OSS China - LF AI & Data Booth - Dec 9 - 10, 2021

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

- Event Details
- Event Registrations
- Booth Details
- Booth Staffing
- Planning Meeting Notes

Event Details

LF AI & Data Participation Overview: Open Source Summit China (OSS China) is a Linux Foundation event which is open to anyone to attend (registration and fees apply). LF AI & Data will have a start-up 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 9-10, 2021, Virtual event

Event Website: https://www.lfasiallc.com/kubecon-cloudnativecon-open-source-summit-china/

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

Register for event here: https://www.lfasiallc.com/kubecon-cloudnativecon-open-source-summit-china/register/ **Booth staff will receive a free registration**

Sponsorship Details:

Open Source Summit China- Start-Up Sponsorship Benefits Include:

In exchange for their Startup sponsorship and payment of US $6,000, and subject to the terms of thisAgreement,Sponsor will receive the following:

KubeCon + CloudNativeCon + Open Source Summit China 2021 - Start-up Sponsorship Benefits Include:

- Logo recognition on keynote screen
- Logo and link on conference website
- Logo recognition on conference schedule
- Custom-branded virtual exhibit space
- 4 - 30-minute live sessions within the exhibit space
- Opportunity to provide (1) virtual giveaway for optional download
- Opportunity to include news announcements in official event news package
- Twitter posts from official @KubeCon_ handle - (1) pre-event group tweet
- (1) group WeChat Posts
- (1) group WeChat Slogan Posts
- 25 Complimentary virtual attendee passes
- 10 Complimentary virtual booth staff passes
- Real-time lead report for virtual exhibit space

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.

Planning To-Do List

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

To Do	Due Date	Completed	Owner	Notes
Confirm list of booth assets to display at booth	11/18	12/02	LF AI & Data	Unlimited number of Videos/demos, links, downloadable content, contact forms & attendee surveys all possible.
Call for volunteers to staff booth	11/18		LF AI & Data	

Finalize all content for the booth	12/02	12/02	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	12/02	12/02	LF AI & Data	
BOOTH STAFF - Must be registered by this date	12/02	12/02	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	12/02	12/02	LF AI & Data	
Post on social media: https://twitter.com/LFAIDataFdn			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	Ofer Hermoni	oferher@gmail.com
2	Erin Thacker	ethacker@linuxfoundation.org
3		

Booth Details

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

Booth Location: Virtual - MeetingPlay platform

Open Booth Hours: 9:00 - 16:00 CST +8

Booth Staffing

Please note: All booth staff must be registered for OSS China. 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 China 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.

Thursday, December 9:

- TBD

Time Slot	Staff Name(s)	Staff Email(s)
9:00 CST/5:00 pm PST - 11:00 CST/7:00 pm PST	Ofer Hermoni	oferher@gmail.com
11:00 CST/7:00 pm PST - 13:00 CST/9:00 pm PST		
13:00 CST/9:00 pm PST - 15:00 CST/11:00 pm PST		

Friday, December 10:

- TBD

Time Slot	Staff Name(s)	Staff Email(s)
9:00 CST/5:00 pm PST - 11:00 CST/7:00 pm PST		

11:00 CST/7:00 pm PST - 13:00 CST/9:00 pm PST		
13:00 CST/9:00 pm PST - 15:00 CST/11:00 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:**