



Bootcamp Hosting Requirements



HYPERLEDGER
BLOCKCHAIN TECHNOLOGIES FOR BUSINESS



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 carriers (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

Session Leaders

- You should have at least 1 session leader per 10 Participants.
- Session leader Wrangler help get Session leaders onboarded Pre-event
- Session Leader Wrangle can give “What is a Curated UnConference?” At the beginning of the Bootcamp.
- Session Leaders can “host” a Themed Table and those sessions
- Are encouraged to recruit additional Session leaders to have sessions at their tables during the event



Other Volunteers Needed

- Session Leader Wrangler
- Wiki Wrangler - helps people get on wiki and post notes
- Social Media Person
- Photographer
- Someone to Run Registration and Badges
- Someone to Check and help with Audio Visual and networking
- Signs person (makes sure signs are up and placed)
- Catering





Questions?

Silona Bonewald

Hyperledger - VP, Community Architecture

sbonewald@linuxfoundation.org