OCTAS CONTEST 2024
37th EDITION

APPLICANT'S GUIDE

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For more information or documents relating to the OCTAS Contest 2024, please visit the official website of [Réseau Action TI](#).

INTRODUCTION

This guide contains all the relevant information regarding the presentation of a project for the OCTAS Contest 2024.

Applicants interested can also seek the support of a mentor. Acting as a "sponsor," this person can offer assistance while preparing the application file.

For more details or questions regarding the submission process, please contact us at Octas@actionti.com.

PREPARATION OF THE APPLICATION

1. Information required for your submission

The following information will be required when you complete the form and submit your supporting documents online. We recommend gathering these elements in advance.

> **Name and contact information of the person responsible for the application;**
> **Information about the candidate organization and any collaborating organization** (name, contact information, total number of employees in the company)**;**
> **Official title of the project** (exact wording to be used for communication related to OCTAS and for inscription, if applicable, on the trophy or finalist certificate)**;**
> **Project realization period** (start and end dates)**;**
> **Cost of realization in dollars** (optional; this includes acquisition [hardware and software], development, adaptation, management, implementation, change management, etc.)

You are also required to indicate the **category of your project**.

CATEGORIES (mandatory; one or two choices) **:**

1. Human capital
2. Culture and society
3. Entertainment
4. Innovation
5. Video games & electronic sports
6. Research
7. Robotics
8. Responsible digital solution
9. Digital transformation
10. Data valorization and artificial intelligence
11. Emerging Talents – University

IMPORTANT

An organization may a maximum of two (2) files. Each achievement will be classified into a single category.

2. Application Submission Form

Before submitting your application file online, we strongly recommend getting the PDF form titled "Application Submission Form," which will help you gather the necessary information to properly present your project.

You can receive a copy of this form by emailing Octas@actionti.com or by following the link : OCTAS (awardsplatform.com). Please note that this document is provided for reference only. **The official application submission can only be done through the online Award Force platform.**

In order to help you better understand the application form and enable jury members to appreciate your project's true value, you will find additional information in this section regarding specific questions.

Please note that the character limit specified in the form includes spaces.

DESCRIPTION OF THE ORGANIZATION

Information in the «**Organization name**» and «**Collaborating organization name**» fields will be disseminated if the project is selected as a finalist or winner. They will also appear on the OCTAS certificate or trophy, if applicable.

Please ensure the accuracy of the terms entered in these fields and their spelling.

Organization name

The name of the organization responsible for the project and holding the copyright and/or intellectual property rights (without abbreviation or acronym).

Collaborating organization name (if applicable)

The name of the organization(s) that contributed to the project should be mentioned if the project is a finalist or winner. The collaborating organization can include the service provider that carried out and implemented the project by contract.

IMPORTANT

Under no circumstances can the project be presented by the service provider alone.

Before submitting your file, you must ensure that you have obtained the collaborating organization's permission to submit your project to the Contest and for mentioning its collaboration in the project.

PROJECT DESCRIPTION

Short Description

> Official project title (**maximum 100 characters**);
> Public information about your project, which should be understandable by business and IT professionals (concisely explain your achievement). **This**

information may be used to present your application in Réseau Action TI's and partners' communications.

Website

The website associated with the project may provide restricted access to its users. Please provide the information required or jury members to access it (username and password.)

Alliances and partnerships

If applicable, indicate in this field the partners, **other than the collaborating organization**, that contributed to the project; for example, in terms of distribution, by providing materials or expertise, etc.

Project objectives

You should present the context and the needs that the project attempts to address and list the general and specific objectives related to it.

Project scope and target audience

For more details, refer to the content of the questions in the form.

