OSS EU - Virtual - LF AI Booth (2020)

Event planning and general information template below - To be updated by Event/Meeting Lead

- Event/Meeting Details
- Planning To-Do List
- Event Registrations
- Booth Staffing

Event/Meeting Details

LF AI Participation Overview: Open Source Summit Europe (OSS EU) is a Linux Foundation event which is open to anyone to attend (registration and fees apply). There will be an "AI/ML/DL presented by LF AI Foundation" Track at Open Source Summit events. Speaking opportunities are available through the CFP process noted on the event website. LF AI will have a bronze booth sponsorship which will include opportunities for activities such as LF AI technical project demos, LF AI meetings, etc. The LF AI booth schedule will be updated below.

Event Location & Date(s): Virtual - October 26 - 29 | **The event will be held on the Greenwich Mean Time Zone (GMT).**

Event Website: https://events.linuxfoundation.org/open-source-summit-europe/

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

LF AI Event/Meeting Lead Name & Contact Details:

Register for event here: https://events.linuxfoundation.org/open-source-summit-europe/register/ - ****Booth staff will receive a free registration****

Sponsorship Details:

Open Source Summit + Embedded Linux Conference Europe 2020 - Bronze Sponsorship Benefits Include:

-- 6 Event Registration Passes for your staff or customers.

-- 20% Discount on Additional Conference Passes: For use by your customers, partners or colleagues.

-- Recognition in Pre-Conference Email Marketing: Includes link to your URL.

-- Recognition on Event Website: Prominent logo display on event homepage.

-- Prominent Branding throughout virtual conference.

-- Sponsored Slack Channel: A sponsored Slack channel will be created for each sponsor to use throughout the event to post resources, host conversations and more.

-- Virtual “Swag Bag” with contact info of opted-in attendees provided: Sponsors will have the opportunity to add a giveaway or raffle item on a dedicated page on the event site. Attendees will opt-in to participate. All opt-in information will be shared with the sponsor. Any physical items will be fulfilled directly by the sponsor.

Virtual Exhibit Booth: Bronze sponsor booths include:

-- Ability to generate leads with attendee contact information for those that visit your booth.

-- Chat function with booth attendees.

-- Ability to link to resources, social media, job postings etc.

Lead Gen/Badge Scanning: All Attendees will receive a pop-up notification upon entering an Exhibit Hall that lets them know that any engagement within a sponsor booth (using live chat, watching demo, or downloading resources etc) is automatically giving approval for us to share that attendee’s contact information with that sponsor. Thus, sponsors will receive all ‘booth scans’ for attendees that ‘engage’ in their booth.The Linux Foundation reserves the right to increase/decrease the number of available sponsorships & update deliverables due to changes in space availability and/or venue restrictions.

Sponsor agrees to adhere to all event rules and regulations as outlined in the sponsor portal and as communicated by event staff.

Sponsor is responsible for submitting deliverables on time. Sponsorship benefits may not be fulfilled if deliverables are received past the deadlines set in the sponsor portal and/or communicated by event staff.

Planning To-Do List

Tracking for to-do items, due dates, owners, and notes - To be updated

To Do	Due Date	Completed	Owner	Notes
Call for volunteers to staff booth	October 8	X	LF AI	
Confirm list of booth assets to display at virtual booth	October 9	X	LF AI	
Finalize all content for the booth	October 21		LF AI	Create and produce any video content, documents, webpages and/or surveys you wish to include in your booth. Content will need to be ready to add to your booth no later than this date.
BOOTH STAFF - Must be registered by this date	October 21		Booth Staff	
Add Booth Staff to online platform	October 21		LF AI	
Booth Staff Training on Virtual Platform	October 22		Booth Staff	
Event dates	October 26 - 28			

Event Registrations

There are 6 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 Lead. LF AI staff will then provide the registration link and registration code for use.

	Attendee Name	Attendee Email
1	Shamim Reza Sohag	sohag.shamim@gmail.com
2	Ivelin Ivanow	ivelin.ivanov@ambianic.ai
3	Susan Malaika	malaika@us.ibm.com
4	David Radley	david_radley@uk.ibm.com
5		
6		

Booth Staffing

Please note: The event will be held on the Greenwich Mean Time Zone (GMT) / UTC +0.

At the time of the conference, GMT will be 7 hours ahead of Pacific Daylight Time.

Calendar invites will be sent to all booth staff to avoid any time zone confusion.

Monday, October 26:

The first full conference day with keynotes and sessions.

Booth staff hours: 11:30 -14:15 and 15:45 – 20:20

Time Slot	Length	Staff Name(s) / Email(s)
11:30 - 14:15	2 hours 45 mins.	Shamim Reza Sohag / sohag.shamim@gmail.com
15:45 - 17:45	2 hours	Ivelin Ivanov / ivelin.ivanov@ambianic.ai David Radley / david_radley@uk.ibm.com
17:45 - 20:20	2 hours 30 mins.	Susan Malaika / malaika@us.ibm.com

Tuesday, October 27:

The conference continues with keynotes and sessions.

Booth staff hours: 11:30 – 14:15 and 15:45 – 20:20

Time Slot	Length	Staff Name(s) / Email(s)
11:30 - 14:15	2 hours 45 mins.	Shamim Reza Sohag / sohag.shamim@gmail.com
15:45 - 17:45	2 hours	
17:45 - 20:20	2 hours 30 mins.	

Wednesday, October 28:

This is the final day of the conference with keynotes and sessions.

Booth staff hours: 11:30 – 14:15 and 15:45 – 20:20

Time Slot	Length	Staff Name(s) / Email(s)
11:30 - 14:15	2 hours 45 mins.	Shamim Reza Sohag / sohag.shamim@gmail.com
15:45 - 17:45	2 hours	
17:45 - 20:20	2 hours 30 mins.	Jim Spohrer / spohrer@us.ibm.com

Planning Meeting Notes

Add planning or meeting notes here for collaboration among event planning participants

- **Tracking for Event Lead Participants:**
- **Tracking for Interested Participants:**