

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
Paul Grun, Cray
Karli McCann, VTM Events
Joe Balich, Nereus
Allison Barry, Nereus
Ken Strandberg, Catlow Communications

Minutes: OFA MWG Call – 2/7/2019

Agenda:

- OFA Workshop 2019
 - Logistics discussion
 - F&B services
 - **AR: VTM Events** to order hot breakfast for Tuesday and Wednesday, and order continental breakfast for Thursday
 - Room Layouts / AV
 - Overview attached
 - **AR: VTM Events** to order the following:
 - Tuesday/Wednesday
 - Room 102 (standard sessions)
 - 188 Classroom
 - Projectors, podium, microphones, lapel mics, laser pointer
 - Room 120 (tutorial)
 - 63 U-shape
 - Projector, podium, microphone, good wi-fi, plenty of power outlets
 - Room 110 (meeting room)
 - 63 classroom
 - Room 108 (Breakfast/Lunch)
 - Thursday
 - Room 110 (BoF #1, other)
 - 63 classroom
 - Projectors, podium, microphones, lapel mics
 - Room 108 (BoF #2, tutorial)
 - 30 classroom

- Projector, podium, microphones, lapel mics, plenty of power outlets
- Lodging
 - Sheraton room block met
 - **AR: VTM Events** to reach out and add more rooms to the block
 - Booking reminder
 - [DoubleTree Austin NW Arboretum](#)
 - Cut-off Date: Feb. 25
 - Rate: \$149
 - [Sheraton Austin Hotel Capitol](#)
 - Cut-off Date: Feb. 25
 - Rate: \$239
- Agenda setting
 - Initial agenda – attached
 - Thursday activities question
 - **AR: Jim, Divya and Paul** to flag Working Group F2F opportunity to Working Group chairs and leadership
 - Proposal for tutorials twice daily, possibly Thursday as well
 - **AR: Jim, Divya and Paul** to discuss with **Doug**, gauge his willingness
- Speaker acceptances
 - Acceptance letters
 - **AR: Nereus** to deliver letters to accepted speakers
 - Requirements:
 - OFA template use
 - Slides by March 12
 - Conditionals vs. Rejection Letters
 - **AR: Nereus** to deliver rejection notices
- InsideHPC Article
 - Q&A-style contributed article
 - Target posting: 2/11
 - **AR: Nereus** to submit Workshop ad and contributed article to insideHPC
- SNIA Collaboration Update
 - **AR: Jim** to continue defining/finalizing agreement with SNIA
- At-Large Board Elections (initial thought below)
 - Town Hall – Tuesday, March 19 at 4PM
 - Explain At-Large BOD/voting process
 - Verbal nominations
 - Must accept verbally or send email to confirm
 - AGM – 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
- 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
- Workback schedule summary – attached
 - ~~[February 8]~~ Distribute Speaker Acceptances
 - [February 12] Sponsorships due
 - [February 25] Finalize Agenda
 - [February 26] Close EB Registration
 - [March 19-21] OFA Workshop 2019
- Blogs
 - Upcoming OFA Blogs
 - insideHPC Q&A
 - **AR: Nereus** to draft blog based on Q&A
 - Tutorial
 - **AR: Nereus** to post on 2/11
 - Donation to UNHL
 - Topic proposed in order to acknowledge the impact of donation
 - **AR: Divya** to gather more information on the donation
- OFA Webinar
 - Follow-up distributed
- Opens
 - Off week WS planning meetings?
 - **AR: Nereus** to confirm need for off-week planning meetings