

# Event Planning Approach, Methods, & Checklist

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This event planning guide is intended to provide a *high-level* structure & approach to planning, organizing, and facilitating productive face-to-face events for the CNTT Community. The contents of this guide may adjust over time to align with evolving community objectives & priorities. Examples of pages have been provided below and can be used as templates for creating the content required to manage and communicate future events.

## Introduction

**Linux Foundation Networking** (LFN) organizes four principal technical community face-to-face meetings each year. These meetings are structured, programmed, and driven by the LFN Project Technical Communities with support from LFN program managers, marketing and events staff. Generally, the **LFN events are planned and scheduled as follows:**

- **LFN Developer & Testing Forum**
  - **WHAT:** Two four day events, usually including DDF, Plugfest, & CNTT
  - **WHEN:** Early/Mid June + Early/Mid December or January
  - **WHERE:** Rotating schedule between Europe & Asia
- **LF Technical Events**
  - **WHAT:** Two 2-day events co-located with Open Networking & Edge Summits (ONES)
  - **WHEN:** April & September | October
  - **WHERE:** North America & Europe

**CNTT face-to-face meetings are planned in conjunction with these events**, coinciding with and in collaboration with other LFN communities. The CNTT Technical F2F Workshop workstream, its officers and members, perform event planning and coordination in collaboration with LFN and the broader CNTT community.

## CNTT Technical F2F Workshop Objectives

Overall, CNTT Technical Face-to Face Work Shops promote a diverse and collaborative setting for community members to work closely on plans and deliverables to accelerate the delivery of common NFVI solutions to the marketplace. Specific focus areas within this setting include:

- Alignment on community plans and objectives, including both short-term and long-term
- In-depth technical discussions (working sessions) to define standards for Reference Architectures, Implementations, and Compliance
- Cross community engagement and alignment where synergies exist
- Strategies to broaden the base of contributors within the community, marketing plans, and adoption strategies
- Celebrate and recognize progress and accomplishments across the entire CNTT community

## Establishing a CNTT F2F Event

**LFN will notify the CNTT Governance Master Steering officers and leaders of scheduled events** and details once approved. Details include scheduled dates, location, as well as information available on the facility at that time. The CNTT Technical F2F Workshop Workstream will then begin initial planning, including CNTT event duration and establishing work shop goals and/or objectives.

Once initial details on the CNTT F2F event have been defined and approved, the **landing page for the CNTT event will be created and posted to the CNTT Community wiki**. All known event details will be published at this time. The event page will be updated as additional detail becomes available, such as registration site and event schedules.

An **event checklist** should be created and used to track planning, logistics, pre-event, and post-event activities to ensure all aspects are tracked, managed and cared for. Checklists can be found and/or stored for each event on this [page](#).

## Event Management & Communications

The following activities should be conducted to address event communications, legal requirements, and participant registration.

**Announcement:** Event announcements will be published by LFN and the CNTT community, including dates, location, and other details.

**Legal | Contractual Requirements:** All legal requirements for event sponsorship, facilities, and registrations will be addressed by LFN

**Event Landing Page:** LF | LFN event communications will be published and socialized by LF | LFN through the [LF event landing page](#) as well as other established communication channels. CNTT will publish and communicate event (work shop) details to the broader CNTT Community through Governance Steering Master meetings, [CNTT Community landing page](#), and email communications.

**Registration** - Registration links to CNTT F2F Work Shops will be created and managed by LFN. The links will be socialized to the CNTT Community when they become available.

Example of a CNTT Technical F2F Work Shop event landing page can be found [here](#).

## Event Planning

**Event planning is facilitated by the CNTT Technical F2F Work Shop workstream in full collaboration with LFN, GSMA, and the broader CNTT Community.**

CNTT Technical F2F Work Shops should be planned, in advance, to optimize time and value of the overall event. **Topics for each event will be sourced from the community** to achieve an appropriate mix, based on community progress and changes in the technology landscape. During the planning phase, topics will be captured, approved, scheduled, and communicated.

