



CONCOUR DES OCTAS 2023
36e ÉDITIONS

CONTEST RULES



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INFORMATION ABOUT THE CONTEST

1. ABOUT THE OCTAS CONTEST

Organized since 1987 by Réseau Action TI, the OCTAS contest is a unique opportunity to recognize excellence in information technology (IT). Réseau Action TI pays tribute to individuals, businesses and organizations for their creativity, dynamism and exceptional contribution to the growth of the technology industry.

Over the years, the OCTAS contest has enabled many winners to achieve unparalleled visibility and recognition through this distinctive brand. Obtaining an OCTAS has important repercussions, both in Quebec and nationally and internationally. Since its creation, this contest has given many Quebec companies remarkable visibility and growth.

During its annual awards evening, Réseau Action TI presents the OCTAS trophies to the winners of the various categories, chosen by the members of juries made up of representatives of the technology sector. In addition, the OCTAS de l'Excellence, the highest honour awarded by Réseau Action TI, is awarded to a winner chosen from among all the winners in all categories.

On average, 500 people from the IT community attend the OCTAS Gala every year, formerly known as the OCTAS Gala. The 2023 edition will take place in June. Artisans of the most remarkable projects of the year 2023, will be rewarded at this prestigious evening focused on innovation.

2. ABOUT RÉSEAU ACTION TI

For more than 40 years, Réseau Action TI has brought together and mobilized professionals from the information technology industry. Today, with nearly 10,000 members and clients, it is the largest network of people working in this industry in Quebec.

Made up mostly of information technology professionals and managers, Réseau Action TI creates opportunities for people to come together and helps improve knowledge and skills. It underlines the quality of the achievements and contributes to the valorization of IT.

3. CONTEST FORMAT

a) Free entry submission

Réseau Action TI does not charge a fee for a submission to the OCTAS Contest, regardless of the category selected. In return, each finalist must delegate a representative to attend the OCTAS Night.

b) Category definition

To put innovation at the forefront, the categories are associated with the business line of the project carried out by the organizations that submit applications to the OCTAS Competition. The 2023 Contest has ten categories for which a definition and examples are provided in the Categories section:

1. Human capital
2. Culture and society
3. Business solution
4. Digital solution
5. Business process transformation
6. Innovation
7. Entertainment
8. Research
9. Governance
10. Relève étudiante Prize— University

The jury may award more than one OCTAS in each category.

Two Youth in IT Awards will also be granted to high school and college students, as well as the OCTAS du Français dans les TI. Details on the selection of winners for these categories are provided below.

c) Specific categories of the projects submitted

Since participants no longer have to choose a specific category in which to submit their project, the concept of project type was removed this year. It is now sufficient to submit a general application to participate in the OCTAS competition. Projects may

be of any type, but each must have one or more of these characteristics:

- > Improves knowledge or organizational performance
- > Develops the skills and productivity of employees, customers or partners
- > Has a significant impact on society in its cultural, educational, media or entertainment dimensions (e.g. video games)
- > Improves the quality of life, well-being or integration of individuals into society
- > Distinguishes itself by the integration of web technologies to optimize transactional processes with customers, suppliers or partners and thus increase the productivity of the organization
- > Allows an organization to exceptionally renew its organizational processes, while considering the needs of employees, customers, citizens or businesses
- > Brings together or integrates in an innovative way the information made available by distributed smart objects (Internet of Things)
- > Uses the ability of a functional unit to perform functions typically associated with human intelligence, such as reasoning and learning
- > Constitutes an essentially application solution that has been designed by development (internal or customized), deployment or integration of a software package (ERP, CRM, SCM, artificial intelligence, BI, etc.) OR the use and deployment of free software or components thereof
- > Is a particularly efficient use of business intelligence technologies, particularly in the context of the use of big data
- > Is based on a mobile platform

4. JURY

First, the members of the OCTAS committee analyze the files according to their classification at the time of submission, decide on the categories for which the prizes will be awarded and assign the files in each category.

Jury Favorite Award

Of all the applications received, the jury will vote among all the applications submitted; the organization that receives the most votes is awarded the jury's Coup de coeur award at the Grande soirée des OCTAS.

The jury then evaluates all the applications received and determines the finalists. The

determination of the number of finalists in each category is at the sole discretion of the first jury. This year's finalists will be announced on April 28, 2023.

Finally, a second evaluation from the finalists' files will be conducted, the members will:

- > The selection of the winners, that is to say dossiers that will win an OCTAS in each of the categories;
- > The selection of the winner of the OCTAS of Excellence, from among all the winners, in all categories. This OCTAS represents the highest distinction awarded annually by Réseau Action TI.