IMPACTS

For the following questions, we strongly recommend taking into consideration the elements below, if applicable:

> The IT solution used and the primary benefits associated with the use of such a solution;
> The current offering (product and service) the innovation positions itself against;
> The business and technological objectives targeted, with a focus on the challenges encountered and the desired outcomes (data, mastery or appropriation of the technology, processes, etc.);
> The implemented functionalities (for example, cubes, dashboards, data analysis, etc.);
> The contribution to the evolution of the business model and the improvement of organizational performance, as well as the impact on customers, suppliers, and partners;
> The operation of the organization's sector (or the organization as a whole) affected by the implementation of the solution;
> The business and technological objectives targeted by the presented solution;
> The elements allowing to assess the effectiveness of the technological solution used;

Impacts and project results

The following elements should be considered when drafting your response:

> Indicate how the objectives were achieved and present specific, tangible, and measurable benefits/results.

> Provide detailed descriptions of the results obtained and specify how they were measured for each of the following points :

- Improvement in revenue;
- Time and cost savings;
- Improvement in organizational or societal efficiency;
- Improvement in customer service or citizen/individual services;
- Improvement in aspects relating to information security.

> Describe the ecological and social footprint of this innovation.

> Explain, if applicable, a situation in which the developed solution has produced substantial benefits for users.

> Provide comparative figures (i.e. if you mention a percentage increase in sales or market share, provide the figures used for comparison).

> If possible, indicate the return on investment and quantify the overall impact.

Innovative aspect of the project

In your project, innovation can be found in concepts or through information management strategies. It can also relate to developing new technologies or methods or notable improvements in applying existing technologies.

Innovation can also be reflected by the impact of the solution or project on the culture (technological, social, organizational) and practices of the company, organization, or individual receiving it.

In addition to describing the project's innovative aspects, please explain how these aspects provide an advantage to the organization in relation to its products, services, practices, etc.

Technological aspects

You should define the tools and methods used to design, develop, integrate, and deliver the solution. If applicable, you can also describe the supporting technological infrastructure or system access, the number of participating sites, and their connection or networking mode.

Project scope

Present the possible developments here, such as potential application to other similar organizations, international export, etc.

USE OF FRENCH IN THE PROJECT

This criterion provides you with an additional opportunity to win an OCTAS, regardless of the category in which you submit your project. A prize will be awarded to those who stand out for their use of the French language throughout the product development process and in the final result.

This section of the form is optional. All applicants are eligible for the *Francais dans les TI* prize, but only those who have answered the related questions will be considered.

A separate jury will award this prize, considering, among other things, the special efforts invested in the project regarding the use and quality of the French language. The use of terminology specific to the field and compliant with the technolinguistic standards in Quebec (including the ability of the application, solution, or platform to support all necessary diacritics for correct French expression) will also be evaluated. Any specific initiatives aimed at using high-quality French in the project will also be considered.

The main questions related to the *Francais dans les TI* category are as follows:
> On a scale of 1 to 5, indicate the level of French usage in your project.
> Identify the parts of your project that are offered in French.
> Indicate the tools and means put in place to promote the use of French within your team throughout the design and implementation of your project.
> Describe the steps taken during the development process to ensure a high level of language quality.
> Did you need to establish specific terminology for your project or use terminology specific to the field? If so, provide three examples.
> Provide a link to support the user-friendliness of French in your project. (In the context of the *Francais dans les TI* prize, jury members are invited to assess the user-friendliness of your project based on the following criteria: ease of use, navigation in menus, and the quality of presentation [visually appealing menus and graphics] on available tools. We invite you to share a website or other environment to allow us to evaluate these elements.)

SUPPORTING DOCUMENTS

Number of supporting documents

Your application file can include, as an attachment, **up to eight (8) illustrations, graphics, tables, or links (URL)** to illustrate or supplement the information provided.

FILES

> EMAIL: Each element should be submitted as a separate file with a maximum size of 10 MB (i.e., a maximum of 8 files, each up to 10 MB). Please note that files may be larger if shared via email through Google Docs or SharePoint at Octas@actionti.com. Please include a description for each of the files, as well as the name of your project and your organization. Files sent using WeTransfer will not be accepted.
> AWARD FORCE ONLINE PLATFORM: You also have the option to upload the files directly to the online platform. As mentioned above, no submissions via

WeTransfer are allowed.

> The files must be in **PDF**, **JPG**, or **GIF** format exclusively.
> The project description in the application form should **clearly indicate references to these files**. It is recommended to **use the same naming convention in your text to identify your illustrations as that used for your files** (e.g., fig1.jpg, fig2.jpg, fig3.pdf, etc.).

