

OFA MWG Meeting - 20221101

Attendees:

Phil Cayton, Intel
Raghu Raja, Enfabrica
Michael Aguilar, Sandia
Joe Balich, Nereus

Minutes

- OFA Workshop 2023 – April 11-13, 2023
 - Workback Schedule Snapshot:
 - ~~[August 1] Schedule First TPC Meeting in August (36w)~~
 - ~~[September 27] Determine Workshop Categories (28w)~~
 - [October 4] Announce Call for Sessions and EB Registration (27w)
 - [December 6] Secure Keynote Speaker / Announce Special Onsite Activities (18w)
 - [January 24] Close Call for Sessions, Announce Extension (11w)
 - [January 31] Close Extended Call for Sessions (10w)
 - [February 7] Speaker Selections Due to MWG (9w)
 - [February 14] Distribute Speaker Acceptances (8w)
 - [March 7] Sponsorships Due (5w)
 - [March 7] Finalize Agenda (5w)
 - [March 21] Close EB Registration (3w)
 - [April 11-13] OFA Workshop 2023
 - Steering Committee
 - Reviewed language on submission materials request
 - Registration/Lodging
 - VTM Events negotiating terms of the rebook
 - **AR: VTM Events** to flag final contract for execution to **Doug**, send **Joe** the final registration and booking links.
 - Press release and webpages
 - Pulling together content in preparation for launch
 - **AR: Joe** to finalize the materials once outstanding reg/lodging items are received.
 - OSC Tour Opportunity
 - Raghu and Hari discussed the opportunity for attendees to take a tour of the OSC.
 - **AR: Joe** to work with **Hari/Raghu** to confirm details, come up with a proposal to review within the MWG.
- Events
 - SC22
 - SNIA Demo Pavilion Planning
 - Kiosk/Pop up banner artwork submitted
 - Passes confirmed
 - Postcard handout to highlight upcoming workshop
 - Giveaways

- **AR: Joe** to order branded OFA pens for giveaways at the kiosk. Send **Michael** the shipping details.
- Opens
 - Next Meeting – Tuesday, November 8 @ 11AM PT