OCTAS de l'Excellence

All the winners as well as the OCTAS of Excellence winner will be announced at the OCTAS Night.

5. CONFLICT OF INTEREST AND CONFIDENTIALITY

Jury members must withdraw from the assessment of a category if they find themselves in a conflict or apparent conflict of interest.

The selection process for the finalists and winners of the Competition is confidential. Only the auditor, the President and CEO of the Réseau, the Competition Project Manager, the Director and the members of the juries have access to the candidates' files. All members of the jury are required to sign a confidentiality agreement, as well as to destroy all documentation provided to them, upon completion of the evaluation work.

The names of the jury members remain confidential throughout the file analysis process until the OCTAS Grand Soirée.

6. EXTERNAL AUDITOR

Compliance with the rules of the Competition and the compilation of the results of the OCTAS juries are placed under the supervision of an independent specialized firm.

The Competition Auditor is appointed by the Board of Directors of Réseau Action TI. He ensures compliance with the rules of the Competition, attends the work and deliberations of the juries, then makes the final compilation of the results, which he then gives to Réseau Action TI.

7. HELP WHEN SUBMITTING AN ENTRY

To remain impartial, Réseau Action TI does not offer assistance in writing an application for the OCTAS Competition. Please contact octas@actionti.com to connect you with a mentor.

8. QUESTIONS REGARDING THE CATEGORIES

For questions about the evaluation criteria and eligible categories, please contact octas@actionti.com

9. ENTRY FORMS

This year, the registration form and the application form will be made via Réseau Action TI website. [Octas 2023](#) The entire application process will be online, to allow for adequate support.

Your contact information may be requested to allow you to receive support from a jury member as part of a sponsorship program.

10. USE OF OCTAS TRADEMARKS

Finalists and winners of the OCTAS Competition are encouraged to use the OCTAS logo in any advertising related to them, in accordance with the criteria for use issued by Réseau Action TI. Appropriate visuals will be made available for the teams involved.

11. OCTAS VIDEO

Réseau Action TI produces a video montage for each of the finalists, notably for the OCTAS awards evening. Applicants by default allow the Réseau to use the information

entered in the fields of the form that are identified as those whose content is subject to being made public and may be disseminated by the media.

Information from fields identified as “for juries” will not be publicly disclosed. Case managers are encouraged to provide quality graphics and visuals to allow not only the jury to properly assess the case, but also to Réseau communicate the value of their file in their various communications about the Contest and during the OCTAS evening.

Applicants may be asked for additional photos or videos to further explain their project. The quality of the photos provided will be reflected in the videos produced.

12. IMPORTANT DATES

- November 15 2022** 2023 OCTAS Contest Launch and Online application period opens
- April 6 2023, 17h** End of online application period for regular applications
- April 28, 2023:** Announcement of the finalists
- April 28 to May 20 2023:** Public’s favorite prize vote
- June 1 2023 :** OCTAS

CONTEST RULES

1. DEFINITIONS

ACHIEVEMENT: The set or part of a set of creative, management or communication work applied to the field of information technology (IT). An achievement must not be a new version of a product that has already been installed or marketed, unless there is a major change from the original product, which must be clearly demonstrated (subject to Section 4).

HOLDER: Organization that owns and holds the rights (intellectual property) and title to an achievement. Any organization that has legal rights.

ORGANIZATION: Refers to any private, public, parapublic or non-profit organization with an office in Quebec.

PERSON IN CHARGE OF THE FILE: A person authorized by his or her organization to submit an application to the OCTAS Competition and to whom one may refer following the submission of applications (audit committee, additional material, etc.) for all questions.

AUDIT COMMITTEE: The Audit Committee shall consist of the Head of the Panel, a representative of the External Auditor, the President and CEO of the Network or his or her representative and the OCTAS Officer. Members of the committee may add other resources if they deem it necessary.

FINALIST: An organization whose case is selected by the first jury in its category to be part of the list of cases from which a winner will be chosen. Finalists will be announced through a press release and Réseau Action TI publications on April 28, 2023.

WINNER: An organization whose application, previously selected as a finalist in its category, is identified by the second jury as the winner of an OCTAS prize in that category. The winners are announced at OCTAS on June 1, 2023.

2. INSTITUTION

Organizations with an office in Quebec since at least January 1, 2022 are eligible for the 2023 OCTAS Competition.

3. ENTRY SUBMISSION

The evaluation criteria, additional explanations and rules of the Contest can be downloaded from the Réseau Action TI website, in the Events/ OCTAS section.

