

Dear ICPC World Finals Invitational Coach,

Congratulations to you and your team for qualifying for the ICPC World Finals Invitational! The Invitational will be held on **September 30, 2021 starting at 4 PM (16:00) Moscow Time**. You should have already received an email describing the event. The purpose of this email is to provide guidance on the required proctoring environment.

Coaches are a critical part of the ICPC contest structure, and we are relying on you to ensure that your team competes within the rules of the contest.

The three main components of the proctoring system are:

1. video of the team work area
2. screen capture of the entire desktop on each of the team workstations
3. an attestation form must be completed at the conclusion of the contest verifying that the team followed all ICPC rules. A link to this form will be sent to you in a separate email.

Note: If your team is not competing in a single location, these requirements must be met at each site.

### **Video of the Team Area**

Prior to the start of the contest, you must video the team area to demonstrate that:

- each team member has exactly one computer with one screen and no additional electronic equipment. The exception is that one or more printers are allowed in the team area.
- no resources other than the Team Reference Document are available to the contestants.

For example, prior to the start of the contest, you can pan the camera around the room to show that the room is empty of people other than the contestants and yourself, and that the contestants are sitting at a desk that is empty other than a computer, the allowed Team Reference Document, and items allowed by the ICPC World Finals rules: <https://icpc.global/worldfinals/rules> . There should be no other equipment, books, printouts, or electronic resources available to the team.

During the contest you must position at least one camera so that:

- all members of the team are visible at all times as well as enough of the room to demonstrate that contestants are not communicating with anyone else during the contest.
- the audio capture is of sufficient quality to allow the judges to hear conversations in the team area.

You are allowed to use the lowest resolution video that still provides an image that is clear enough to see what is happening in the room. The resulting file should be an mp4. If this is problematic, contact us in advance for approval of another file format.

We realize that contestants will need to leave the team area for bathroom breaks. You are expected to provide security during these breaks to prevent interactions between the contestants and others from occurring outside the team area.

At the conclusion of the contest, you must make the video available to the ICPC judges by uploading it and providing a link to the file. The coach attestation form provides a location to specify the link. The form must be submitted within 24 hours of the conclusion of the contest, that is, prior to **9 PM (21:00) Moscow Time (GMT +3) on October 1.**

### **Desktop Capture of Contestant Machines**

You are responsible for the installation and testing of screen capture software on each contestant's machine. The software used must be configured to capture the entire desktop. There are a number of packages available to do the screen capture, such as Open Broadcaster Software (<https://obsproject.com/> ). You are welcome to use the system that is most familiar/ comfortable for you. The resulting file should be an mp4. If this is problematic, contact us in advance for approval of another file format.

At the conclusion of the contest, you must make the screen capture video available to the ICPC judges by uploading it and providing a link to the file. The coach attestation form provides a location to specify the link. The form must be submitted within 24 hours of the conclusion of the contest, that is, prior to **9 PM (21:00) Moscow Time (GMT +3) on October 1.**

If your team is unable to fulfill these requirements, they are still welcome to compete in the Invitational, but they will not be eligible for Honors or Awards.

You are allowed to use the lowest resolution video that still provides an image that is clear enough for the judges to be able to read the contents of the desktop.

We recommend that you test both videos for 30 minutes and send links to [invitational@icpc.global](mailto:invitational@icpc.global) by **September 25**. The video will be reviewed by ICPC judges/staff and feedback will be provided. If you do not submit test videos, or you do not submit them in time for review, you risk submitting videos from the actual contest that are not acceptable which will prevent your team from participating in awards and honors.

**Thank you** for serving as the coach and for helping your team realize their dream of being recognized for their achievements on a worldwide stage. We believe this will be an outstanding contest and look forward to "seeing" you and your team on September 30. Your shirts will be shipped to you to distribute to your teams in late October or early November. **Please respond to this email with your shipping address.**

Sincerely,

Tom Capaul

Toni Logar

Directors, ICPC World Finals Invitational

