EGI Technical Forum Programme Committee Meeting

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| **Meeting:** | TF12-PC 1st Meeting: Agenda |
| **Date and Time:** | April 23, 2012 11:00 – 13:00 |
| **Venue:** | Chaired from Amsterdam |
| **Agenda:** | This document |

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# 1. Participants

|  |  |  |  |
| --- | --- | --- | --- |
| Name and Surname |  | Organisation | Membership[[1]](#footnote-1) |
| Steve Brewer |  | EGI.eu - Chief Community Officer | Chair |
| Richard McLennan |  | EGI.eu | Sec (Minutes) |
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Apologies:

Verbal:

Via doodle poll:

Not received:

No contact:

# 2. Introduction

The home page to EGI TF12 website (<http://tf2012.egi.eu/>) has been set up and the overarching theme has been stated. The PC will have a number of roles and tasks to fulfil in the lead up to the Forum and this will require effort and time from all members. Responsibilities need to be recognised from the outset and participants will be asked to confirm their commitment to both the required tasks and to meet deadlines. A timetable for meetings will be proposed. Planning for TF12 will be more proactive from the beginning with 'Track Leaders' playing an active part in forming their tracks and sessions. A top level outline programme plan is to be completed by 8 May. This teleconference will also cover the review process for submissions, the role of Track Leaders, session convenors, the timeline for the next 22 weeks leading up to the Forum and any other relevant issues PC members might raise to discuss.

# 3. ACTION REVIEWS – Not yet applicable

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| ID |  | Description and discussion | Status[[2]](#footnote-2) |
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# 4. ITEMS OF BUSINESS

## Agenda Item 1 –PC membership

* Membership: EGI Task Leaders & representatives of MoU signatory units
* Confirm membership
  + Full participation/commitment
  + Responsibilities
    - Reviewers – 3 per submission
      * Based on CF12, can expect 10 abstracts each for review
    - Track Leaders – Agenda Item

## Agenda Item 2 – TF12 Theme and Tracks

* Confirm EGI TF12 Theme (<http://tf2012.egi.eu/>)
* Review and agree Tracks

## Agenda Item 3 – Process: Roles of Track Leaders & Abstract Reviewers

* Propose 'Track Leaders' will help form and assemble tracks and sessions.
  + Intent: Leaders should feel a sense of leadership and involvement in the development of their tracks.
  + .. proactively hunt for supporting contributions.
  + assign suitable session convenors
* Track Leaders may also bid for submissions into sessions if considered relevant
  + May wish to consider early nomination/involvement of Session convenors

## Agenda Item 4 – Timeline

* 22 weeks till Forum; various events have big impact on available time
  + EGI InSPIRE EC review
  + Summer leave
* Key dates:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Date** | **Activity** | **Duration:** | **Where:** | **Who:** |
| Fri 4 May | Submissions Open | 5 weeks | Indico | RM/SB |
| Tues 8 May | High level outline programme published |  | EGI Web | PC |
| Mon 4 Jun | Early bird Registration opens | 8 weeks | LOC Web | LOC |
| Mon 11 Jun | Submissions Close |  | Indico | RM/SB |
| Tues 3 Jul | Abstract Reviews complete (08:00) | 3 weeks | Indico? | PC |
| Mon 9 Jul | Acceptances issued & Programme agreed | 3 working days | Indico? | RM/SB |
| Mon 23 Jul | Programme published | 2 weeks | Indico | SB/RM |
| Wed 6 Aug | Early bird closes (at COB) |  | LOC Web | LOC |
| Fri 17 Aug | Booth reservations close (tbc by LOC) |  | EGI Web | LOC |
| Fri 14 Sep | Web registrations close (at COB) (tbc by LOC) |  | LOC Web | LOC |
| Mon 17 Sep | Conference starts |  |  |  |

* Are times acceptable
  + Could reviews complete sooner?
  + No extensions
* Anything Missing?
* Little slippage time – need your commitment
* Travel and Accommodation bookings after 23 Jul – 8 weeks prior to event.

## Agenda Item 5 – Keynote Speakers

* PC invited to propose candidates/names for Keynote speakers
  + Name, Position, relevance, contact information etc.

## Agenda Item 6 – Other issues

* CF12 PC were asked to comment on/provide feedback on Munich event
  + Points to be repeated
  + Points to be improved with recommendations
* Any further issues?
* Any risks foreseen?

## AOB

# Dates for Next Meetings

A proposed timetable of teleconferences/meetings is as follows:

|  |  |  |
| --- | --- | --- |
| **Title** | **Date:** | **Purpose:** |
| M1 | 23-Apr-12 | Kick-off |
| M2 | 08-May-12 | High level Outline programme agreement |
| M3 | 15-May-12 | Track Leaders (TLs) Progress report on track content |
| M4 | 22-May-12 | TLs Progress report on track detail and invited submissions. |
| M5 | 29-May-12 | TL report on track content and detail |
| M6 | 12-Jun-12 | 1st cut of Programme |
| M7 | 21-Jun-12 | 2nd cut of Programme |
| M8 | 05-Jul-12 | Track alignment and final cut of Programme |
| M9 | 17-Jul-12 | Final review before Publication |

Note that with the exception of some specific cases as shown above, meetings will normally be set for 15:00 CEST on Tuesday afternoons.

# Actions

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| ID | Resp. | Description | Status[[3]](#footnote-3) |
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Agenda/Minutes prepared by Richard McLennan

Agenda/Minutes Approved Group Chair: Steve Brewer

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1. Member, Observer, in Attendance [↑](#footnote-ref-1)
2. NEW, OPEN, CLOSED, REJECTED [↑](#footnote-ref-2)
3. NEW, OPEN, CLOSED, REJECTED [↑](#footnote-ref-3)