Electronic nomination forms must be completed on the Réseau Action TI site (Events/OCTAS section), at the designated location, no later than Thursday, April 6, 2023, at 5 p.m. The electronic nomination forms provided by the Réseau Action TI must be duly completed for each of the registered achievements.

4. PROJECT IMPLEMENTATION PERIOD

For all categories, with the exception of Disruptive Innovation projects, the deliverables

submitted must have been completed by January 31, 2023, i.e. the project has been deployed in production mode (be measured/estimated at 9 on the TRL/NMT scale). The project must be operational. For example, if promotional or training portions are in progress after January 31, 2023, but the technology stream is operational and ready for use, the project is considered complete and therefore eligible for the Competition.

It should be noted that the project cannot have been submitted in a previous edition of the OCTAS, regardless of the period of production and whether it was a finalist or not.

For Disruptive Innovation projects, the submitted project or initiative is not required to be completed by January 31, 2023. Rather, it is required that the firm or organization submitting the project demonstrate that, as of January 31, 2023, the level of technological maturity of the innovation within the project is measured/estimated at at least 6 on the TRL/NMT (Technology Readiness Level) scale, an international measurement scale.

5. INTELLECTUAL PROPERTY

An organization may only submit the achievement(s) for which it holds the intellectual property. The authorisations required, for projects resulting from active collaboration between several organisations, must have been obtained beforehand. In addition, where an achievement is the result of a partnership in which several organisations share risks and benefits, OCTAS may be awarded to all partners.

Applicants must enter, in the appropriate space of the form, the name of the company carrying the project as well as that of its collaborators.

6. PRESENTATION WITH A SERVICE PROVIDER

If a work has been carried out and implemented in collaboration with a service undertaking, by contract, that work must be submitted by the owner of the service undertaking, in collaboration with the service undertaking. However, under no circumstances can the performance be presented by the service company.

7. INSUFFISANT NUMBER OF ENTRIES IN A CATEGORY

A category may be cancelled if the organizing committee determines that there are

not at least three projects that apply to it. In this case, the audit committee may, in agreement with the candidate(s) concerned, transfer the file(s) to another relevant category.

8. NUMBER OF ENTRIES SUBMITTED

An organization may file several separate files for different projects. However, each achievement will be classified into a single category.

9. ATTENDANCE OF THE FINALISTS ON OCTAS NIGHT

Réseau Action TI requires that each finalist delegate at least two representatives to attend the OCTAS Night. The OCTAS evening rewards teams for their work on the winning project, so it is important that the team who worked on the project can be present at the Evening to collect their prize, if necessary. This year, the evening will take place virtually, but a film set will be planned for the reception of the awards. Only the finalists will be able to be physically present. They must therefore ensure that they are available and present during the evening.

10. INFORMATION AND FILES

To be successful, a file must be accurate in all its aspects and meet all the requirements. No items other than those requested will be considered in the assessment of the application. Applicants are asked not to include documents other than those required. (Promotional items, annual reports, newspaper extracts, etc., will be rejected without notice. Attachments must be objective and not based on opinion.)

The file may include up to eight (8) illustrations, graphs, tables or links (URLs) to complete the information in the appendix. As for the attached files, each of these elements must constitute a separate file of a maximum of 5 MB (thus, a maximum of eight [8] files of 5 MB each). These files should only be in . pdf, . jpg, or . gif.

The description of the achievement in the application form must clearly indicate the references to these files (included in the number of words allowed), and it is recommended to use the same nomenclature in the text to identify the illustrations used for the files (for example: ACTIONTI_fig1.jpg, ACTIONTIONNetwork2.pdf, etc.). The URLs should be referenced in the text of the detailed description of the achievement

and point to information that has a dynamic character such as a video, presentation or demonstration. These videos or demonstrations must be of short duration (1 to 2 minutes each), otherwise they will be removed from the material submitted to the juries without notice. URLs should not redirect to a Web folder requiring privileged access.

The candidate has the responsibility to demonstrate the proper functioning of the produced achievement. For this, it is strongly recommended to include an Internet link to the submitted project. In all cases, the candidate will be required to provide the appropriate information and terms of access, in complete confidentiality.

Logos in high resolution JPEG, PNG or vector format of the company owner and collaborator will be requested from you.

11. EVALUATION CRITERIAS

Applications may be submitted in English or French, as desired. Although we encourage the use of French, a file will not be penalized if it is submitted in English. However, the public portion (short description) of your application must be written in quality French to respect the language of Réseau Action TI, if published.

