KubeCon+OSS China

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

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

Event Details

LF AI & Data Participation Overview: KubeCon+OSS China is a Linux Foundation event which is open to anyone to attend (registration and fees apply).

Event Location & Date(s): TBA

Event Website: TBA

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

Register for event here: Registration (TBA

Sponsorship Details:

Planning To-Do List

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

To Do	Due Date	Completed	Owner	Notes
Call for volunteers to staff booth			LF AI & Data	Email to community, directing volunteers to sign up via wiki.
Finalize all content for the ONSITE booth			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.
Confirm booth administrators for virtual booth			LF AI & Data	
Finalize VIRTUAL booth staff			LF AI & Data	
Finalize ONSITE booth staff			LF AI & Data	
ONSITE and VIRTUAL booth staff Training			Booth Staff	
Finalize all content for the VIRTUAL booth			LF AI & Data	Create and produce any video content, documents, webpages and/or surveys you wish to include in your booth.
VIRTUAL BOOTH STAFF - Must be registered by this date			Booth Staff	
ONSITE BOOTH STAFF - Must be registered by this date:			Booth Staff	
Submit names & email of ALL booth staff to Events Team			LF AI & Data	
VIRTUAL Booth Set Needs to Be Complete			LF AI & Data	
Post on social media: https://twitter.com/LFAIDataFdn			Booth Staff	#osssummit and @LFAIDataFdn

Event Registrations

ONSITE

- 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		

VIRTUAL

- 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 & Data staff will then provide the registration link and registration code for use.

	Attendee Name	Attendee Email
1		
2		
3		
4		
5		
6		

Booth Details

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

Booth Staffing

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

We ask the each volunteer sign up for a minimum 2 onsite time slots during the event.

Date: Please use an "x" to indicate which type of booth for which you are volunteering.

Time Slot	Onsite	Virtual	Staff Name(s)	Staff Email(s)

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 Volunteers:**