Once the number of days and available rooms for the CNTT F2F have been established, session topics are defined. Agendas for CNTT F2F events are determined through Community Sourced Topics, which leads to creation of the agenda. Allocations are granted to the Governance and Technical tracks to take back to their Officers & Leads to determine usage, based on timing and value.



### Calculating Governance & Technical Event Allocations

**Generally, the Governance track will be granted 20% of the available time each day with the remaining 80% owned by the Technical track.** Each track is solicited and asked to provide 1) Topics, 2) Description, 3) Day & Sequence - this enables each track to optimize their time while managing conflicts.

Time will be blocked from the allocations including Lunch | Breaks (1.5 hours per day), time required for LFN Plenary Events (TBD each event), as well as time for Cross Community Sessions (TBD each event). **Allocations are set for each track once all of the previously stated factors are accounted for in the calculation.** Once allocations are set, the forms are built and socialized with the Technical & Governance Steering Committees with a due date

#### Formula:

NUMBER OF ROOMS \* THE NUMBERS DAYS \* **AVAILABLE TIME EACH DAY** = TOTAL HOURS AVAILABLE

TOTAL HOURS AVAILABLE \* XX% TRACK ALLOCATION = TOTAL HOURS FOR EACH TRACK

Note: **AVAILABLE TIME EACH DAY** is calculated as: 8 Hours - (1.5 hours lunch | breaks + Total Cross Community Hours + LFN Plenary Hours)

Examples of Community Source Topic Solicitation along with a documented approach can be found [here](#).

**Suggested topics are collected and then put into a schedule, or agenda.** Once built, the agenda is reviewed on the Governance Steering Master call for feedback and adjustments - then published to the broader community.

**Overall planning for each event will be managed through the following suggested timeline:**

Lead Time Prior to Event	Task
> 6 months	Events are scheduled by LFN with initial logistics set (dates, duration, location, & facility)
8-12 weeks	Solicitation of session topics from Governance & Technical Steering Committees (topics, duration, & facilitators)
8-10 weeks	Facility logistics are known (number of rooms, room sizes, A/V support, local power, food / beverage service)
8 weeks	Event registration opens
5-8 weeks	Community sourced topics collected, assembled into an agenda, agenda reviewed, approved, & published)
1-4 weeks	Prepare for event (presentations posted, zoom bridge setup, Etherpads are created)
1 day	Facility walk-through; A/V system at facility is tested & certified

# Event Logistics

Event Logistics are managed and coordinated through LFN with requirements provided by member communities, including CNTT. Event logistical planning includes, but not limited to facility contracts, room reservations, room layouts, audio / visual requirements & setup, power to the seating areas, zoom bridge setup, master agenda setup & requirements, and food / beverage services. As event logistics are known, LFN will communicate details to the CNTT Technical F2F Work Shop workstream team review who then communicates information to the broader CNTT Community.

LFN and/or GSMA may elect to coordinate social time under the broader LF | LFN technical event and may be coordinated with event sponsors. CNTT Community socials (un-conference or after hours) may be planned within the community and are generally self-funded.

Basic event logistics have been identified and will be tracked by via the [event checklist](#) to ensure every detail has been cared for - **in a time sensitive manner**.

## Pre-Event Activities

Pre-Event Activities represent the final steps in preparation for the F2F sessions. Pre-Event activities are owned & managed by LFN and the CNTT Technical F2F Work Shop workstream team, working in collaboration.