The jury members are particularly interested in hearing about the tangible improvements your achievement has made to your organization's productivity and performance, as well as its innovative nature. It is therefore important to explain how your project stands out in this regard.

The jury will pay particular attention to the innovative aspect of the project, within its category and according to its type. Innovation can be found in information management concepts or strategies. It can also be found in the impact of the solution or project on the culture (technological, social, organizational) or on the practices of the company or organization that receives it. Innovation may involve the development of new technologies or methods, or significant improvements in the application of existing technologies.

Main evaluation criteria:

- > Clarity and relevance of project objectives;

- > Scope of achievement relative to the size of the organization (complexity, issues, risks and challenges);
- > Actual benefits achieved, tangible or intangible, based on measurable indicators (productivity gains, increased sales or revenues, reduced operating costs, etc.) or demonstrable;
- > Impact on the target audience (change in habits, satisfaction index, customer retention, knowledge acquisition, etc.) and on the organization (collaboration index, efficiency, knowledge transfer);
- > Concepts, methods and tools used, including project management approach (effectiveness, efficiency, innovation);
- > Innovative use of technology or incremental innovation supported by the project;
- > Potential scope of the project (with other comparable organizations, internationally, etc.).

For applications presenting a breakthrough innovation, certain additional criteria apply. Please see the section specifically describing Disruptive Innovation, in the section Leveraging Innovation in All Categories.

12. ENTRY VALIDATION

The audit committee ensures that the files submitted comply with the regulations and that they comply with the period of performance and the spirit of the Competition, that the required documents are submitted, that the file meets the criteria of the category, etc.

The candidate has 48 hours following a telephone message or email from the audit committee to provide the requested information to resolve the dispute. Any candidate who does not provide the details required by the committee at the end of this period will be disqualified and the file will not be sent to the jury

13. RESPECT OF CRITERIAS

If the projects submitted in a category do not meet the criteria determined by these regulations, the jury, after notifying the audit committee, may decide not to select any finalists in this category and move these projects to another category deemed relevant. Jury members are therefore not required to nominate a finalist in a given category.

Be specific, especially about the results achieved and the bold and innovative nature

of your project. Please do not hesitate to contact us if you have any questions regarding the requirements of the project categories and/or type(s).

14. INFORMATION CONFIDENTIALITY

In the sections of the application form identified as “public” information, the Bidder agrees in advance that this information may be made available to the public by the Réseau Action TI and its partners.

15. REJECTION OF AN ENTRY

The jury reserves the right to refuse any case whose authenticity is questioned.

16. DEROGATION

Any request for derogation from these rules will be submitted to the auditor for analysis and decision, after consultation with the management of the Réseau Action TI and the head of the jury.

17. IMPLICIT ACCEPTATION OF CONTEST RULES

The submission of an application to the OCTAS is equivalent to full agreement and acceptance of the Contest Rules.

18. JURY DECISIONS

The participants in the OCTAS Competition recognize that the decision of the jury is final and without appeal.

19. CANCELLATION

In the event of circumstances beyond its control, Action TI Network reserves the right to terminate or cancel the Contest at any time without notice.

20. COMPLIANCE AUDIT

In order to ensure the compliance of the applications submitted, the Réseau Action TI reserves the right to carry out audits on an indefinite number of projects, throughout the process of examination of the applications by the jury.

CATEGORIES

Candidates are invited to submit their general application by selecting the category(s) that apply. A project may be submitted in up to 2 categories. It is important to detail the project so that the members of the organizing committee can properly classify it. The jury will detail the prizes by category following the selection of the projects

1. Human capital
2. Culture and society
3. Business solution
4. Digital solution
5. Business process transformation
6. Innovation
7. Entertainment
8. Research
9. Governance
10. Relève étudiante Prize— University
11. *Relève étudiante Prize— High School and college (Cannot submit directly)*
12. *Français dans les TI (Cannot submit directly)*

The winning organizations in each category will have made remarkable use of the potential of information technology in order to stand out in a field, whether it be for their products, services, reputation, productivity or know-how.do or know them. They will have had a significant impact and demonstrated their relevance to their employees, customers, partners, the community and society.

If the number of applications so warrants, the Audit Committee may subdivide any of the categories by applying additional criteria to more accurately reflect the reality of the applicants. In this case, more than one OCTAS may be assigned in this category.

The choice of the category that will have been made by the participant is subject to change after evaluation of the project by the event committee. No changes will be made without consultation and notification.

Réseau Action TI remains available to answer your questions regarding the category descriptions and specific requirements for each category. If you have specific questions about this, you can contact the Réseau Action TI at the end of the document.

