation of the project in Aveiro, according to the defined schedule.

2. The organisation commits to provide technical support in the clarification of doubts and in the monitoring of project installations.

Article 15.º

Intellectual propriety

1. The intellectual property of the solutions and materials, as well as the knowledge acquired and documentation inherent to them, will be the sole and exclusive property of the participating entities.

2. Each entity will be responsible for any third party licenses necessary for the correct functioning of the submitted solution, and assume all responsibility from third party claims regarding copyright as well as industrial property rights.

Article 16.º

Final Clauses

1. The organization guarantees the confidentiality of the submitted applications, as well as the anonymity of the beneficiaries that will not be selected.

2. Participants automatically agree to the use of images, texts, brands, voices and names for the disclosure and promotion of this initiative, without charge or term of retribution.

3. The organization reserves the right to modify these rules, as well as the Jury composition.

4. If there is any dropouts, participants must communicate by email (aveirotechcity@cm-aveiro.pt) and the jury may reinstate other projects/participants.

Article 17.º

Omissions

Any situation not foreseen in these rules, as well as any questions or problems that arise during the program, should be communicated to the organization by email (aveirotechcity@cm-aveiro.pt), that will act accordingly.

ANNEX I – APPLICATION FORM

1. ENTITY/ORGANIZATION

- Name *

- Type * (Enterprise / R&D Institutions/ Higher Education Institutions)

- Website/Linkedin

- Responsible for the team/project (name, email and mobile) *

2. PROJECT

- Name *

-Short description of the project (maximum 1000 words) *

Project description (type of product/service to be developed)

- What problem/need or opportunity are you looking to address or benefit from the project? *

Short explanation of potential users or customers, what problem will be answered or what opportunity will be created by the development of the project. If possible, give detailed responses with quantitative or qualitative data.

- Area of activity? *

Select at least 1 and a maximum of 3 options

Smart Cities

Internet of Things

Mobility

Environment

Sustainability

Energy

Waste

Tourism

Industry

Other: _____

EVALUATION CRITERIA: Project Maturity

- What technology underpins the product or service? *

Clear and objective description of the current stage and the next critical steps in solution development. Participants should be aware of what type of information is transmitted in order to avoid disclosure of confidential information. In other words, we suggest not the explanation on how technology works, but rather what it does and how it meets customer needs

- What is the project's development stage? *

Select an option:

Idea

Minimum Viable Product

Final Product

- What is the global cost to present and test the prototype of your project/product in Aveiro, between 11 and 17 October? *

Indicate the costs for the operationalisation of the prototype in Aveiro (Costs with transportation, assembling, accommodation and meals, costs with the development of the specific prototype for the case study (if applicable), costs with taxes and other expenses. Please indicate the total amount below and present the Investment Table in ANNEX)

EVALUATION CRITERIA: Innovation of the Project

- What makes the solution innovative and how? *

Clearly provide a description, in 2 or 3 sentences, of the benefits to customers and how it overcomes existing problems. We advise the answer to be as quantitative as possible, such as avoiding expressions such as "is better or faster than…", by choosing arguments such as "allows a improvement by XX%".

- What impact does the project have on "city management"?

EVALUATION CRITERIA: Scalability and Commercialization Potential

- Is there opportunity for global impact?

Description of generic market characteristics in which the product or service is inserted and to what extent your value proposition makes the solution attractive.

3. ANNEXs

Participants will be able to add documents such as business model, portfolio, prototypes or videos.

4. FINAL CONSIDERATIONS

By submitting the application, participants declare that:

- The information is reliable and true.

- They are responsible for any claims about intellectual and industrial property rights or improper access to third party data and information.

- Accept additional information required by the organization