AIChE Virtual ChemE Jeopardy Competition Guide

This guide includes recommendations for hosting a **Virtual ChemE Jeopardy Competition** and is intended to supplement the information included in the **Student Regional Conference Planning Guide** and the **ChemE Jeopardy Rules & Instructions** provided to Student Regional Conference host universities. Modifications to the planning process and the rules & instructions to accommodate a virtual format are captured in this guide.

1. **Virtual Competition Platform & Hardware Requirements**

   a. Platforms
      i. We recommend using a combination of Zoom and Factile to host your competition
         1. Factile will be used to build and run the game, and to integrate with buzzers used by teams
         2. Zoom would be used to display the Factile game on screen and to see the competitors in real time

   b. Hardware Requirements
      i. The host university will need a laptop on which to host the Zoom meeting and run the Factile game
         1. Additional laptops & personnel would be required for any additional games being played simultaneously; If multiple games will be played simultaneously, additional laptops are required
      ii. The host university may also choose to use a separate timing device -- this is recommended

   c. We recommend that each competitor has an internet connected laptop on which they can participate in the Zoom meeting and a second internet connected device such as a smart phone or tablet that will act as their buzzer.
      i. Each team is responsible for securing their own internet connections and internet connected devices. Hosts are not responsible for accommodating slower internet connections, but may make minor modifications to the rules prior to the start of the game at their discretion. Any changes to the rules must be announced to the participating teams in advance of the competition.

2. **Who can play?**

a. Students can participate on a team from anywhere with internet access, so team members do not need to be together or on campus in order to participate.

b. Any undergraduate student members of teams as of the original in-person conference dates are eligible to compete, even if they've since graduated (i.e. spring/summer 2020 graduates).

c. New teams are welcome/encouraged from our perspective, and any new teams must be comprised of undergrads only. We wanted to give this option to allow for more students to participate (given that some schools may no longer be able to participate in Chem-E-Car). That said, if the host school does not have enough volunteers to host additional simultaneous rounds or to create enough game boards to accommodate teams in excess of those that previously signed up, then it is okay for the host to limit the competition to the teams that have already signed up.

d. We will leave it up to each host/region to determine how many teams are allowed per school. There are a couple paths for accommodating more teams. We recommend being consistent with what your region has done in the past
   i. If you normally allow multiple teams per school, you should do that again this year, and put all teams in one bracket
   ii. If you normally do not allow multiple teams per school, you can set up A & B brackets where only teams in bracket A (the qualifying competition) would be eligible to advance to the ASC competition. The universities would have to identify their "A" bracket teams for you.
   iii. Keep in mind that if your region's competition has 10 or more teams in the qualifying competition, both the 1st and 2nd place finishers will be invited to participate in the ASC competition.

3. **Zoom**

   a. Zoom Subscription
      i. A paid account is recommended due to typical game duration (free account users have a time limit on zoom meeting duration).
      ii. If your chapter needs a paid Zoom account, please contact AIChE Staff at studentchapters@aiche.org for assistance. Alternatively, you are welcome to pay for the appropriate subscription level, and charge a small registration fee for participating teams to cover the cost of the subscription if your chapter is not able to cover the costs on its own.

   b. Zoom Training Materials

    i. If you don't have experience with Zoom, we recommend that you familiarize yourself with the platform by checking out the resources located in the [Zoom Help Center](#)

    ii. If you have any Zoom questions, please contact AIChE Staff at studentchapters@aiche.org for support.

4. Factile

 a. Factile Subscription

   i. A "Business Pro" account is needed to use the recommended features

     1. There is a small monthly fee associated with a Business Pro subscription of $9.50 USD per month.

     2. Depending on your competition date and how much time you want with the platform beforehand, you may end up wanting to keep your subscription active for 2-3 months, equating to a total of about $20-30 USD.

     3. If your chapter is not able to cover these costs on its own, you may charge a small registration fee for participating teams to cover the cost of the subscription.

   ii. To subscribe, visit https://www.playfactile.com/signup

     1. Enter an email address and password that you are comfortable sharing with the rest of your competition planning team

      a. All host chapter members/volunteers who will be helping build the game boards and/or em-ceeing ChemE Jeopardy must use the same shared account log in and password to host games that were built in that account.

       i. While Factile allows for you to associate up to 10 "Content Authors" with an account, **we DO NOT recommend using this functionality.** We found that these additional users could create games, but that the account's "Customize" settings do not apply to games created by a Content Author.

       ii. There is no limit on the number of simultaneous log-ins/games that can be played at the same time.

