

# LF AI Booth @ OSS NA (Aug 21-23)

- [Event Details](#)
- [Event Planning](#)
- [Event Registrations](#)
- [Booth Details](#)
- [Booth Staffing & Demo Assignments](#)
- [Planning Meeting Notes](#)

## Event Details

Please submit any questions about this event to: [outreach-committee@lists.lfai.foundation](mailto:outreach-committee@lists.lfai.foundation)

**Event Committee Lead:**

**Committee Participants:**

**Event Website:** <https://events.linuxfoundation.org/events/open-source-summit-north-america-2019/attend/>

**Date:** Aug 21-23, 2019

**Location:** [Hilton San Diego Bayfront](#), 1 Park Boulevard, San Diego, California 92101, Telephone: +1-619-564-3333

**Booth: #43**

**Visa Letter Request Process:** <https://events.linuxfoundation.org/events/open-source-summit-north-america-2019/attend/visa-request/>

**Travel and Accommodation Details:** <https://events.linuxfoundation.org/events/open-source-summit-north-america-2019/attend/venue-travel/>

**Open Source Summit + Embedded Linux Conference North America 2019 - Bronze Sponsorship:-** Recognition on Event Website

- 6'x6' Exhibit Booth (Includes counter with graphics with stools)
- 1 Lead Retrieval Scanner
- 3 Conference Attendee Passes
- 2 Partner Reception Passes
- 20% Discount on Additional Conference Passes
- Recognition on Event Signage

**Bronze Package – 6'x6' [Bronze Booth Rendering](#)** - Basic Booth set includes:

- (1) 1M wide x 42" high lockable MIS cabinet with front graphic
- (2) Black Diamond Stools
- (1) Wastebasket
- (1) 5-amp power drop
- (1) power strip

## Event Planning

Meeting planning notes at bottom of page.

Key Event Tasks and Deadlines:

To Do	Due Date	Completed	Owner	Notes
Finalize sponsorship contract	June	x	Jacqueline, LF	Sponsorship approved in LF AI marketing plan.
Provide sponsor name, logo, website to events team	June	x	Jacqueline, LF	Will be submitted to event staff via sponsor portal.
Confirm Event Committee Lead	June 28	No volunteer	Outreach Committee	Need an event committee lead from member company or community.
Finalize booth display	July 1	x	Jacqueline, LF	Same booth display to be used for all OSS participation.

