

AcceliCITY.com

**Leading  
Cities**   
Facilitating Resiliency & Innovation

# AcceliCITY 2023: Instructions for Judges



 **QBE | AcceliCITY**  
**RESILIENCE  
CHALLENGE**   
POWERED BY LEADING CITIES





Michael Lake, CEO Leading Cities

Thank you for volunteering to be an evaluator for the QBE AcceliCITY Resilience Challenge! The most important part of this application process is the actual evaluation of the applicants. And as we have always done, we rely on leaders in the industry, like you, to help us judge the most promising applicants to select our semi-finalists.

It is our goal to have each evaluator review no more than 6 or 8 applications (depending on number of applications received). At this early stage in our vetting process, an application review can range from 15-20 minutes each, depending on your own personal approach. The application review period will be from May 8th to May 18th. Each online evaluation form for the applications you are assigned must be completed and submitted by the end of the day on May 18th, to ensure that the semi-finalists are selected and announced on schedule.

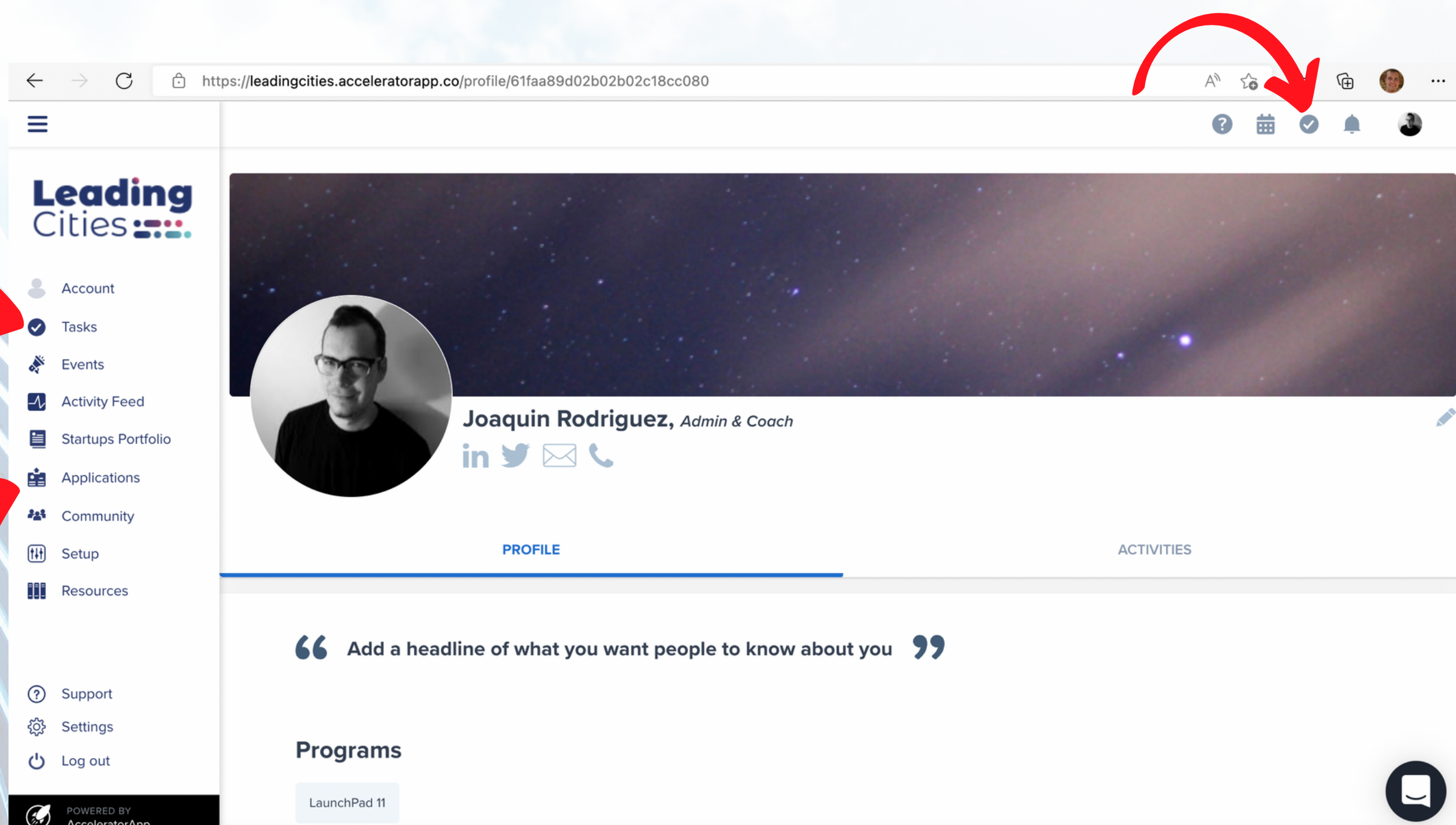
## Gaining access to the evaluation platform

After you submitted your mentor/evaluator form you should have received an invitation to our platform (<https://leadingcities.acceleratorapp.co/>) via e-mail. This invitation allows you to create the required account on the platform (provided you have not created an account previously). If you cannot find the invitation email please contact [k.kutrzeba@leadingcities.org](mailto:k.kutrzeba@leadingcities.org) to have the invitation re-sent to you. All applications and materials will be shared and the evaluation forms completed using this platform, so it is critical that you are able to successfully setup and access your account prior to May 7th.

## Navigating the platform

By May 8th we will have assigned you the applications you will be responsible for reviewing. You will receive an e-mail from us after they have been assigned to alert you that you are able to access them from your account. Once you are assigned to the applications you will be able to use the platform to review the applications and submit your evaluations. There are several ways to access the applications assigned to you.

