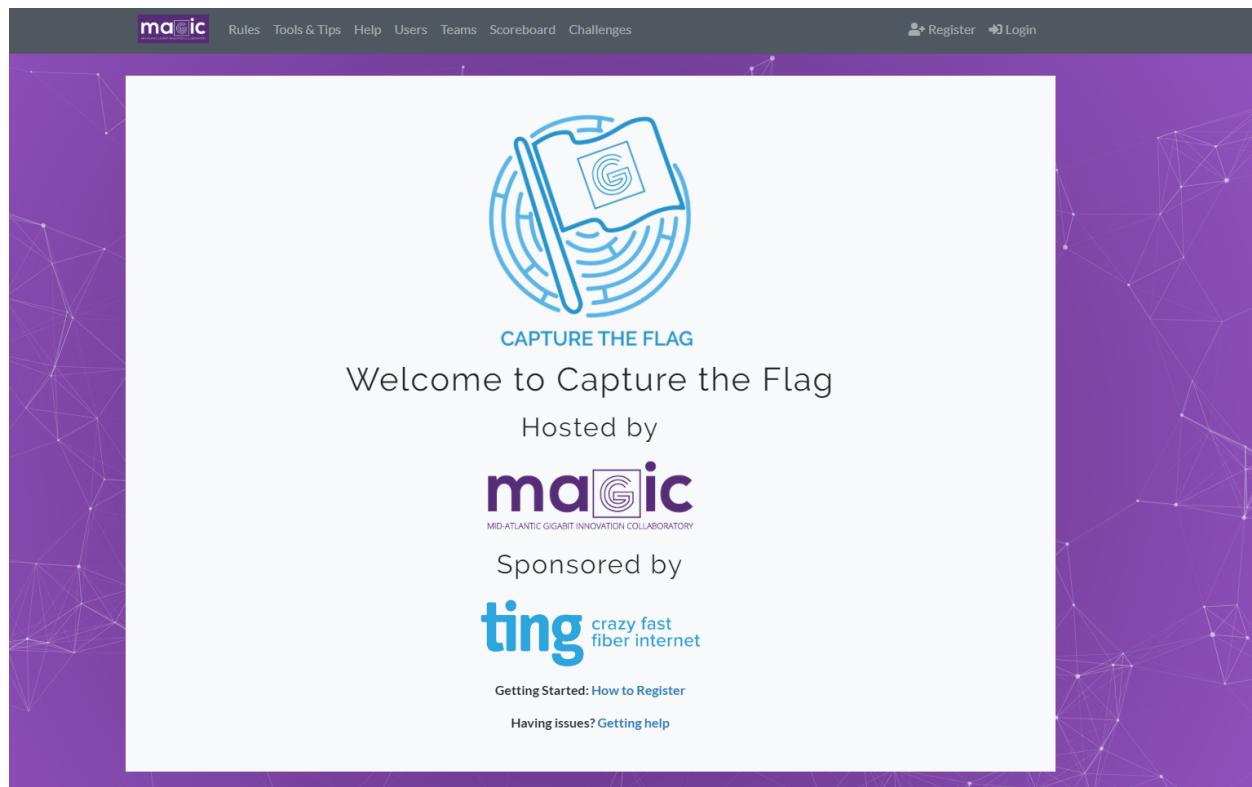


Host Location Information Packet



Capture the Flag: Ethical Hacking Cybersecurity Competition

The Mid-Atlantic Gigabit Innovation Collaboratory (MAGIC) sponsors student programming to enhance workforce development for technology companies, particularly in the cybersecurity industry. MAGIC events are positioned as entry-level beginner events to appeal to the widest possible population of high school and college students. Using an innovative challenge based experiential learning approach, the goals of the events are to build a connected tech ecosystem, to give young people opportunities to acquire and demonstrate new skills, and to expose them to potential employers.