**Pre-Event activities generally occur up to 4 weeks prior to the event and include the following tasks:**

Task	Description	Owner
Presentations posted to LFN Master Agenda	Session facilitators, or leads, post presentation material into the agenda (if applicable)	Session facilitators or leads
Zoom Bridge Information Posted	Zoom bridge information for each room will be posted into the LFN Master Agenda for remote attendees	LFN
<a href="#">Etherpad Links</a> Created & Posted	Etherpad note locations will be established, structured, and posted to the LFN Master Agenda for each session	CNTT Technical F2F Work Shop Workstream
Audio   Visual Test   Certification	Audio   Visual systems will be validated prior (1 Day) to event start. Room configurations are also validated at this time.	LFN   CNTT Technical F2F Work Shop Workstream

Etherpad is a tool used by the community for collaborative note taking during each session at the event. Information that can be collected into Etherpad includes Session Name, Purpose (instructions), Attendees (posted by session attendees), notes (including comments, suggestions, feedback, input, and action items). ***Session attendees should be encouraged at the beginning of each session to join the Etherpad for that session and actively contribute during the session.*** Etherpad notes are used a tool for following up post-event and serves as an initial repository for action items.

[Etherpad Links](#) should be created prior to the event, with a separate space created for each session or logical group of sessions. An example of a logical grouping of Etherpad notes would be Engagement, Marketing, & Adoption. If multiple sessions or topics are being combined into a single (logical) Etherpad, each sessions must be broken out and clearly labeled within the Etherpad.

## Etherpad Template | Instructions

1. Select this link to access an [Etherpad template](#)
2. Copy the contents (data) within template
3. Create new Etherpad using this [link](#)
4. Logically name the Etherpad based on the session or grouping; press ok
5. Paste data from template)

## Event Facilitation | Assignments

Event facilitation covers the session management and logistical support required to ensure the sessions run smoothly and on-time. CNTT Community participants are encouraged to volunteer prior to or during the event. Some of the key roles include:

**Overall Event Hosts** - Hosts over the entire event, responsibilities include opening remarks, closing remarks, announcements, primary point(s) of contact for the entire event. Event Hosts can include leadership or officers from LFN, GSMA, and the Governance and/or Technical Steering Committees.

**Session Facilitators | Timekeepers** - Session facilitators host a session, providing introductions, assisting in keeping discussions moving (table items when necessary), calling out action items, and managing time for the session to ensure it keeps on track for scheduled end and delivery of all content. Session Facilitators can be the actual presenters or someone designated by the presenters to manage those aspects.

**Event Manager** - Single point of contact for the event responsible for coordinating with local facility representatives on issues such as the A/V system, internet, power, room temperature, food delivery, and so on. This role (person) should be communicated at beginning of the event so attendees and the facility representatives understand who to contact and who is authorized to make requests or changes.

**Note Takers** - Event attendees should be encouraged to take notes at the beginning of each session to capture discussion, decisions, and action items. In the event of a smaller audience at a session, a request can be made for a volunteer to take notes.

**Microphone Runners | Microphone Stand** - In the event that mic-runners will be used during a session, volunteers should be solicited from the session attendee group to take microphones to the speakers in the audience.

**Zoom Bridge Recordings | Publication** - Designated individual (can be session facilitators) to ensure sessions are recorded and published whenever possible via Zoom for playback once the session or event completes. Zoom recordings should be published to the event wiki.

## Post Event Activities

Post Event activities are conducted to accomplish two primary objectives:

- Ensure discussions, decisions, and action items are organized, managed, and archived
- Assess the event for value, quality, & efficiency

This is accomplished through the following actions:

Action	Description	Owner
Organize   Consolidate Etherpad Notes	Etherpad notes are reviewed, consolidated, and summarized for follow-up and/or action.	CNTT Technical F2F Workstream
Capture Action Items; Assign Owners	Key action items are moved to the <a href="#">Governance Key Action</a> list with owners assigned; then reviewed with the Governance Steering Master team for follow-up	CNTT Technical F2F Workstream  Governance Steering Master
Conduct Survey	Create and conduct event survey; sending to attendees <1 week post event.	LFN Event Team   LFN
Publish   Review Survey Results	Pull, analyze, and create survey results summary for readout on the Governance Steering Mater call, usually <2 weeks post event. Results should be viewed as actionable learning's to improve future events. An example, from the January 2019 event, can be found <a href="#">here</a> .	CNTT Technical F2F Workstream