Confirm booth location	July 2	x	Jacqueline, LF	Booth #43 assigned.
Confirm lead retrieval device	July 16	x	Jacqueline, LF	Mobile app to be used.
Register attendees and booth staff	July 23	x	Committee Lead	Please register your attendees and booth staff by this date. The Sponsor Voucher codes good for a number of complimentary conference registrations based on your sponsor level. Email <a href="mailto:jserafin@linuxfoundation.org">jserafin@linuxfoundation.org</a> for registration code.
Confirm booth demos (if any)	July 23	x	Committee Lead	Any AV/Power/Internet needs must be funded outside of LF AI budget, and must fit within the booth space guidelines.
Submit booth graphics	July 25	x	Jacqueline, LF	Same booth graphics to be used for all OSS counters.
Food and Beverages Order Due	July 26	None	Committee Lead	Not included in LF AI budget or in Bronze sponsorship. Would require member/community sponsorship.
Additional Power Order Due	July 29	None	Committee Lead	Not included in LF AI budget or in Bronze sponsorship. Would require member/community sponsorship.  If you require additional power for your booth, complete the Power Order Form and send it to <a href="mailto:SDHiltonSales@PSAV.com">SDHiltonSales@PSAV.com</a> . Copy <a href="mailto:lfcorsponsorship@linuxfoundation.org">lfcorsponsorship@linuxfoundation.org</a> on your order request. Payment is to be made directly to PSAV. Please Copy <a href="mailto:jserafin@linuxfoundation.org">jserafin@linuxfoundation.org</a> on your email.
Hard Line Internet Order Due	July 29	None	Committee Lead	Not included in LF AI budget or in Bronze sponsorship. Would require member/community sponsorship.  If you require hard-lined internet for your booth, complete the <a href="#">Hard Line Internet Order Form</a> and send it to <a href="mailto:Cindy.Esteban@Hilton.com">Cindy.Esteban@Hilton.com</a> . Copy <a href="mailto:lfcorsponsorship@linuxfoundation.org">lfcorsponsorship@linuxfoundation.org</a> on your order request. Payment is to be made directly to Hilton Bayfront San Diego. Copy <a href="mailto:jserafin@linuxfoundation.org">jserafin@linuxfoundation.org</a> on your email.
Audio Visual Order Due	July 29	None	Committee Lead	Not included in LF AI budget or in Bronze sponsorship. Would require member/community sponsorship.  If you would like to order Audio/Visual for your booth, complete the <a href="#">AV Strategies Order Form</a> and send it to <a href="mailto:tradeshows@avstrategies.ca">tradeshows@avstrategies.ca</a> by this date.  Please copy <a href="mailto:lfcorsponsorship@linuxfoundation.org">lfcorsponsorship@linuxfoundation.org</a> on your order. Payment is to be made directly to AV Strategies. Copy <a href="mailto:jserafin@linuxfoundation.org">jserafin@linuxfoundation.org</a> on your email.
Furniture and Booth Upgrade Order Due	July 29	None	Committee Lead	Not included in LF AI budget or in Bronze sponsorship. Would require member/community sponsorship.
Confirm Attendee Names for Partner Reception	Aug 6	x	Committee Lead	Enter the name(s) of who will be using your invitation only pass(es) for the Partner Reception. A confirmation email will be sent to those who are confirmed with details of the Partner Reception. Send names to <a href="mailto:jserafin@linuxfoundation.org">jserafin@linuxfoundation.org</a> .
Shipping Deadline Must Arrive On or Before This Date	Aug 14	N/A	Committee Lead	Freeman will accept inbound shipments <b>July 19 - August 14</b> . Please complete the <a href="#">Shipping Information Form</a> and we can ensure that your items are delivered to the conference venue.
Set up booth	Aug 20 or Aug 21	x	Booth Staff	<b>Tuesday, August 20:</b> 1:00 – 6:00 pm <b>Wednesday, August 21:</b> 7:30 – 10:15 am  (All booths MUST be fully set by 10:30 Wednesday morning)
Log booth staff attendance	Aug 21-23	x	Booth Staff	Please log and send to <a href="mailto:jserafin@linuxfoundation.org">jserafin@linuxfoundation.org</a> after the event.
Pickup and return lead retrieval device to event staff - Using mobile app option instead	Aug 21 and Aug 23	N/A	N/A	N/A Mobile app to be used.
Take booth photos and upload to photos section below	Aug 21-23	x	Booth Staff	Post photos for event reference and updates to LF AI committees.
Post on social media: <a href="https://twitter.com/LFAI_Foundation">https://twitter.com/LFAI_Foundation</a>	Aug 21-23	x	Booth Staff	#ossummit and @LFAI_Foundation
Booth tear down	Aug 23	x	Booth Staff	Friday, August 23: 4:00 – 8:00 pm (All booth materials must be removed from the conference venue by 10:00 pm.)

## Event Registrations

There are 3 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. **You must register by July 23.**

Those with approved event passes please register [here](#). Request your code from [jserafin@linuxfoundation.org](mailto:jserafin@linuxfoundation.org).

