OSS Japan - LF AI & Data Booth - Dec 14 - 15, 2021

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

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

Event Details

LF AI & Data Participation Overview: Open Source Summit Japan (OSSNA) is a Linux Foundation event which is open to anyone to attend (registration and fees apply). LF AI & Data will have a bronze booth sponsorship which will include opportunities for activities such as LF AI & Data technical project demos, LF AI & Data meetings, etc. The LF AI & Data booth schedule will be updated below.

Event Location & Date(s): December 14-15, 2021, Virtual event

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

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

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

Sponsorship Details:

Open Source Summit Japan - Bronze Sponsorship Benefits Include:

- Recognition in Pre-Conference Email Marketing: Includes company logo linked with URL of your choice.
- Recognition on Event Website: Logo displayed on all pages of event website, linking to URL of your choice.
- Prominent branding throughout virtual conference.
- Virtual Exhibit Booth: See below for inclusions.
  - 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
- 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. Any physical items will be fulfilled directly by the sponsor.
- Event Registration Passes.
- 20% Discount on Additional Conference Passes: For use by your customers, partners or colleagues.
- Post-Event Data Report: Provides event demographics and additional details on event performance.

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	Com pleted	Own er	Notes
Confirm list of booth assets to display at booth	03 Dec 2021		LF AI & Data	Unlimited number of Videos/demos, links, downloadable content, contact forms & attendee surveys all possible.
Call for volunteers to staff booth	23 Nov 2021		LF AI & Data	
Finalize all content for the booth	03 Dec 2021		LF AI & Data	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.

Finalize booth staff	03 Dec 2021		LF AI & Data	
BOOTH STAFF - Must be registered by this date	03 Dec 2021		Booth Staff	The Sponsor Voucher codes are good for **(3) complimentary conference registrations** based on our Bronze sponsor level. Email the LF AI & Data team for a registration code.
Submit names & email of all booth staff to Events Team	03 Dec 2021		LF AI & Data	
Post on social media: https://twitter.com/LFAIDataFdn	14 Dec 2021 - 15 Dec 2021		Booth Staff	#osssummit and @LFAIDataFdn

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

	Attendee Name	Attendee Email
1		
2		
3		

Booth Details

Please note: **Open Booth Hours may change based on the conference session schedule.**

Open Booth Hours: 10:30 - 15:30 JST, Dec. 14th & 15th

Booth Staffing

Please note: **All booth staff must be registered for OSS Japan. 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 OSS Japan virtual platform and be available to chat with attendees and and answer questions in our virtual booth.

The booth will also include downloadable information on the LF AI & Data Foundation, including how to Get Involved, links to our projects, etc.

Tuesday, December 14:

Time Slot	Staff Name(s)	Staff Email(s)
10:30 - 13:00 JST/5:30 pm - 8:00 pm PST		
13:00 - 15:30 JST/8:00 pm - 10:30 pm PST		

Wednesday December 15:

Time Slot	Staff Name(s)	Staff Email(s)
10:30 - 13:00 JST/5:30 pm - 8:00 pm PST		
13:00 - 15:30 JST/8:00 pm - 10:30 pm PST		

Event/Meeting Photos

Post final event photos to be used in future marketing, social, and content

Planning Meeting Notes

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

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