



NUS FoodTech Challenge 2025

Preliminary Submission Guidelines

During the preliminary judging round, judges will narrow all participating groups to 8 local and 10 international finalists. If you wish to participate in it and have met all the attendance prerequisites, you are required to submit the following items by the deadline of **23 May 11.59pm SST**:

1. A **video in .mp4 format** that is between **3 - 5 minutes long** which includes details of your team's proposed idea
 - To be named as "[Team Code]-video.mp4"
 - The **Team Code** as well as **members' full names** should be present in the video. While the video presentation should be a team effort, not every member is required to speak in the video.
2. A **set of slides in .pdf format** which presents your pitch
 - To be named as "[Team Code]-slides".pdf
 - The **Team Code** as well as **members' full names** should be present in the slides.

Suggestion: Aim for 10-15 slides to maximise Presentation and content points!

3. A **short write-up of not more than 150 words** describing your team's proposed idea
 - To be inserted into the **template document** (*template can be found in the separate attachment*)
 - Declare the usage of any AI at the end of your writeup
 - To be named as "[Team Code]-writeup".pdf

Suggestion: One way of presenting your video is by recording a Zoom meeting of your group's presentation on your set of slides. Instructions to make a video using the record function in Zoom can be found on the next page. Alternatively, you and your team may choose to explore other video-making platforms or formats of presentation.

Your submission will need to accurately reflect your idea and its formulation process, and demonstrate the suitability of it for the given Problem Statement and target group. You are not required to evaluate the marketability of your idea, given the short deadline. Treat your submission as a proposal, rather than a pitch.

The language medium of all submissions should be in **English**

Note: The use of AI is permitted, but must be adequately credited in the AI declaration box on the Preliminary Submissions Writeup Template. Sample declarations are shown below.

If AI is used:

AI Declaration (if any):	Please highlight the appropriate option (in yellow) and strike out the other option.				
	<p>1. We hereby declare that we have used artificial intelligence (i.e. ChatGPT, Deepseek, etc.) in the preparation of our Preliminary Submission.</p>				
	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="padding: 5px;">Purpose of AI usage</th> <th style="padding: 5px;">Place in Submission where AI is used</th> </tr> </thead> <tbody> <tr> <td style="padding: 5px;">Generation of visuals to demonstrate the physical appearance and qualities of our proposed product</td> <td style="padding: 5px;">Slide Deck: Slide 8 Video: 3:48</td> </tr> </tbody> </table>	Purpose of AI usage	Place in Submission where AI is used	Generation of visuals to demonstrate the physical appearance and qualities of our proposed product	Slide Deck: Slide 8 Video: 3:48
Purpose of AI usage	Place in Submission where AI is used				
Generation of visuals to demonstrate the physical appearance and qualities of our proposed product	Slide Deck: Slide 8 Video: 3:48				

If AI is not used:

AI Declaration (if any):	Please highlight the appropriate option (in yellow) and strike out the other option.						
	<p>1. We hereby declare that we have used artificial intelligence (i.e. ChatGPT, Deepseek, etc.) in the preparation of our Preliminary Submission.</p>						
	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="padding: 5px;">Purpose of AI usage</th> <th style="padding: 5px;">Place in Submission where AI is used</th> </tr> </thead> <tbody> <tr> <td style="padding: 5px;"> </td> <td style="padding: 5px;"> </td> </tr> <tr> <td style="padding: 5px;"> </td> <td style="padding: 5px;"> </td> </tr> </tbody> </table>	Purpose of AI usage	Place in Submission where AI is used				
Purpose of AI usage	Place in Submission where AI is used						

Please save your files in one zip folder named as [(Team Code).zip]. **Each group leader** should send the zip folder to the email address: fstbox5@nus.edu.sg. Email subject: Preliminary round submission of (Team Code).

E.g.

