Kista Plugfest / DDF Session Logistics

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Anti-Trust Policy Notice

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Laptops: EXHIBITOR pw: KMEasy2019!

Mobile Devices: KISTAMASSAN pw: KISTAMASSAN

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General Info

> All sessions begin @ 9:00 daily – Doors open 8:00
> "M" Rooms – upstairs, "E" Rooms - down stairs
> Small Breakout - E1 (16 person), E2 (8 person)
> Lounge - E10
> Plugfest – M4



Schedule

> <u>https://wiki.lfnetworking.org/display/LN/June+2019+LFN+DDF+Schedule</u>

- > Booking a new room / Changing an existing session:
 - > You are welcome to use any non-reserved block except for Room M4
 - > Update the schedule wiki page with your session
- If a new session please also add your session to the topics page as well
 https://wiki.lfnetworking.org/display/LN/2019+June+Event+Topic+Proposals



Meals / Events

> Breaks:

- > Morning: 10:00 10:15
- > Lunch 12:00 13PM On-site, near by across the street
- > Afternoon: 2:00 2:15

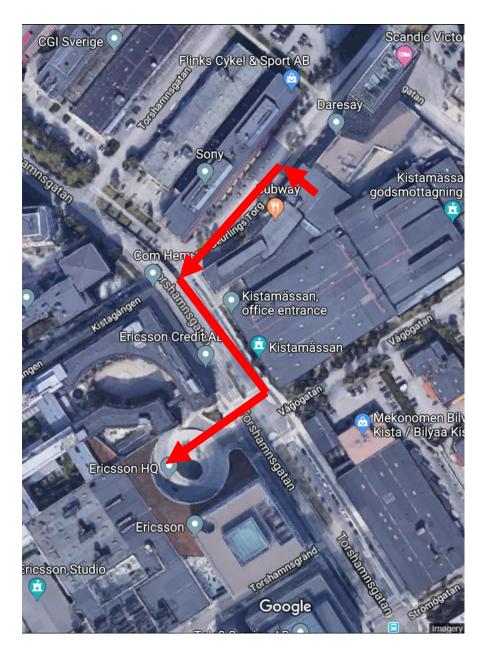
> Lunch:

- > Wednesday: hosted on-site by Ericsson
- > All other days: Attendee paid
- > All Attendee Reception- Today, 17:00 @ Ericsson HQ
- > Womens Reception- Thursday, 18:00 @ Ericsson HQ
- > Group photo Thursday afternoon

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Directions to Ericsson

- > Exit Main Lobby Door
- > Left Down sidewalk
- > Right at corner
- > 1 block down, across street





Communication

> Join the main event list: <u>https://lists.lfnetworking.org/g/2019-Stockholm</u> Event notices and updates will be sent here.

> Plugfest specific communications will use <u>opnfv-plugfest@lists.opnfv.org</u>

If you need general assistance with something please send an email to <u>LFN-Event-Help@lists.lfnetworking.org</u> (Your mail will be moderated. There is no need to join the list.)





Remote Participation

Remote participation for face-to-face meetings is always provided on a "Best Effort" basis

> Every event venue is different and each has its unique challenges; ability to remotely hear/speak may be impacted

> The only room where dedicated and active session support is provided is the main hall

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All Presenters

> Remove unneeded animation & set slide transitions to "None"

- > Bridge assignments for each room are on the schedule wiki
- > Use HostID# 062019 to claim the host & record your session
- > Record meetings to your local machine <u>NOT</u> to the cloud
- > Upload a PDF of your slides to the Topics wiki page
- > Add the top 3 points or take-aways in the "Summary" Column



Remote Presenters

> Use a headset to present!

Your computer's built-in mic and speakers may work OK when everyone is a bridge together, but it will not work well in a face-to-face meeting environment

> You will need to ensure that someone in the room will connect to the bridge on your behalf for audio / video (this will be handled in the main hall for you)

> The LF Staff reserves the right to end any remote presentations in the main hall where incoming audio quality, echo or background noise problems exist

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Main Hall Presentations

- All Presenters: 10 mins before you present, connect to the Webinar Bridge <u>https://zoom.us/j/706586454</u>
- On-site presenters: ensure that the microphone and speakers on your laptop both are muted

- > Once connected raise your hand in zoom and I will promote you to share
- > When finished presenting stop sharing your screen



OPDEV Plugfest Logistics

Please direct any questions to info@opnfv.org

COLLABORATIVE PROJECTS

Plugfest Logistics

> All Plugfest activities will be in room M4

> Note that this is a *change* from last week

- > Please refrain from using M4 for anything other than Plugfest
- If you need to include remote participants, please use the zoom bridge shown in the top of the schedule column for room M4

> You will need to use a laptop or phone for the audio

2019-06-11

Plugfest Logistics

- > Session schedules are flexible.
 - > Please feel free to work beyond your scheduled time, if necessary.
 - > Space is still available. If you want to lead a plugfest session, please come see me.
- > Please record notes on the OPNFV Plugfest Learnings page
 - > e.g., purpose, setup, accomplishments, issues, conclusions
 - > https://wiki.opnfv.org/display/EVNT/Hunter+Plugfest+Learnings

2019-06-11



Questions?

Please direct any questions or comments to info@opnfv.org