

Hello OFA MWG,

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

Thanks,

-Joe

**Attendees:**

Divya Kolar, Intel

Jim Ryan, OFA

Paul Grun, Cray

Karli McCann, VTM Events

Joe Balich, Nereus

Allison Barry, Nereus

**Minutes: OFA MWG Call – 2/21/2019**

**Agenda:**

- OFA Workshop 2019
  - Logistics Update – VTM Events
    - Confirmed the placement of monitor in the hallway and additional cocktail tables in the registration and F/B rooms
    - Room Block/Lodging
      - Room block is full
      - **AR: VTM Events** to create list of alternative hotel options near venue
      - **AR: Nereus** to share list on website and promote in upcoming communications
    - Registration
      - **AR: Nereus** to include list of session abstracts on website and in upcoming registration communications
  - Agenda setting
    - Current agenda
      - BoF length updated to 1.5 hours
      - **AR: Nereus** to update agenda to reflect shorter opening remarks and Annual General Meeting (8:30AM start times)
    - Goal: publish agenda the week of 2/25
    - Meet the Experts
      - TPC has defined the topics and identified hosts for table
      - **AR: Nereus** to cover topics in upcoming communications
  - InsideHPC
    - Contributed Article Published
      - <https://insidehpc.com/2019/02/the-state-of-high-performance-fabrics-a-chat-with-the-openfabrics-alliance/>
      - **AR: Nereus** to follow up with insideHPC for metrics for article
    - Banner ad is live
  - SNIA Collaboration Update

- **AR: Jim** to continue defining/finalizing agreement with SNIA
  - 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
    - ~~2/26~~ — day of EB-REG reminder
    - **AR: Nereus** to continue promoting registration, sessions and agenda
  - Workback schedule summary
    - [February 25] Finalize Agenda
    - ~~[February 26]~~ Close EB-Registration
    - [March 19-21] OFA Workshop 2019
- Blogs
  - Upcoming OFA Blogs
    - WS Agenda Highlight - Keynote, MTE, BoF, etc.
      - **AR: Nereus** to draft once agenda is finalized
    - Donation to UNH-IoL
      - Topic proposed in order to acknowledge the impact of donation
      - **AR: Divya** to gather more information on the donation after the Workshop
- OFA Interop and Logo Program
  - **AR: Nereus** to develop promotional plan for Interop Program after the Workshop concludes
    - Webinars, social media, blogs and more
- Opens
  - Off-week WS planning meeting with VTM Events on 2/28
    - **AR: Jim** to setup Zoom meeting for 1pm PT on 2/28
      - Invitees: Paul, Divya, Jim, Karli