The Capture the Flag (CTF) events are based on content originally developed by the cybersecurity professionals at Johns Hopkins Applied Physics Lab and further extended and modified by MAGIC. The content consists of a set of puzzles that require using various hacking tools, coding skills, and just plain puzzle solving to find the answers, which are short strings of code called “flags”. Once located, the flags are entered into a scoreboard, which keeps a tally for all teams. The team with the most points at the end of the timed competition wins.

flag{this_is_a_10_pt_flag}

MAGIC simultaneously holds events in multiple host locations using a cloud-based software platform. This format enables an enlarged pool of competitors, increased reach of exposure to potential employers and expands promotional potential for sponsoring organizations. Recent events featured participants in host locations around the world~ in Maryland, North Carolina, Idaho, Ecuador, and Estonia, with live streaming on YouTube, Facebook, Instagram stories, and live Tweets during the competition. Sponsors also participated in interviews during the event, and promotional spots were inserted into the live stream. Host locations pay a one-time licensing fee per event and location, depending on the number of teams.

MAGIC’s competition platform allows multiple options for locations interested in participating. The browser based competition allows Host Locations to utilize an in person option as well as allowing for remote teams to participate. The flexible system is easy for locations to use and minimizes the amount of host volunteers needed to produce this event. Another benefit to our introduction competition is the available online chat function during the event which allows host location personnel and participants to have access to tech professionals and support people. The flexible system lets you decide how you want to host.

MAGIC handles the registration process for all locations from a central registration system. We will supply an updated registration list to each location previous to the event.

In Person Hosting

The online flexibility allows Host Locations to decide whether their individual location will host teams on site or allow registered teams to compete from other locations. All a host location will need is a reliable internet connection and adequate space to accommodate the participants. Participants only need a computer with a browser.

Each hosting location is responsible for an adequate number of volunteers and/or tech coaches to help with the event. MAGIC's chat function will have tech professionals available to help during the competition as well, but it is recommended you have at least 1 to 2 tech professionals that understand technology to help at the location. If your location will be registered to host a live in person event please refer to the Live Host location Checklist provided.

Distance Hosting

Distance hosting allows organizations and educational institutions to sponsor teams virtually. Register as a virtual host and your teams can compete from anywhere they have an internet connection. An example would be a local college hosting community organizations or high schools to compete but will not host the event at their facility. Your location will be listed as the affiliating organization on our site. If you have selected to host teams but will not have an open facility, please refer to the Distance Hosting Checklist provided.

To register as a host location click [HERE](#).

Location Hosting Fees

Our location licensing fees are as follows:

- Up to 3 teams - \$250
- Up to 5 teams - \$400
- Up to 7 teams - \$525
- Up to 10 teams - \$700

Each team is limited to a maximum of 4 people per team. As an example, if you choose to host up to 3 teams, your location can host 3 teams of 4 people totaling 12 people. Please note that we license by team, so if you select up to 7 teams and don't fill the full 7 teams, we do not credit or return your licensing fee. If you decide to host more teams after your initial registration, we will invoice you for the balance.

Marketing and Social Media

As a benefit of your location fee, MAGIC will promote your organization name and logo on all of our marketing and social media posts promoting the event. We will also include your logo on

the event day T-shirts. Please forward a .png or .jpeg file of your logo for use in the advertising and t-shirts.

MAGIC also live streams our Main Arena event and your location will be represented during the stream. If you have promotional videos for your organization, we can include them in the live event. Please make sure the video is under 2 minutes in duration. We will forward additional information as it becomes available.

If your organization will be hosting an in person CTF event, It is the responsibility of the organization to follow all state and regional mandated safety guidelines for gathering groups.

Event T-shirt Distribution

At this time, we cannot offer or ship T-shirts to international locations. If you are an in person event venue in the United States, T-shirts will be shipped to the host location's mailing address provided during host registration. T-shirts can be distributed at the event.

For virtual hosting locations, any participant registered for your virtual event will have their T-shirt shipped to the US mailing address they entered during registration.

Team Registration Instructions(Live and Distance)

The participant registration form lists all the registered Host locations from which they can participate. If you register as a live location, your organization name is listed as an in person venue. If you registered to host teams but will not have an open facility, your location will be listed as an online only location. Students registering can choose the location based on their geographical location for in person participation, or choose a virtual location to participate from home or other location.

