

LF Energy Spring Summit - LF AI & Data Booth - April 14, 2021

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

- [Planning To-Do List](#)
- [Event Registrations](#)
- [Booth Details](#)
- [Booth Staffing](#)

Event Details

LF AI & Data & Data Participation Overview: LF Energy Spring Summit 2021 is a Linux Foundation event which is open to anyone to attend (registration and fees apply). There will be a keynote presented by Dr. Ibrahim Haddad, the LF AI & Data & Data Foundation Executive Director. The LF AI & Data & Data booth schedule will be updated below.

Event Location & Date(s): April 14 - Virtual

Event Website: <https://events.linuxfoundation.org/lf-energy-spring-summit/>

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

Register for event here: <https://events.linuxfoundation.org/lf-energy-spring-summit/register/>. **Booth staff will receive a free registration**

Sponsorship Details:

-- Post-Event Email Recognition: Logo in footer of email

-- Social Media "Thank You" Tweet: 2 total (1 pre-event, 1 post-event) posted by @LFE_Foundation

-- Keynote Recognition: Logo included on "Thank You to Our Sponsors" slide during keynote sessions

-- Event Website Recognition: Logo and link on event website

-- Post-Event Attendee Data: Full list of attendees that visited booth (incl. name, title, company, physical address, email), report on downloaded assets /resources, record of all group and 1:1 chats in booth

-- Complimentary Passes: 5 complimentary registrations

-- Virtual Booth: Branded graphics, Looping video/demo, Downloadable resources, Chat function

Attendee Lead Capture: LF Energy Spring Summit Event Sponsors are able to collect attendee contact information from those who visit their booth. Upon registration to the event, attendees will provide consent to share their contact information with the booths they interact with. Attendees who enter your booth will be captured as a lead and their information will be provided to you. This includes First Name, Last Name, Job Title, Company, Country, State (US only), Email Address.

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

Planning To-Do List

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

To Do	Due Date	Completed	Owner	Notes
Call for volunteers to staff booth	March 17	X	LF AI & Data	
Finalize booth staff	March 24	X	LF AI & Data	
Pre-Event Email Blast	March 29	X	LF AI & Data	Pre-Event Email Blast: Emails will be sent April 1st and 8th on the LF Energy Spring Summit email template. Finalized content and a 640px x 240px header image in PNG or JPG must be submitted
BOOTH STAFF - Must be registered by this date	March 30	X	Booth Staff	

Confirm list of booth assets to display at virtual booth	April 1	X	LF AI & Data	<ul style="list-style-type: none"> Custom-branded graphics* Looping video/demo* Downloadable resources (whitepapers, collateral, etc.)* Public group chat and private 1:1 chat
Add Booth Staff to online platform	April 2	X	LF AI & Data	
Submit names & email of all booth staff to Events Team	April 2	X	LF AI & Data	
Virtual Booth Sneak Peek	April 8	X	LF AI & Data	
Finalize all content for the booth	April 12	X	LF AI & Data	
Booth Staff Training on Virtual Platform	April 12	X	Booth Staff	Booth Features: https://lf.expo-genie.com/cdcon20/wp-content/uploads/sites/63/2020/08/Hopin-Sponsor-Booth-Layout.pdf

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 Lead. LF AI & Data staff will then provide the registration link and registration code for use.

	Attendee Name	Attendee Email
1	Ludan Stoecklé	ludan.stoeckle@gmail.com
2		
3		
4		
5		

Booth Details

Virtual booths will open to attendees during the entire event, April 14. We anticipate peak attendance during the content breaks, where we will encourage attendees to come visit.

Booth Staffing

Please note: All booth staff must be registered for LF Energy Spring Summit . If you are staffing the booth, please reach out to LF AI & Data staff for a free registration code.

Booth staffing will require you to log into the LF Energy Spring Summit virtual platform and be available to chat with attendees and answer questions in our virtual booth.

Wednesday, April 14: Segment 1

- 6:00 AM - 8:30 AM PDT
- 8:30 AM - 11:30 AM PDT

Time Slot	Staff Name(s)	Staff Email(s)
<ul style="list-style-type: none"> 6:00 AM - 8:30 AM PDT 	Ludan Stoecklé	ludan.stoeckle@gmail.com
<ul style="list-style-type: none"> 8:30 AM - 11:30 AM PDT 		

Wednesday, April 14: Segment 2

- 3:00 PM - 5:30 PDT
- 5:30 PM - 8:30 PDT

Time Slot	Staff Name(s)	Staff Email(s)
• 3:00 PM - 5:30 PM PDT		
• 5:30 PM - 8:30 PM PDT		