Bootcamp or Contributor’s Summit Hosting Requirements
Introduction

● The purpose of this document is to identify the requirements for a Hyperledger Bootcamp or Contributor’s Summit.

● This document may serve as a guide for planners and potential hosts for evaluating sites and for preparing for an event.
Overview

- Events typically run two days.
- Activities include meetings, presentations, and hands-on collaboration and demonstrations
- Participants usually begin the day together in a large meeting room, then break into smaller groups, returning to the main meeting room to debrief and describe the days activities and accomplishments.
- Participants are typically provided a light breakfast, am/pm breaks, lunch and a reception on the first evening.
Space Requirements

- Large room, amphitheater, or auditorium, with sufficient seating capacity for all participants (typically 200).

- Several breakout meeting rooms.
  - Preference is 3-4 breakout rooms outside of main session room.
  - Alternate is a large space where groups can spread out within the room for small group meetings.

- Additional space(s) for onsite meals, breaks, coffee/tea service and evening reception.
Audio Visual Requirements

- Audio system with microphones
- Projector and screen
- Easels for signage
- Optional - flip charts or white boards and markers
Shipping and Receiving

- Receiving and secure storage of participant equipment, signage, badges, t-shirts, etc.
- Provide assistance in return shipments following the event, including pickup by carries (i.e. FedEx, DHL, UPS, etc.)
Registration and Badges

- A location and personnel to greet participants arriving on the first day
- Verify participant registration and sign-in
- Provide identifying badge with clip or lanyard - Hyperledger will provide badges and lanyards
- Answer questions about the facility, directions, local services, etc.
Food and Beverage 1

- Food and beverages may be provided by a catering service or on-site cafeteria.
- A location to seat all participants for breakfast and lunch.
- The same space, or a separate space may be used for breaks.
- The same space, or a separate space may be used for an onsite reception.
Food and Beverage 2

- Continental breakfast - fruit, yogurt, bagels, etc.
- Lunch - boxed or buffet
- Prefer all-day beverage service (e.g., coffee, tea, water, etc.). If this is not practical, then plan for beverage service during breaks.
- Mid-morning and mid-afternoon break - Snacks, coffee, tea, etc.
- One reception on first evening - Beer, wine, light snacks
Power and Internet

- Per Participant
  - 1x standard power drop/connection (i.e. power for laptop)

- WiFi Network
  - Capacity to support 2X number of participants (i.e. laptop plus phone)
  - Support for outgoing VPN connections
Questions?

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