     2. Select the Business Pro Account and choose Monthly as the payment frequency.

     3. Payment by credit card is required.

   iii. Unsubscribing

     1. Be sure to cancel your subscription once it is no longer needed for your Student Regional Conference.

     2. To cancel, log in to Factile, navigate to "Account," and click the "Cancel Subscription" button.

b. Factile Resources
   i. User Guide
      1. Before you begin creating your game, we encourage you to review the comprehensive Factile User Doc which explains almost everything you'll need to know about the platform.
         a. You can access a web version here: https://www.manula.com/manuals/factile/factile-user-doc/1/en/topic/getting-started
         b. The guide is also available in PDF format here: https://cdn.manula.com/user/11668/13229_14164_en_1507496639.pdf?v=20171008170702
   ii. Contact Information
      1. If require any technical support, you can contact Factile's support team at team@playfactile.com
      2. You can also contact AIChE staff at studentchapters@aiche.org for support.

c. Factile Settings – **IMPORTANT!**
   i. There are several places where you can change/implement/verify settings within Factile.
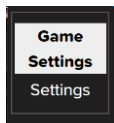   1. "Customize"
         a. This is where you will input all of the game settings!
         b. **Make your settings match those in the "AIChE Recommended Customize Settings" document**
            i. We encourage you to use upload the competing universities' logos as Custom Team Mascots
   2. When you go to "Edit" your game,
         a. Click on "Settings" on the bottom left hand corner of your browser, it looks like this:

         b. Verify that the slider is toggled towards "Use Customize Settings For this Game" as shown below:

      3. When you go to "Play" your game, ensure that you see "Customize Settings Active" in the Game Settings as shown below:

Game Settings
Customize Settings Active
Timer On/Off ⓘ   40 ✓
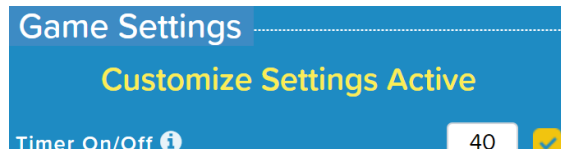
d. Factile Limitations – Settings/Features to Avoid & Alternative Solutions – **ALSO IMPORTANT!**

  i. As mentioned above, do not add "Content Authors" to your account. Use a shared username and password to build and host games.

  ii. We recommend incorporating some timer settings within Factile for game flow purposes, but we recommend relying on an external timing device and volunteer to ensure teams stay within the buzz in and response time limits. Do not use settings in Factile that automatically show the answer or auto-deduct points from teams after a specified timer is up.

  iii. We recommend that you do not use "Thinking Music" except for during Final Jeopardy. It does not work well with the timer settings we recommend, and we want to eliminate this distraction for the teams who may be navigating some of these virtual platforms for the first time.

  iv. The Daily Double

    1. Factile allows you to select the Daily Double at random or manually. We recommend that you select it manually and remember which tile was selected. Once the tile is clicked on during the game, the question appears right away, as opposed to appearing after the wagering process. To remain consistent with our usual game play of wagering prior to revealing the question, when a team selects the Daily Double question, let them know they've selected the Daily Double, have the team state their wager out loud, and then reveal the question.

    2. Do not rely on Factile for the scoring for the Daily Double. Factile does not allow for wagering on a Daily Double and if you mark a Daily Double answer as correct, it will add 2x the point value of the question to the team's score. Manually adjust their score accordingly based on their wager and their response.

  v. Do not rely **solely** on Factile's built in wagering functionality for Final Jeopardy. Try it out, but have a back-up option ready.

    1. We've experienced inconsistencies where some teams were unable to wager, or if they made a mistake in the wager entry process, they couldn't correct the issue and participate in Final Jeopardy.

    2. We recommend reviewing the wagering rules and team standings prior to announcing the Final Jeopardy Category so teams know what amounts they're able to wager.

