

Hello OFA MWG,

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

Thanks,

Allison

Attendees:

Ken Strandberg, Catlow Communications

Divya Kolar, Intel

Joe Balich, Nereus

Allison Barry, Nereus

Minutes

- Events
 - OFA Workshop 2021
 - Schedule Snapshot
 - ~~[August/September] Select TPC Chair and Schedule First TPC Meeting in August (32w)~~
 - ~~[October 13] Build Initial Workshop Topic Categories for OFA Community Review (22w)~~
 - ~~[November 3] Finalize Workshop Categories, Session Formats, Collaborative Activities (19w)~~
 - [November 17] Announce Call for Sessions and EB Registration (18w)
 - [December 4] Secure Keynote Speaker (optional), Define Tutorials (15w)
 - [January 22] Close Call for Sessions, Announce Extension (8w)
 - [January 29] Close Extended Call for Sessions (7w)
 - [February 1] Speaker Selections Due to MWG (6w)
 - [February 3] Distribute Speaker Acceptances (6w)
 - [February 9] Sponsorships Due (5w)
 - [February 22] Finalize Agenda (3w)
 - *Suggest Feb 8 (5w) or Feb 15 (4w)
 - [February 23] Close EB Registration (3w)
 - [March 15-19] OFA Workshop 2021
 - TPC Update
 - Delivered three key themes for 2021
 - Networks and the Convergence of HPC, Big Data and Artificial Intelligence
 - Networking Ecosystem and the Community
 - Networking Technology Nuts and Bolts
 - **AR: TPC** to expand on subtopics for future CFS promotion
 - EasyChair

- Submission portal finalized:
<https://easychair.org/conferences/?conf=ofaws2021>
- Registration
 - WebEx Events Registration Links:

Date/Time	Registration Link
Monday, March 15 8:00AM-11:00AM PT	TBD
Tuesday, March 16 8:00AM-11:00AM PT	TBD
Wednesday, March 17 8:00AM-11:00AM PT	TBD
Thursday, March 18 8:00AM-11:00AM PT	TBD
Friday, March 19 8:00AM-11:00AM PT	TBD

- **AR: Divya** to share registration links for CFS promotions
- Communications
 - CFS/Registration Promotion – attached
 - PR, Blog, eBlast, Social Media
 - **AR: Nereus** to begin promotion on 11/17
 - Press release
 - For cost savings, recommend forgoing Business Wire distribution
 - Possibly distribute press release in January/February to encourage Call for Sessions submissions
 - **AR: Nereus** will continue direct outreach to target media outlets/analyst
- Website
 - 2021 Virtual WS webpages to be published once registration links are finalized
 - **AR: Nereus** to publish webpages on 11/17
- Webinar
 - OFMF Chat
 - Scheduling updates?
 - **AR: Nereus** to follow up with **Michael** on the planning thread
- Opens
 - Next meeting – Thursday, November 26 @ 1pm PT
 - **AR: Jim** to cancel this occurrence due to Thanksgiving holiday