	Contact Name	Contact Email
1	Alex Sergeev	<a href="mailto:asergeev@uber.com">asergeev@uber.com</a>
2	Natarajan Subramanian	<a href="mailto:natarajan.subramanian@techmahindra.com">natarajan.subramanian@techmahindra.com</a>

3	Travis Addair	<a href="mailto:taddair@uber.com">taddair@uber.com</a>
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## Booth Details

**Booth Location: #43**

**Booth Set-up Hours:**

- **Tuesday, August 20:** 1:00 – 6:00 pm *Custom Booths- Earlier access will be confirmed as a part of the approval process.*
- **Wednesday, August 21:** 7:30 – 10:15 am (All booths MUST be fully set by 10:30 Wednesday morning)

**Open Booth Hours:**

- **Wednesday, August 21:**
  - 10:30 am – 12:30 pm (closes at the start of lunch)
  - 2:00 – 7:00 pm
  - Booth Crawl & ELC Tech Showcase – 5:30 – 7:00 pm
- **Thursday, August 22:**
  - 10:30 am – 12:30 pm (closes at the start of lunch)
  - 2:00 – 5:30 pm
- **Friday, August 23:**
  - 10:30 am – 12:30 pm (closes at the start of lunch)
  - 2:00 – 4:00 pm

**Booth Tear-Down Hours:**

- **Friday, August 23:** 4:00 – 8:00 pm (All booth materials must be removed from the conference venue by 10:00 pm.)

**Important Notes:**

- All hours are subject to change based on the final [conference schedule](#). Please check back regularly for updates.
- The booth space will be closed during keynotes.
- Conference attendees are on their own for lunch each day.

**Lead Retrieval Devices:**

- Mobile app will be used.

## Booth Staffing & Demo Assignments

Please note that we need 1-2 people staffing the booth during open booth hours. Any booth sign up slots with no member or community volunteers will mean the booth will be closed during that time. Booth #43 assigned.

The assigned booth staff will also be doing demos of their relevant projects, as applicable.

**Note:** [Jessica Kimis](#) is listed as booth staffing backup for Acumos AI project pending event travel approval/confirmation; Jessica to confirm details closer to event and update schedule below.

**Note:** [Natarajan Subramanian](#) is listed as booth staff tentatively pending travel approval for 8/21 and 8/22 from 10:30am-12:00pm; Nat to confirm details closer to event and update schedule below.

**LF AI booth staff will be using a lead retrieval mobile app for scanning all booth visitors. Please ensure that you download the app and scan all booth visitors. There will be ONE login for all booth staff, see below:**

Email: [jserafin@linuxfoundation.org](mailto:jserafin@linuxfoundation.org)

Pswd: request from [jserafin@linuxfoundation.org](mailto:jserafin@linuxfoundation.org)

[blocked URL](#) [blocked URL](#)

Time Slot	Wednesday - Aug 21
10:30 am – 12:30 pm (closes at the start of lunch)	Fitz Wang (Angel) John Murray (Acumos)
2:00 pm – 4:00 pm	Alex Sergeev (Horovod) (Acumos)
4:00 pm – 6:00 pm	Travis Addair (Horovod) John Murray (Acumos)

6:00 pm – 7:00 pm	(Acumos)
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\*Booth Crawl & ELC Tech Showcase – 5:30 – 7:00 pm

Time Slot	Thursday - Aug 22
10:30 am – 12:30 pm (closes at the start of lunch)	Ofer Hermoni (LF AI) John Murray (Acumos)
2:00 pm - 4:00 pm	Travis Addair (Horovod) (Acumos)
4:00 pm - 5:30 pm	Alex Sergeev (Horovod) John Murray (Acumos)

Time Slot	Friday - Aug 23
10:30 am – 12:30 pm (closes at the start of lunch)	Fitz Wang (Angel) (Acumos)
2:00 pm - 4:00 pm	Fitz Wang (Angel) (Acumos)

## Event Photos

Please upload event photos here.

<https://drive.google.com/drive/folders/1vKq8UExUd-Jl3o6KYxYwSeuksQUkzZtY>



## Planning Meeting Notes

Add planning meeting notes here for committee visibility.

**Meeting Date:**

- Notes...