

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, OpenFabrics Alliance

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 10] 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
 - Topics are coming along
 - Extended MWG delivery deadline to next Wednesday so TPC can meet once more to finalize topics
 - **AR: Divya** to reach out to TPC to share her thoughts on possible topics and themes
 - EasyChair
 - Items for inclusion:
 - Topics

- Do we think there will be enough options by next week to include in EasyChair?
 - Check One or Multiple?
 - **Suggest adding some suggested topics to really kick off the process**
 - Formats
 - Session, Panel, BoF
 - Title/Abstract/Key Takeaways
 - Speaker Info
 - Name
 - Company
 - Email
 - Bio
 - Co-Authors (names, companies, emails)
 - Recording/Posting Opt-Out
 - **AR: Nereus** to work with **Ken** and **Jim** to include formats and key submission information in EasyChair, complete setup after final TPC meeting
- Registration
 - Webex Events Registration Link
 - Date/Times
 - Monday, March 15 – Friday, March 19
 - 8AM (7:45AM)-11AM PT
 - Description
 - **Thank you for registering for OpenFabrics Alliance (OFA) Virtual Workshop 2021. We're glad you'll be joining us online for this free, multiday event from March 15-19, 2021, that will provide fabric developers and users an opportunity to discuss emerging fabric technologies, collaborate on future industry requirements, and address challenges. This email confirms that your registration is complete.**
 - Requirements
 - Attendees muted upon entry
 - Automatic emails
 - **AR: Nereus** to develop registration emails, reminder emails, event follow up email and possible surveys
 - WebEx survey after the event
 - **AR: Nereus** and **Divya** to confirm the survey questions and if they should be generic enough to be used each day of the event
- Sponsorships
 - **AR: Nereus** to develop sponsorship levels for virtual event
- Communications
 - Announce CFS/Open Registration
 - **AR: Nereus** to develop PR, eBlast, Blog, Webpages/banners, social media

- OFMF Chat (SC20)
 - **AR: MWG** to confirm when the webinar will be held and if it will be a joint venture with Gen-Z
 - **AR: Nereus** reaching out to Gen-Z PR team to coordinate
- Opens
 - Next meeting – Thursday, November 12 @ 1pm PT
 - **AR: Jim** to schedule one-off MWG call on Thursday, November 5 @ 1pm PT