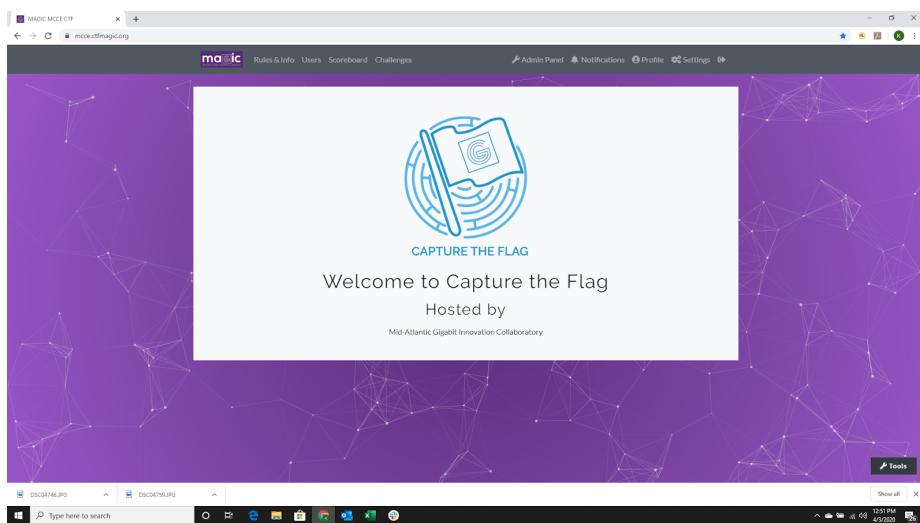
Event Session

- Westminster(online only)
- Westminster(In person event)

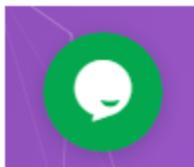
The registration link for participants will be available to participants during the registration time frame and the link to register will be listed on our website and shared with registered locations to share.

Competition Site

The online competition site address is online.ctfmagic.org. Once competitors register with our registration system, they will need to register their login credentials on the site before the start of the competition. Spectators do not need a login to access the competition scoreboard. Just go to the URL and select Scoreboard from the menu at the top.



An online Chat is also available on the competition website. The chat window is located at the bottom right of the competition page. This chat window is for general questions or technical issues competitors may have. The chat function is available during the competition.



Host Location Checklist(Live event)

Checklist, Prior to Event

Once your location is registered:

- Fill out our [Point of contact form](#) to add your coaches and tech leads, who will be invited to our collaboration communications channel. Discord is used to have direct communications with MAGIC staff and other host locations.
- An invitation to our Discord collaboration channel will be emailed to Point of Contact personnel once the form is received.
- Email your site's logo in high resolution vector (.png or jpeg) format for marketing material and t-shirts if applicable. Deadline is September 1, 2021
- Test and verify that your location can access our competition platform at <https://online.ctfmagic.org>

Monday, September 27, 2021 at noon

- Event registration is live! Begin promotion to students to register for the event.

Friday, October 1, 2021

- All invoiced licensing fees should be paid

Wednesday, October 20, 2021 at noon

_____ Event registration closes!

Friday before event

- The following items will be emailed to the Primary Point of Contact and the Main Technical Lead:
 - Student Sign-in Form
 - Puzzle Prompt Form to be shared with coach volunteers. DO NOT give to students.
- Confirm your room setup(tables, outlets, etc)
- Confirm your social distancing procedures and mask requirements.

Checklist, EVENT DAY

PRIOR to 10:00am on EVENT DAY

- Finish room set up (tables, outlets, screens, etc).
- Put out food, drinks, and t-shirts if applicable
- Double check internet/Wi-Fi and verify that guests can access the competition platform.
- Have the Puzzle Prompt Form for coaches. Collect after the event and destroy. DO NOT share with students.
- Use the Student Sign-in Form on the day of the event to verify attendees.
- Make copies of the Walk-in registration forms if applicable
- Have all volunteers and guests sign in and fill out a Media Release Form .
- Set up monitor or screen for scoreboard viewing (optional)

10:00am on EVENT DAY

- Doors open for student check in.

10:45am on EVENT DAY

- Live stream of the main event begins. Everyone to watch and prepare for competition!
We will confirm the streaming method and location before competition begins.

11:00am on EVENT DAY

- Start competing!