- The first one is to click the “Applications” tab in the menu on the left side of the portal. This displays all the applications assigned to you. After you click on one of them you will see their application form on the right side of your screen.
- The second way is to click the “Tasks” tab in the menu on the left side of the portal. Doing so will display the list of all applications that you have not evaluated yet. Click one of them and you will be able to see the application and review it.
- The third way is to access the application via the bell icon on the top of your dashboard. This will display all your notifications including the applications you have been assigned.





## Evaluating applications

Once you select one of the applications you will see the applicant's submission on the right side of your screen. Scroll through the application to read all the answers and download all the files attached. After you familiarized yourself with the assigned application you can start the evaluation.

On the left side of your screen there is a button reading "Start My Evaluation". It's located just under the box with the name of the applicant, in a section called "Selection of Candidate". Click the button to start your evaluation.

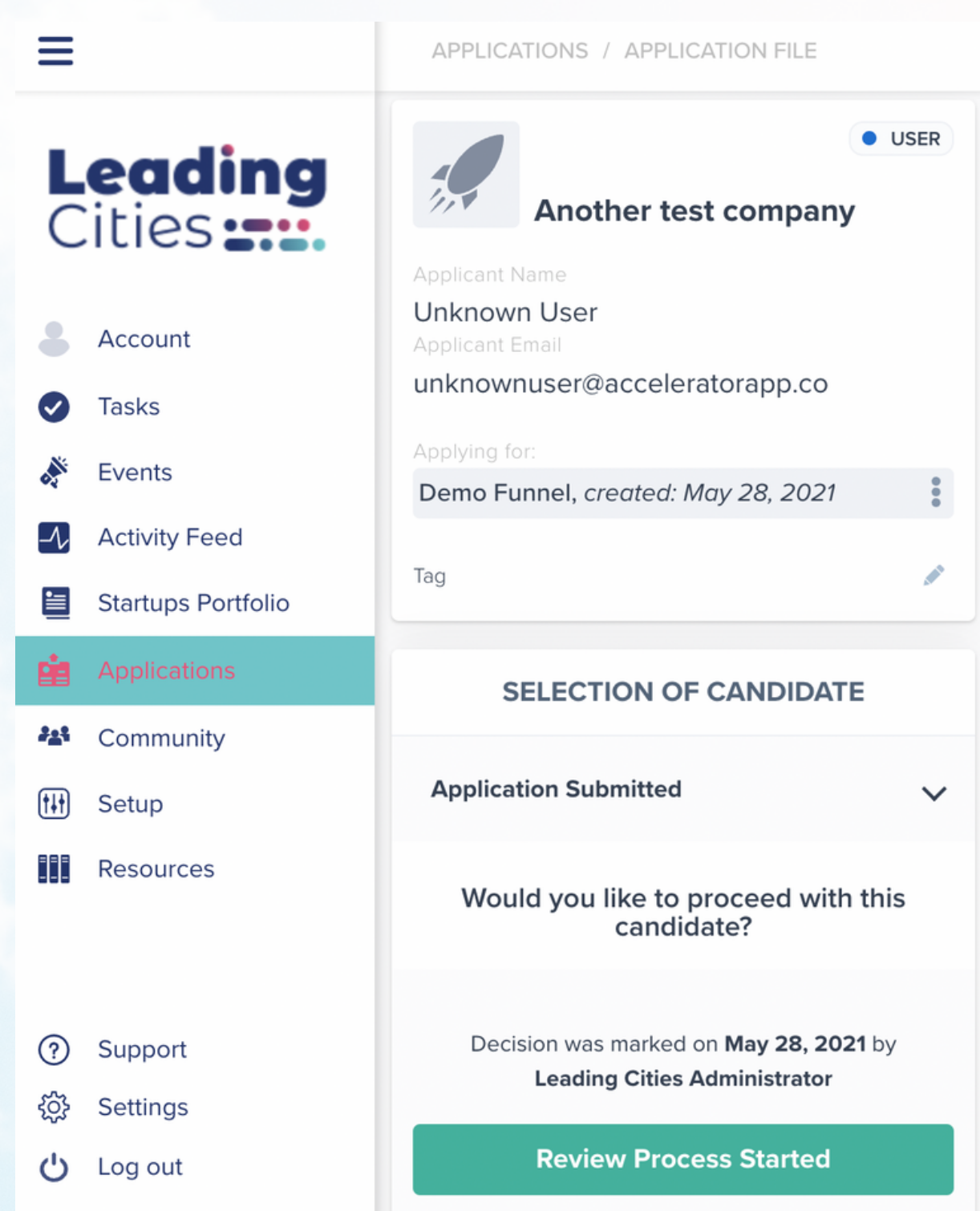
The evaluation form is an interactive questionnaire.

Most of the questions are scale-based. They are evaluated on a scale of 1 to 10. Where 1 means "I strongly disagree" with the statement in question and 10 means "I strongly agree" with the statement in question. Next to the question you can sometimes see a circular icon with the letter "i" in it. Hover your cursor over the icon to see the description of the question (i.e. "check all that apply").

The majority of the questions are mandatory for an evaluator to answer. The one question that is not mandatory is marked as such in parenthesis.

You can save your evaluation form before you submit it and return to it later. To do so, just click "save" button at the bottom of the evaluation form.

To submit your evaluation click the blue button reading "Submit", located at the bottom of the evaluation form.



## General guidelines

At this stage of the contest applicants share only the basic data about their companies and solutions. Because of that we encourage our evaluators to focus their assessments on the few key measures, such as level of innovation, potential for impact and general viability, rather than conduct a very technical analysis.