KubeCon + CloudNativeCon + OSS China 2019 (June 24-26)

Event Details

Please submit any questions about this event to: outreach-committee@lists.lfai.foundation

Event Committee Lead: Yang Hin, yanghin <hyang@linux.com

Committee Participants:

Event Website: https://www.lfasiallc.com/events/kubecon-cloudnativecon-china-2019/

Date: June 24-26, 2019

Time: 8am-5pm, please see event website for updates/changes

Location: Shanghai Expo Centre, No. 1500 Shibo Avenue, Shanghai, China

Visa Letter Request Process: https://www.lfasiallc.com/events/kubecon-cloudnativecon-china-2019/attend/visa-request/

Travel and Accomodation Details: https://www.lfasiallc.com/events/kubecon-cloudnativecon-china-2019/venue-travel/

Startup Booth Sponsorship Details:

- (1) Lead retrieval device
- Logo branding on mobile app
- Social media posts: Choice of (1) group *We*Chat article OR (1) group Twitter post
- Discounted conference passes: unlimited 50% discount
- 2m (w) x 2m (d) Exhibit space incl. back wall and counter with graphics, (2) stools, wastebasket, basic power, and carpet
- Logo on sponsor signage
- Logo and link on conference website
- (5) standard conference attendee passes

Event Planning

Meeting planning notes at bottom of page.

Key Event Tasks and Deadlines:

To Do	Due Date	Completed	Owner	Notes
Confirm Event Committee Lead	May 30	x	Outreach Committee	Yang Hin, yanghin <hyang@linux.com

Task	Date	N/A	Owner	Notes
F&B Order Deadline - Not Applicable	May 31	Not Applicable	Not Applicable	Not Applicable
Confirm event registration passes (5)	June 6		Event Committee Lead	Huawei need 3 passes for the volunteers from Huawei
Registration Deadline for Sponsor Passes	June 7		Event Committee Lead / Booth Staff	Unregistered complimentary sponsor passes will expire after Friday, June 7. Please make sure to register your sponsor passes in time. These passes are full-conference passes and include access to the keynotes, sessions and all other programs that do not require a separate registration and/or fee. There are no exhibitor passes or expo hall-only passes available for this event so please ensure that you allocate enough passes for your booth staff.
Additional A/V, Power, Internet and Furniture Order Deadline - Not Applicable	June 7	Not Applicable	Not Applicable	Not Applicable
Confirm booth staffing in sign up below	June 10		Event Committee Lead / Booth Staff	Huawei team
Sponsor Marketing Kit & PR Opportunities - Confirm preferred social media post (Twitter)	June 12		Committee Lead	Twitter post needs to be confirmed. Send your news and public announcements to PR@cncf.io, with jserafin@linuxfoundation and ibrahim@linuxfoundation.org on Cc by June 12 to be included in our official news package for media and analysts attending the conference. We recommend including an English and a Chinese version. CNCF will not provide translations. Sponsor_Marketing_Kit_China_2019_English.pdf Sponsor_Marketing_Kit_China_2019_English.pdf
Confirm demos (if any)	June 12		Committee Lead	Acumos AI new release
Confirm demo staffing in sign up below (if any)	June 12		Committee Lead / Demo Staff	Jessica Kim
Shipping deadline	June 14		Committee Lead	Last day for inbound shipments to be received at the DB Schenker warehouse. Refer to the shipping page for instructions. Email all tracking numbers to ash.li@dbschenker.com and sponsorservices@cncf.io, with jserafin@linuxfoundation and ibrahim@linuxfoundation.org on Cc.
Set up booth	June 25		Committee Lead	Jessica Kim and volunteers from Huawei
Log booth staff attendance	June 25-26		Committee Lead / Booth Staff	Jessica Kim
Pickup and return lead retrieval device to event staff	June 25-26		Committee Lead	Yang Hin

Take booth photos and upload to photos section below	June 25-26		Committee Lead / Booth Staff	Yang Hin
Post on social media: https://twitter.com/LFAI_Foundation	June 25-26		Committee Lead / Booth Staff	Sponsor_Marketing_Kit_China_2019_English.pdf Sponsor_Marketing_Kit_China_2019_English.pdf
Booth tear down	June 26		Committee Lead	Yang Hin

Event Registrations

There are 5 registration passes available for use. To receive a registration pass you must sign up for booth staffing (see below) and be approved by the event committee lead. The LF will then provide the registration code for use.

Those with approved event passes please register here. Request your code from jserafin@linuxfoundation.org.

	Contact Name	Contact Email	Contact Phone
1	Huawei 1 (TBC)		
2	Huawei 2 (TBC)		
3	Huawei 3 (TBC)		
4			
5			

Booth Details

Booth Set-up Hours:

- Monday, June 25: 9:00 – 17:00
- Tuesday, June 26: 9:00 – 10:50 (All booths MUST be fully set by 10:50 on Tuesday morning)

Open Booth Hours:

- Tuesday, June 25: 10:50 – 19:00 (Welcome Reception 18:00 – 19:00)
- Wednesday, June 26: 10:50 –16:00

Booth Tear-Down Hours:

- Wednesday, June 26: 16:00 – 19:00 (All booth materials must be removed from the conference venue by 19:00.)

Important Notes:

- All hours are subject to change based on the final conference schedule. Please check back regularly for updates.
- The exhibit hall will be closed to all sponsors and attendees outside the posted open hours. Please do not schedule any team meetings or client meetings in the exhibit hall outside of the regular booth hours.
- Morning and afternoon coffee breaks and lunch will be served in the exhibit hall on Tuesday and Wednesday. Meals will be ready 30 minutes prior to the scheduled break times and we encourage all booth staff to have lunch and snacks early before the attendee rush.
- Events organized by sponsor companies may not overlap with the official conference program. This includes social and evening events such as the offsite VIP Reception on Monday evening, June 24.

Lead Retrieval Devices:

- There will be one assigned lead retrieval device which should always be accounted for among the booth staff and turned in at the end of the event. If lost, there will be a charge back to the project which is not budgeted for.
- Lead retrieval devices and apps may not be used to scan attendee badges outside the sponsor's exhibit booth. All attendees must verbally consent prior to scanning their name badge. If lead retrieval devices or apps are used outside the sponsor's booth, CNCF reserves the right to remove all leads scanned for that day. CNCF reserves the right to increase/decrease the number of available sponsorships due to changes in space availability.

Booth Staffing Assignments

Please note that we need at least one person (two would be preferred) staffing the booth during open booth hours. Any booth sign up slots with no member volunteers will mean the booth will be closed during that time. Booth staffing is needed for both June 25th and June 26th.

Time Slot	June 25 (Booth Hours: 10:50 – 19:00)
10:50-13:00	
13:00-15:00	
15:00-17:00	
17:00-19:00	

Time Slot	June 26 (Booth Hours: 10:50 –16:00)
10:50-13:00	
13:00-15:00	
15:00-16:00	

Demo Schedule

Demo details and schedule.

Time	Topic	Owner	Supporting Link(s)

Event Photos

Please upload event photos here.

Planning Meeting Notes

Add planning meeting notes here for committee visibility.

Meeting Date:

- Notes...