Hello OFA MWG,

Below is a summary of our last MWG call. Please let us know if you have any questions.

Thanks,
-Allison

Attendees:
Divya Kolar, Intel
Jim Ryan, OFA
Karli McCann, VTM Events
Joe Balich, Nereus
Allison Barry, Nereus

Minutes: OFA MWG Call – 1/24/2019

Agenda:
- OFA Workshop 2019
  - Logistics discussion
    - F&B services
      - **AR: VTM Events** to order catered lunch for day 1 and 2, vouchers for day 3; room 108 to be used as lunch room
    - Room Layouts
      - Overview attached
        - **AR: VTM Events** to confirm who is using room next to workshop rooms; confirm if Under the Oaks reservation can start earlier than 5pm to accommodate an Meet the Experts prior to Networking Reception
        - **AR: MWG** to confirm number of sessions to determine room layouts and seating setups
    - A/V Needs
      - Tutorial
        - Doug to confirm any special AV needs
        - **AR: VTM Events** to confirm number of outlets in room 110 for power cords
      - Sessions/BoFs
      - Registration desk monitor
        - **AR: VTM Events** to work with UT to determine where to place monitor
      - insideHPC recording equipment
        - Video recording for additional breakout session(s). Incremental pricing:
          - Slides Only
          - $800 per each half day
          - $1,200 per each whole day

- o **AR: MWG** to make decision by 1/31 based on types of sessions, room allocation
  - o TPC Update
    - ▪ Session track scenario discussion
      - • Rough agenda attached
      - • **AR: Jim** to schedule Zoom meeting for Tuesday, January 29 from 2PM-3PM Pacific to discuss Workshop Logistics such as Sessions, Tracks, Room Assignments
    - ▪ Scenario table attached
      - • 30-minute townhall to take place day two during lunch break, separate from State of the Alliance
    - ▪ Keynote
      - • Confirming Paul G. as overall keynote based on the Vision of the OFA
    - ▪ Identify track names
      - • Four themes identifying mini-keynotes
        - o **AR: TPC**: to determine during next meeting
    - ▪ New "tutorial" idea update
      - • Confirmed
      - • Doug to provide high-level overview to Divya
      - • **AR: Nereus** to develop promotional timeline for tutorial
  - o At-Large Board Elections (initial thought below)
    - ▪ AGM – Tuesday, March 19 at 4PM
      - • Explain At-Large BOD/voting process
      - • Verbal nominations
      - • Must accept verbally or send email to confirm
    - ▪ SOA– Wednesday, March 20 at 8AM
      - • Announce candidates
      - • Open voting
    - ▪ Closing Remarks – Thursday, March 21 at 12:00PM
      - • Voting ends, results tallied
      - • Results announced the week of March 25th
    - ▪ **AR: MWG** to review timeline/outline and provide feedback
  - o InsideHPC Article
    - ▪ Q&A-style contributed article with insideHPC
    - ▪ **AR: Nereus** to schedule call with Paul/Doug week of 1/28
  - o CFS/Registration Reminder Schedule
    - ▪ 12/18 – one month CFS reminder
    - ▪ 1/11 – one week CFS reminder
    - ▪ 1/17 – one day CFS reminder
    - ▪ 1/18 – CFS extension notice
    - ▪ 1/25 – CFS extension day of, one month EB REG reminder
    - ▪ 2/19 – one week EB REG reminder
    - ▪ 2/25 – day of EB REG reminder
    - ▪ **AR: Nereus** to move forward with this promotion schedule and include any other relevant information such as BoFs, topics, sponsorships and more in promotional items
- • SNIA Collaboration Update

- - **AR: Jim** to finalize collaboration contract with SNIA
- OFA Webinar
  - Date: Tuesday, February 5 at 10am PT
  - Topic: Libfabrics: A User Perspective
  - Speaker: Sean Hefty
  - Registration
    - 18 registrations
  - Scheduling practice session for week of 1/28
    - **AR: Jim** creating Zoom meeting Tuesday, 1/29 at 11-11:30am PT
- Blogs
  - Posted OFA blog(s)
    - OFA Webinar highlight
    - PM Summit highlight
  - Upcoming OFA Blogs
    - insideHPC Q&A
      - **AR: Nereus** to draft blog based on Q&A
    - Keynotes(s), Think Tanks highlight
      - **AR: Nereus** to draft once keynotes and think tanks determined
    - Donation to UNHL
      - Topic proposed in order to acknowledge the impact of donation
      - **AR: Divya** to gather more information on the donation
- Opens