3:00pm on EVENT DAY

- Competition Ends! If you have a winning team at your location, email the names of the winners and the email address for each member immediately at the conclusion of the competition to ksamuelson@magicinc.org so they can receive their Amazon gift card.
- If you have winning teams, get a picture of the team and send a copy to ksamuelson@magicinc.org

After the event

- Scan signed Student Sign-In Forms if applicable to ksamuelson@magicinc.org
- _____ Scan any Walk-in Registration Forms to ksamuelson@magicinc.org
- _____ Email any photos of the event you want to share to ksamuelson@magicinc.org.

PRIMARY POINT OF CONTACT

The number of people you will need to have a successful event varies depending on the size of your event. At a minimum MAGIC suggests having 4 people to execute this program:

(1) Primary Point of Contact

(1) Main Technical Lead

(2) Coaches

Please fill out The Point of Contact Form as soon as possible so we can get everyone access to our communication channels.

Primary Point of Contact (Usually the person who coordinates the event)

Responsibilities:

- Primary liaison with MAGIC
- Recruiting and vetting 1-2 local coaches for every 3 to 5 teams
- Recruiting and vetting local volunteers to help with:
 - student participation
 - site logistics
 - marketing and sponsors (optional)

Main Technical Lead

Responsibilities:

- Ensuring the location network works and that you can connect to the external competition platform
- Supports borrowed laptops if applicable for your location
- Monitoring connection during competition
- Troubleshooting as needed throughout competition
- Communicating tech issues with (or establishing a tech person to communicate with) MAGIC during the competition over our communication channel

Coaches (see COACHES section for more information)

1-2 coaches for every 3 to 5 teams per location.

COACHES

1-2 coaches for every 3 to 5 teams.



Coaches do not have to be cybersecurity experts. People with experience in coding, network administration, cybersecurity, computer science in general, and educators comfortable with cultivating autodidactic learning and problem solving all make excellent coaches.

A Puzzle Prompt Form will be sent to the Primary Point of Contact and the Main Technical Lead that can be given to coaches on the day of the event to assist with guiding students who get stuck on puzzles during the competition. **DO NOT** give the Puzzle Prompt Form to students. Be sure to collect and destroy the Puzzle Prompt Form after the event.

Coaches also have online support people available from MAGIC to ask questions or get insight on specific challenges.

SITE LOGISTICS

Site Logistics Staff/Volunteer Assignments:

- Site set up: _____
- Student sign in: _____
- Volunteer, parents, and other guest sign in: _____
- Distribution of promotional items (t-shirts): _____
- Food and Drinks: _____
- Social Media (optional): _____

Site Setup

- ____ Sufficient outlets for each laptop/computer
- ____ Extension and power cords
- ____ One 6-8 ft table for each team, people monitoring slack, food/drinks, and sign in
- ____ Chairs for participants, volunteers and any spectators
- ____ Laptops for students who need to borrow
- ____ Wi-Fi with sufficient capacity
- ____ Adequate broadband
- ____ Food and drinks (optional)
- ____ Student sign-in form (Will be emailed)
- ____ Volunteer sign-in sheets(Will be emailed)
- ____ Screens for scoreboard viewing



Snacks and Beverages

Providing snacks and beverages during the event helps to make the experience more enjoyable for the participants. We encourage all sites to offer snacks and drinks based on their location and number of participants. All snacks and drinks should be packaged as closed options and have a volunteer give out a “snack pack” instead of allowing participants to touch any items in accordance with distancing recommendations. It is totally up to the location on how they want to handle this option. As the least locations should have bottled water on hand.

Timing

The time is clocked by our online platform, so make sure participants have logged in and have the main screen up and running before the competition is scheduled to start.

Host Location Checklist (Virtual Host)

Checklist, Prior to Event

Once your location is registered:

- Fill out our Point of contact form to add your coaches and tech leads to our event day communication channel.
- An invitation to collaborate will be emailed to Point of Contact personnel once the form is received. We utilize the Discord Platform for communications.
- Email your site's logo in high resolution vector (.png or jpeg) format for marketing material and t-shirts if applicable. Deadline is March 15, 2021
- Test and verify that your location can access our competition platform at
<https://online.ctfmagic.org>

Monday, September 27, 2021 at noon

- Event registration is live! Begin promotion to students to register for the event.

