OSS NA, Austin, Texas - LF AI & Data Booth: June 21-24, 2022

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

- Event Registrations
- Booth Details

Event Details

LF AI & Data Participation Overview: Open Source Summit NA is a Linux Foundation event which is open to anyone to attend (registration and fees apply). There will be an "AI & Data track" presented by LF AI & Data Foundation at these events. 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): June 21 - June 24, 2022 - Austin, TX

Event Website: Event Home

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 North America 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	April 22, 2022	April 22, 2022	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	June 2, 2022	June 7, 2022	LF AI & Data	
Finalize VIRTUAL booth staff	June 7, 2022	June 7, 2022	LF AI & Data	
Finalize ONSITE booth staff	June 7, 2022	June 7, 2022	LF AI & Data	
Finalize all content for the VIRTUAL booth	June 16, 2022	June 16, 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	June 7, 2022	June 7, 2022	Booth Staff	
ONSITE BOOTH STAFF - Must be registered by this date:	June 7, 2022	June 7, 2022	Booth Staff	
Submit names & email of ALL booth staff to Events Team	June 7, 2022	June 7, 2022	LF AI & Data	
VIRTUAL Booth Set Needs to Be Complete	June 16, 2022	June 16, 2022	LF AI & Data	
Post on social media: https://twitter.com/LFAIDataFdn	June 21-24, 2022		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	Keqiu Hu	khu@linkedin.com
2	Youakim Badr	youakim@gmail.com
3	Cailean Osborne	cailean.osborne@oii.ox.ac.uk
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 & VIRTUAL BOOTH HOURS

Onsite Hours:

- Tuesday, June 21st: 10:35 AM - 5:25 PM
- Wednesday, June 22nd: 10:30 AM - 7:30 PM
- Thursday, June 23rd: 10:45 AM - 3:40 PM

Virtual Hours:

- Tuesday, June 21st: 8:00AM - 5:25 PM
- Wednesday, June 22nd: 8:00 AM - 7:30 PM
- Thursday, June 23rd: 10:45 AM - 5:30 PM

Booth Staffing

Please note: All booth staff must be registered for OSS NA 2022. 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 NA 2022 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

Tuesday, June 21st

Time Slot	Staff Name(s)	Staff Email(s)
10:35 am - 12:00 pm		
12:00 pm - 2:00 pm		
2:00 pm - 4:00 pm		
4:00 pm - 5:25 pm		

Wednesday, June 22nd

Time Slot	Staff Name(s)	Staff Email(s)
10:30 am - 12:30 pm	David Radley	david_radley@uk.ibm.com
12:30 pm - 2:20 pm		
3:35 pm - 5:35 pm		
5:35 pm - 7:30 pm	David Radley	david_radley@uk.ibm.com

Thursday, June 23rd

Time Slot	Staff Name(s)	Staff Email(s)
10:45 am - 12:00 pm	David Radley	david_radley@uk.ibm.com
12:00 pm - 2:00 pm		
2:00 pm - 3:40 pm		

VIRTUAL BOOTH

Tuesday, June 21st

Time Slot	Staff Name(s)	Staff Email(s)
8:00 am - 10:00 am		
10:00 am - 12:00 pm		
12:00 pm - 2:00 pm		

2:00 pm - 4:00 pm		
4:00 pm - 5:25 pm	**Keqiu Hu**	**khu@linkedin.com**

Wednesday, June 22nd

Time Slot	Staff Name(s)	Staff Email(s)
8:00 am - 12:00 pm		
10:00 am - 12:00 pm		
12:00 pm - 2:00 pm		
2:00 pm - 4:00 pm		
4:00 pm - 7:30 pm	**Youakim Badr**	**youakim@gmail.com**

Thursday, June 23rd

Time Slot	Staff Name(s)	Staff Email(s)
10:45 am - 12:00 pm		
12:00 pm - 2:00 pm		
2:00 pm - 4:00 pm		
4:00 pm - 5:30 pm	**Youakim Badr**	**youakim@gmail.com**

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:**