1. HUMAN CAPITAL

Projects designed to increase or highlight the set of skills, talents, qualifications, experiences accumulated by an individual or group of individuals that partly determine their ability to work or produce for themselves or for others.

2. CULTURE AND SOCIETY

Projects focused on increasing access to or promotion of existing or new services for one or more targeted communities or groups.

3. BUSINESS SOLUTION

Projects focused on developing or implementing a solution to solve a business problem or to meet the business need of an organization or business unit.

4. DIGITAL SOLUTION

Projects focused on creating a digital solution or application that can be used by an organization or individual.

5. BUSINESS PROCESS TRANSFORMATION

Projects focused on integrating digital technology into multiple aspects of the business that required fundamental changes in technology, culture, operations and value creation.

6. INNOVATION

Projects that focus on creating or implementing an organizational innovation (technological or non-

technological) that focuses on a product or service and ultimately replaces a technology or process within your business or industry.

7. ENTERTAINMENT

Creative projects focused on developing a digital entertainment solution that delivers entertaining and innovative experiences.

8. RESEARCH

Research projects focused on digital technologies, impacts, benefits, evolution or use.

9. GOVERNANCE

Projects focusing on the implementation of mechanisms and approaches to better regulate the use of digital technologies.

10. RELÈVE ÉTUDIANTE PRIZE— UNIVERSITY

This category recognizes a project carried out by university students highlighting the use of technology. The project stands out for its ingenuity, utility and innovative aspect.

Specific Requirements for Emerging University Student Category

The project must be completed by April 2023.

Projects submitted must include:

- > a description of the student achievement;
- > a description of the composition of the student team and the contribution of each, if applicable; des informations quant à l'envergure de la réalisation et son impact actuel ou potentiel;
- > a description of the impact of the project presented on the training of the candidates themselves, on their learning or on the organisation for which the project was carried out;
- > information on the nature of the achievement's contribution to the advancement and transfer of knowledge.

Réseau Action TI requires a letter of attestation from the educational institution confirming that the student(s) was enrolled full-time at the time of the project, or an official transcript. This attestation must be uploaded (appended) in . pdf with the electronic application form, together with the illustrations and graphics.

11. RELÈVE ÉTUDIANTE PRIZE — HIGH SCHOOL AND COLLEGE

This category recognizes the IT achievement of a high school student and that of a college student presented in the regional finals of the Hydro-Québec Science Expo Competition of the Réseau Technoscience. As a partner, the Réseau Action TI is a national award donor.

Applicants for the IT Youth Award categories must have submitted, in the context of the Regional Science Fairs, an information technology project that meets the criteria established by the Réseau Technosciences for this competition.

Applications in this category are the information technology projects selected by the juries of each of the 12 regional science fair finals. Students who have completed the selected projects must fill out a form for the Réseau Action TI jury in order to be nominated for an OCTAS prize. The latter then convenes a special jury that determines the winner among the submitted projects. The winner is presented with the OCTAS of the Prix jeunesse en TI at the OCTAS evening.

*Visit the Science Fair website for more information on this contest
www.exposciences.qc.ca.*

12. OTHER CATEGORIES

The OCTAS Competition partners with partners to promote information technology and digital technology in specific areas. The prizes awarded for these categories do not require any application in the formal framework of the OCTAS Competition. Please refer to the category descriptions below for further details on eligibility.

French in IT

A prize will be awarded by the Action TI Network to the project, which will be particularly distinguished for the use of French during the development of the product, as in the final result.

A question specific to this category is included in the general form. The answer to this question is optional, but all contest participants can answer it. Only candidates who have completed this section of the form will be nominated for the Prix du Français dans les TI.

A special jury will select the winning project; this committee is composed of linguists, as well as a representative of the Réseau Action TI.

If, among the eligible files, none qualify to receive a prize, the members of the jury may decide not to award the French OCTAS in IT at the present edition of the OCTAS.

OCTAS DE L'EXCELLENCE

The OCTAS de l'Excellence is the highest honour awarded annually by the Réseau Action TI, in recognition of the exceptional quality of an achievement.

No nominations are invited for the OCTAS de l'Excellence. The winner of this OCTAS is selected by the jury, from among all the winners of the Competition. The scope and potential of the project beyond IT, its current and future impact, as well as its innovative nature, guide the jury in awarding this award.

QUESTIONS?

If this document does not answer all of your questions, please visit the OCTAS Competition webpage at www.actionti.com for more information.

You will find additional information, Internet links to the archives of the years 2017 to 2022 (video clips of the finalists, photo albums and descriptions of the finalist projects).

Please feel free to contact us by email at octas@actionti.com