INTERNET LINKS (URL)

> URL links should be **referenced in the project description text** and should point to dynamic information, such as a video, presentation, or demonstration.
> These dynamic elements should have a **maximum duration of two (2) minutes each**; failure to meet this criterion will result in the removal of the element from the materials submitted to the jury.
> If applicable, you should **specify the range to listen to in the figure description.**

IMPORTANT

Promotional publications, annual reports, press articles, etc., will be rejected. Supporting documents must be objective and not based on an opinion.

SUBMISSION OF THE APPLICATION ONLINE

3. Validation of the information included in the application file

Before submitting your application online, **it is important to ensure that the following elements have been validated by the parties concerned, including marketing departments: Réseau Action TI will not be held responsible for grammatical or typographical errors, especially for employee or company names. Everything will be transcribed as is on our website.**

> The name of your project (wording and spelling);
> The names of the companies mentioned in the form (wording and spelling);
> The number of employees in your company;
> Your company's logo (PNG and/or vector format);
> The illustrations, videos, Internet links, tables, or other elements intended to provide a better understanding of the project that will be attached to your file.

Réseau Action TI will not be responsible for any grammatical or typographical errors, especially in the names of employees or companies. Everything will be transcribed as is on our website.

4. Submission of the application

Once you have received the necessary permissions and validated the content of your form and supporting documents, click here to submit your application. The submission process will be done entirely online. **Applications can be submitted starting December 11, 2023, and must be finalized by March 28, 2024, at 5:00 PM**.
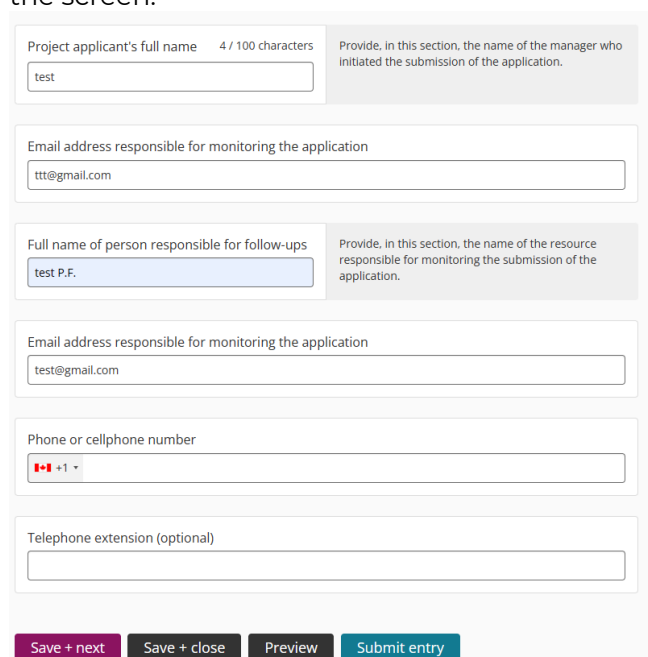
5. Submission of supporting documents

In the fields provided on the online platform, upload images, graphics, other files, and Internet links that illustrate various aspects of your project.

To avoid downloading problems for your file(s), please **do not use special characters (accents, apostrophes, hyphens, quotation marks, etc.) in the project title or file names.**

6. Final submission of the application

Once all the questions in the online form are completed, it will be time to submit your application. In order to do so, click the "Submit Entry" button in the lower right corner of the screen.

Once the application is submitted, you will not be able to make any further changes. If a modification is required for an exceptional reason, please contact us at Octas@actionti.com.

7. Tips for filling out the online form

> At any time, you can click "Save + Next" or "Save + Close" to save the form for later completion.
> Upon request, a mentor can be assigned to help you understand the essence of the questions. À votre demande, un mentor peut vous être attribué pour vous aider à bien comprendre l'essence même des questions posées.
> Les membres du Réseau Action TI sont disponibles pour vous aider et répondre à toute question en lien avec le Concours au Octas@actionti.com.

Good luck !