    3. If any teams who are eligible to participate in Final Jeopardy are unable to enter their wager, enact plan B: Ask that the team captains send the

host their wager in a private Zoom chat, followed by their answers in a private Zoom chat – emphasis on the "private" so the other teams do not see their wager.

      a. Be sure that as the host, you are only sharing the Factile window, not your entire desktop, so teams don't see the wagers and answers come in on your shared screen.

      b. Alternatively, you could ask for the teams to send their wagers and answers in a private Zoom chat to another one of your planning team members who is not sharing their screen on the Zoom meeting.

4. As far as team collaboration during Final Jeopardy, we will leave this up to each region to manage. With any approach, hosts can be flexible and may allow some additional time for teams to collaborate. Some options are as follows:

      a. Create Zoom breakout rooms for each team

      b. Mute all players and advise them to have a phone call with their team members

      c. Advise team members to have a group instant message they can use to type to one another during Final Jeopardy

vi. Some hosts have found the equation editor within Factile to be insufficient for some of their needs. These hosts recommend using Microsoft Word's equation editor to make equations, save them as graphics & crop to size, and then upload them as images.

5. **Changes to "General Rules & Considerations"**

a. ***Original rule:*** *"It is also desirable to have a buzzer system that does not allow participants to buzz in until the Emcee has completed reading the clue."*

    i. ***New Virtual Rule & Explanation:*** *We recommend manually enforcing this rule. Reiterate at the start of the game that any teams who buzz in before you finish reading the question will be considered an incorrect response and the clue's value should be deducted from the team's score.*

b. ***Original rule:*** *"Only the person who buzzed in can respond to the clue. A response by any other team member or talking among the team members after they have buzzed in (talking among team members is allowed prior to buzzing in) should be considered an incorrect response and the clue's value should be deducted from the team's score."*

    i. ***New Virtual Rule & Explanation:*** *As of now, there is no way for hosts to see which member of a team buzzed in first. The host can only see which team has buzzed in first. Factile is in the process of developing functionality that would show the host which player buzzed in first, but that feature may or may not be*

released prior to your Student Regional Conference ChemE Jeopardy Competition.

1. *Our recommendation is for the host to call on the team that buzzed in first, and then ask whoever speaks first to be the one to finish answering the question.*
2. *In addition, while we will be able to see the players' faces, we won't be able to see if they are typing to one another or communicating in some other way. Therefore this rule will not be policed or enforced, and we encourage you to be flexible with the teams if you do notice any discussions that would normally not be acceptable during the competition.*

6. **Prior to the competition**

   a. Hosts are encouraged to host a practice session roughly one week in advance of the competition for teams to familiarize themselves with the Zoom and Factile platforms and test their internet connectivity. If you need a practice game, you can contact Auburn University Student Chapter Advisor Bill Josephson at **josephbe@auburn.edu**.

7. **After the competition**

   a. Acknowledge the winners
      i. Announce the 1st and 2nd place teams at the end of the competition
      ii. Send the 1st and 2nd place teams an electronic award certificate, along with a message to let them know that someone from AIChE staff will be reaching out to them to collect information needed to facilitate payment of their monetary award. AIChE will provide a certificate template, but you are also welcome to use your own template if you have one. You can cc their chapter advisor on this email too.

   b. **Report winners to AIChE**
      i. Access the Regional Conference Summary Report to report the winners to us here: **https://aiche.formstack.com/forms/regionalsummaryreport**.
         1. Please complete the required fields in the first section of the form, as well as the ChemE Jeopardy section in its entirety, and submit the form.
         2. You can leave all other sections blank (or you can consolidate all of your fall competition winners into a single form submission).
            a. If you already submitted your STPC winners, please do not re-submit along with your Chem-E-Car/ChemE Jeopardy winners.

   c. AIChE will handle sending an official invitation inviting each regions' winners to compete at the ASC. The conference dates are posted here: **www.aiche.org/asc**.
      i. The ChemE Jeopardy Preliminary and Semi-final rounds are tentatively scheduled to take place on Friday, November 13, 2020

ii. The ChemE Jeopardy Final rounds are tentatively scheduled to take place on Saturday, November 14, 2020