Hello OFA MWG,

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

Thanks,
-Allison

Attendees:
Paul Grun, Cray
Divya Kolar, Intel
Jim Ryan, OFA
Allison Barry, Nereus

Minutes: OFA MWG Call – 1/10/2019

Agenda:
- OFA Workshop 2019
  - Workback schedule summary – attached
    - [December 1] Secure Keynote Speaker(s)
    - [January 18] 1st Call for Sessions Deadline/Extension
    - [January 25] Final Call for Sessions Deadline
    - [February 1] Speaker Selections due
    - [February 8] Distribute Speaker Acceptances
    - [February 12] Sponsorships due
    - [February 25] Finalize Agenda
    - [February 26] Close EB Registration
    - [March 19-21] OFA Workshop 2019
  - TPC Update
    - Identify track names – January 18
      - Define opening/closing track session titles, speakers/mini keynotes
        - **AR: TPC**: to determine during next meeting
    - New "tutorial" idea update
      - Group led by Doug determining overall concept and timeline
      - AV needs will be the same as regular workshop presentation
      - **AR: Nereus** to confirm standard seating format with **VTM Events**
  - InsideHPC Article
    - Tutorials
      - **AR: Nereus** to confirm Q&A-style contributed article with InsideHPC
      - **AR: Jim** to create WebEx invite for Thursday, January 17 at 1pm PT for Q&A sync
        - Attendees will include:
          - Divya
          - Doug
          - Paul
          - Jim
          - Nereus team
      - **AR: Divya** to draft questions for Q&A

- o EasyChair
  - EasyChair subscription updated to now include area for submitters to include speaker bio
- o 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
  - **AR: MWG** to determine roll out of speaker acceptances or to be done all at once on February 8
- Cross-promotion update
  - o SNIA
    - **AR: Divya** to connect with SNIA on cross-promotion and Workshop passes
  - o LF
    - Unable to support the request
- Blogs
  - o Upcoming OFA Blogs
    - OFA Webianr
      - **AR: Nereus** to draft blog highlighting upcoming webinar on Libfabrics
    - insideHPC Q&A
      - **AR: Nereus** to draft blog based on Q&A
    - PM Summit highlight
      - **AR: Nereus** to draft based on participation at SNIA Persistent Memory Summit, including Paul's talk
    - Keynotes(s), Think Tanks highlight
      - **AR: Nereus** to draft once keynotes and think tanks determined
    - Donation to UNHL
      - Topic proposed in order to acknowledge the impact of donation
      - **AR: Divya** to gather more information on the donation
- OFA Webinar
  - o Libfabrics: A User Perspective
    - Date: Tuesday, February 5 at 10am PT
    - Promotion
      - Webinar information has been posted to the [OFA website](#)
      - Webinar eblast has gone out to OFA mailing lists
      - Promoting via OFA and Intel social media channels
    - Registration
      - More than 14 people have registered so far
    - **AR: Nereus** to schedule a walkthrough of the webinar week of January 28
  - o Upcoming webinars:
    - No webinar planned for month of March to avoid conflicts with Workshop

- April webinar topic TBD after workshop
- Events
  - SNIA PM Summit
    - Paul approved to travel to show, will be presenting on *Characteristics of Persistent Memory: Performance, Capacity, Persistence - Which Ones?*
    - OFA to have table at event
    - **AR: Nereus** to print Call for Sessions flyers to be handed out at event
    - **AR: Divya** to ship OFA business cards to Paul for distribution at event
    - **AR: Jim** to confirm if OFA will have laptop/monitor at table
    - **AR: Nereus** to update OFA overview slide deck that can be shown at OFA table
  - SDC
    - **AR: Jim** to confirm OFA presence at event
- Opens