- **Write-Up name:** [L101]-writeup.pdf
- **Zip folder name:** L101.zip
- **Email subject:** Preliminary Round Submission of L101

Only the files submitted within the deadline will be considered for evaluation. **Late submissions will not be considered.** Do check that your video can be played smoothly with no issues before submission.

Before the deadline, if there is any change needed in your files after submission, send the edited one in the same format to fstbox5@nus.edu.sg. We will take the newest files as your final submission, and only those submitted before the deadline are permitted.

Email subject: Resubmission - Preliminary round submission of (Team code)

Additional tips

- Ensure that you have addressed the key points listed in our Preliminary Rubrics. The Judges will be looking out for them in your presentations.
- Be concise as the timeline is short, focus on important information.
- Make your presentation stand out and memorable as judges will be viewing many other groups' presentations.
- Make use of both the visual and oral aspects to enhance your presentation.
- Ensure fonts and colours used in the video are readable.

Please refer to our website for the list of ingredients offered and our preliminary rubrics!

Results

The results of the Preliminary Round and the selection of Finalists will be announced on **10 June 2025**, through Telegram/email. Finalists will then enter the Finals Preparation Phase, where they will refine their ideas and prototypes before presenting them to the judges.

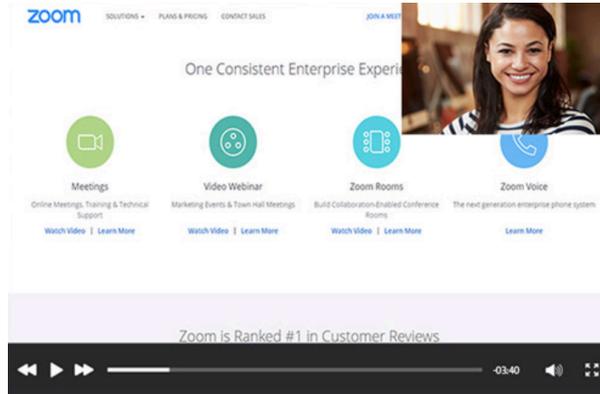
Finals (for selected finalist individuals/ teams)

Both international and local participants will present their ideas live to our panel of judges. International Finalists will use Zoom for their presentations, while Local Finalists will present in person. During the Finals Preparation Phase, Local Finalists will also need to create prototypes and provide samples of their products as part of their final submission. Laboratories at NUS will be available for booking purposes. Further details will be provided to finalists following the announcement of results.

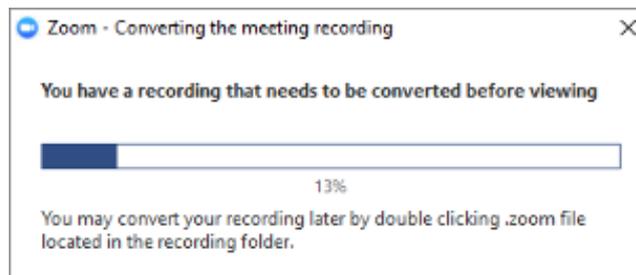
How to include a recording of your upper body in the presentation

Zoom app will be used to record: capture slides and the presenter's face.

1. Start a Zoom meeting with the group members who will be presenting.
2. On the Zoom toolbar, click 'Share screen' to share your slides.
3. The slides will be in the large display while your face will be in a small active speaker window.



4. You may adjust the size of the active speaker window but regardless of where you shift it, it will appear on the top right-hand corner of your screen in the recording. Do keep in mind that some of the slides may be obstructed, so keep the top right hand of the slides free from words.
5. Once ready to start, click the 'Record' button in the Zoom toolbar.
6. Click 'Stop recording' once your presentation is completed.
7. After the meeting has ended, Zoom will convert the recording so you can access the file.



8. Once the conversion process is complete, the folder containing the recorded file (mp4) will open.

You may refer to this link for more help:

<https://support.zoom.us/hc/en-us/articles/360025561091-Recording-layouts>