Friday, October 1, 2021

- All invoiced licensing fees should be paid

Wednesday, October 20, 2021 at noon

_____ Event registration closes!

Virtual Coaches and Tech Leads:

Since your location will not be an in person event, you do not need to list any tech leads on the Point of Contact form. You can still have any volunteer coaches that may still want to participate request access to our Competition Day Chat support. This online support chat feature allows tech professionals to interact with participants to allow for help and support during the event. If you or your coaches want to volunteer for the chat feature on event day, please let us know.

SCOREBOARD AND PRIZES

Scoreboard

The scoreboard is an integrated part of the competition platform and is accessible at <https://online.ctfmagic.org>. Spectators do not need a login to access the scoreboard for viewing. Select the Scoreboard option from the menu to take a look in real time the scoring for the event. It is suggested that in person live events have an additional monitor connected to the internet to keep a visual live running of the scoreboard during the competition.

Prizes

Prizes are determined for the top 3 teams after the completion of the competition. The prizes are:

- **\$100US electronic gift card from Amazon for each member of the 1st place team**
- **\$50US electronic gift card from Amazon for each member of the 2nd place team**
- **\$25US electronic gift card from Amazon for each member of the 3rd place team.**

A \$25 electronic gift card from Amazon will be awarded to teams that locate and document any Easter Eggs that may be present during the competition. I.E. a missing line of code, a wrongly formatted flag, etc. Be the first team to find it and you and your team member will get the reward!

All Electronic gift cards are purchased in US funds from the .com site. The gift card is the final prize and cannot be cashed in or converted to another method of payment.

MAGIC will determine and announce the top 3 teams after the competition ends. MAGIC reserves the right to disqualify any team that is found not conforming with the Rules of the competition. Any ties for the top 3 slots will be determined by time stamps on the teams in question. Oldest timestamp(who scored the points first) will win.

COMPETITION RULES

Each individual who participates in the Competition (“Participant”) must be at least 13 years of age.

By creating an account and participating in the competition challenges, you are agreeing to these competition rules with respect to the current competition.

1. Individuals and/or Teams may not interfere with the progress of other individuals/Teams, nor with the operation of the Competition’s infrastructure. More specifically, attacking the scoring server, other Teams, or machines not explicitly designated as targets is cheating. This includes both breaking into such machines, and denying others access to them or the ability to solve problems. Sharing keys or providing overly-revealing hints with other teams is cheating, as is being directly assisted by personnel outside the Team (using tools from the internet is OK; asking people on the internet to help solve the problem is not). We encourage Participants to solve problems in novel and creative ways using all available resources, but we do require that Participants solve the problems themselves.
2. All information provided to establish an account must be true and correct. You are responsible for keeping such information up-to-date. Failure to keep your account up-to-date may, among other things, jeopardize your eligibility to compete.
3. You must utilize appropriate username and team id's. No usernames and IDs will be allowed that promotes a negative connotation or meaning. MAGIC will disqualify a participant if we deem inappropriate ID's are being used. This includes icons and emojis.
4. MAGIC runs an honest, ethically responsible competition. At any time, in the sole and absolute discretion of MAGIC, we shall be entitled to disqualify a Participant and/or Team in the event of a failure to meet relevant eligibility criteria or any other violation or suspected violation of these Competition Rules.
5. Professional teams and teams that have professional skill levels should not participate in this beginner level educational competition. Professional or ranked teams will automatically be disqualified at the end of the event.
6. Competition problems(challenges) or other content on the MAGIC site remains the property of MAGIC. MAGIC reserves any rights in such materials. You are authorized to access and use such materials solely with respect to registration for and/or participation in virtual CTF by you. You may not use the MAGIC site or any materials on it (including but not limited to the Competition problems) for any unauthorized purpose.
7. In this competition, tie breaks are essentially resolved by time. If two teams have the same score at the conclusion of the competition, the team with the oldest score timestamp will be declared the winner.

Contact information

Graham Dodge/Executive Director - gdodge@magicinc.org

Kim Samuelson/Program Director - ksamuelson@magicinc.org

General information - info@magicinc.org