OSS EU - Dublin, Ireland

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

- Friday, September 16: 10:20 IST – 15:55 IST

Event Details

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

Event Location & Date(s): Dublin, Ireland, September 13 - 16, 2022

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

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

Register for event here: Registration (TBA) *Booth staff will receive a free registration*

Sponsorship Details:

Open Source Summit Europe 2022 - Bronze Sponsorship

- Collateral Distribution**: Laid out in a prominent location near registration.
- Recognition in Pre-Conference Email Marketing: Includes link to your URL.
- Access to Event Press/Analyst List: Contact List shared one week prior to event for your own outreach. -- Recognition on Event Signage, Virtual Platform and Website: Prominent logo display on event web pages, onsite conference signage, and virtual platform.
- Tabletop Exhibit**: Table and chairs only for Bronze sponsors. (Upgrade options available).
- 1 Lead Retrieval Scanner**: Live scans, real time reporting and ability to take notes on captured leads. -- 3 Conference Attendee Passes: Full access passes to the entire conference for your staff or customers. -- 6 Virtual Conference Attendee Passes: Full access virtual passes to the entire conference for your staff or customers.
- Post-Event Data Report. Provides event demographics and additional details on event performance. -- 20% Discount on Additional Conference Passes: For use by your customers, partners or colleagues.

**As permitted per COVID-19 safety + social distancing requirements.

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	15 Aug 2022	22 Aug 2022	LF AI & Data	Email to community, directing volunteers to sign up via wiki.
Finalize all content for the ONSITE booth	15 Aug 2022	15 Aug 2022	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 VIRTUAL booth staff	29 Aug 2022	29 Aug 2022	LF AI & Data	
Finalize ONSITE booth staff			LF AI & Data	
Finalize all content for the VIRTUAL booth	07 Sep 2022		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	29 Aug 2022	29 Aug 2022	Booth Staff	
ONSITE BOOTH STAFF - Must be registered by this date:			Booth Staff	

Submit names & email of ALL booth staff to Events Team	29 Aug 2022	29 Aug 2022	LF AI & Data	
VIRTUAL Booth Set Needs to Be Complete	07 Sep 2022		LF AI & Data	
Post on social media: https://twitter.com/LFAIDataFdn	TBD		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. PLEASE NOTE THE DISTINCTION BETWEEN ONSITE AND VIRTUAL BOOTHS. THIS IS A HYBRID EVENT.

Booth Location: Bronze Hall

ONSITE and VIRTUAL Open Booth Hours

Booth Staffing

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

For the VIRTUAL booth, staffing will require you to log into the OSS EU 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.

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

ONSITE BOOTH STAFFING SLOTS

Wednesday, September 14: 10:45 IST – 19:00 IST

Time Slot	Staff Name(s)	Staff Email(s)
10:45 IST - 13:00 IST		
13:00 IST - 15:00 IST		
15:00 IST - 17:00 IST		
17:00 IST - 19:00 IST		

Thursday, September 15: 10:20 IST – 18:40 IST

Time Slot	Staff Name(s)	Staff Email(s)
10:20 IST - 13:00 IST		
13:00 IST - 15:00 IST		
15:00 IST - 17:00 IST		
17:00 IST - 18:40 IST		

Friday, September 16: 10:20 IST – 15:55 IST

Time Slot	Staff Name(s)	Staff Email(s)
10:20 IST - 13:00 IST		
13:00 IST - 15:55 IST		

VIRTUAL BOOTH

Wednesday, September 14: 10:45 IST – 17:20 IST

Time Slot	Staff Name (s)	Staff Email(s)
10:45 IST - 13:00 IST	**Susan Malaika**	**malaika@us.ibm.com (I am registered for the conference with my gmail account which I prefer not to paste here)**
13:00 IST - 15:00 IST		
15:00 IST - 17:20 IST		

Thursday, September 15: 10:20 IST – 17:30 IST

Time Slot	Staff Name(s)	Staff Email(s)
10:20 IST - 13:00 IST	**Susan Malaika**	**malaika@us.ibm.com**
13:00 IST - 15:00 IST		
15:00 IST - 17:30 IST		

Friday, September 16: 10:20 IST – 17:30 IST

Time Slot	Staff Name(s)	Staff Email(s)
10:20 IST - 13:00 IST	**Susan Malaika**	**malaika@us.ibm.com**
13:00 IST - 15:00 IST		
15:00 IST - 17:30 IST		

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:**