

Notes from Aug. 26 SC13 Planning Meeting

Participants:

- Blaise Barney, LLNL
- Beth Cerny, ANL
- Nathan Humeston, Ames
- Kimberly Myles, Fermilab
- Jon Bashor, LBNL, Richard Gerber, NERSC, Mary Hester, ESnet
- Becky Verastegui, Daniel Pack, ORNL
- Tofigh Azemoon, SLAC
- Karen Haskell, SNL
- Denise Sessions, LANL
- Charity Plata, PNNL
- Steve Hammond, NREL
- Tom Ansley, SRNL
- David Lund, GroupDelphi (booth vendor representative)

***Please see the action items at the end of these notes.

Booth Design

We are close to finalizing the overall design (see 3D renderings from GroupDelphi). Based on those renderings, we are considering using only the lab logos on the front side of the banners across the back of the booth, then putting the scientific images on the back side of the banners. This will give both sides a cleaner, more compelling look.

On the back of the storage area, we currently have a blank wall. We can install a monitor to show the booth schedules, along with text (booth theme) and participating lab logos.

Dave Lund said the furniture in the back discussion areas will probably consist of a sofa, loveseat, table and chair.

There was a question about whether the panels holding the display monitors for the e-posters would be sturdy enough. Dave said they will be designed to attach to the back structure, have a short return on the open end and have a floor plate under the carpet. The design will be tested in advance.

SCinet drop: Jon said he is still waiting to hear if ESnet has any demos planned that would require a 10G connection. ESnet is supposed to decide by mid-September. The deadline for ordering the network drop is Sept 30.

Power and network requirements: Blaise will start a checklist of equipment, Parks will supplement.

Booth Program

Posters: Beth said the templates and instructions for using them are finished.

Staffing: We will need 2 people at the reception counter, 2 at the poster displays and 1 at the 3D Vis station. There will be a schedule for signups.

Message Center: We discussed how to handle the expected influx of messages from attendees looking for specific people from the labs. We decided to have one POC for each lab and funnel messages through the appropriate POC.

Scheduling: Blaise distributed a draft schedule. Because the featured speakers will use a small PA system, we should not schedule any roundtable discussions during the talks. We can, however, schedule demos and meetings in the 2 back rooms. There was also discussion about scheduling 3D vis presentations as well as running loops visualizations.

Communications

FTP site for ePoster content/files: It's up! Kevy/Beth have sent usage instructions to everyone on the committee email list. The ePoster templates are also available on the FTP site. Need to have all ePosters completed and uploaded by 9/27.

External Website: Blaise secured the scdoe.info domain name for our external website for the princely sum of \$3 per year. The actual website content will be hosted at a server at Oak Ridge. Beth is creating a template for the site and content has been assigned to members of the communications group. Jon will provide a write-up related to our theme. Denise and others are working on Lab overviews and will provide a first draft of their write up in the near future.

There was discussion of replacing the DOE executive logo on the 3D TV stand and reception desk with something less "presidential".

Miscellaneous

Registration: Attendees with Tech Program registration will have access to the exhibition during normal show floor hours (not off hours). Booth staff without Tech Program registration will need to have the "booth boss" (Jon or his designee) register them as exhibitors, and there is a \$100 fee. Additionally, if Tech Program people need to be on the show floor during off hours for setup work, the booth boss will need to register them as exhibitors as well. Tom Ansley asked about "exhibits only" registration for people who just want to visit the exhibits floor (not part of the booth). Becky will investigate and report back.

What are we doing about the Press Tour that happens just before the Monday night opening Gala? We will need someone to be a "speaker" in case the tour visits our booth. Becky will check into this.

Becky will send an email to our committee email list that details who is a member of our 4 email lists. This was done after the telecon. Please email Becky with any additions that are needed.

Next telecon: will be held Monday, Sep 9.

Action Items:

1. Finalize network requirements and place SCinet order by 9/30: **Jon, Parks**
2. Develop equipment list for booth: **Blaise, Parks**
3. Design network and electrical floorplan for booth: **Blaise, Parks, GroupDelphi**
4. Ship MacMinis to GroupDelphi in advance: **Argonne and LANL**
5. Ship one ELO touch-screen to GroupDelphi in advance: **LANL**
6. Coordinate transport of touch-screens and 3DTV to conference: **GroupDelphi & LANL**
7. Finalize time slots for featured presenters, round tables, demo stations, booth duty/staffing and possibly informal collaboration/lounge areas: **Blaise & Jon**
8. Coordinate on small table/chair for 3DTV area: **Dave Modl & GroupDelphi**
9. Send Tofigh Azemoun your updates for the interactive map of US DOE labs: **everyone**
10. Develop external web pages: **Beth & communications committee "volunteers"**
11. Find out about any special network requirements for ESnet: **Jon**
12. Develop plan for Press Tour before opening Gala: **Becky**
13. Register booth staff as exhibitors as needed: **Jon (booth boss) or designee**
14. Find out about Exhibits only registration: **Becky**
15. Develop plans for booth message center: **???**
16. Find people to staff the booth and develop schedule: **All POCs for each lab**
17. Complete all ePosters and upload files to FTP site by 9/27: **All POCs for each lab**

Useful Information:

BOOTH #1327 (40' x 50')

Theme: DOE HPC: Greener, Smarter, Safer World

Dial in info: 866-833-2126; passcode 3333596#

Mondays, biweekly: 11AM PT/12noon MT/1PM CT/2PM ET

Email lists:

SC13DOEbooth@email.ornl.gov

sc13DOEbooth_program@email.ornl.gov

sc13DOEbooth_communication@email.ornl.gov

sc13DOEbooth_booth@email.ornl.gov

SC13 planning committee internal website: <http://press3.mcs.anl.gov/sc13-internal/>

List of who's on which email list

	Laboratory	SC13 POC	POC email	Email List Members			
				Committee	Booth	Program	Commun
1	Ames Laboratory	Nathan Humestan	humeston@iastate.edu				
	Ames Laboratory	Mark Gordon	mark@si.msg.chem.iastate.edu				
2	Argonne National Laboratory	Beth Cerny	bcerny@alcf.anl.gov				
	Argonne National Laboratory	Scott Ehling	sehling@mcs.anl.gov				
3	Brookhaven National Laboratory	Michael McGuigan	mcguigan@bnl.gov				
4	Fermilab	Kimberly Miles	kmiles@fnal.gov				
	Fermilab	Ruth Pordes	ruth@fnal.gov				
5	Idaho National Laboratory	Eric Whiting	eric.whiting@inl.gov				
	Idaho National Laboratory	Jeff Staffon	jeff.staffon@inl.gov				
6	Jlab (Thomas Jefferson National Accelerator Facility)	Chip Watson	watson@jlab.org				
7	Lawrence Berkeley National Laboratory	Jon Bashor	jbashor@lbl.gov				
8	Lawrence Livermore National Laboratory	Blaise Barney	blaiseb@llnl.gov				
9	Los Alamos National Laboratory	Annmarie Cutler	annmarie@lanl.gov				
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	Los Alamos National Laboratory	Dave Modl	digem@lanl.gov				
	Los Alamos National Laboratory	Parks Fields	parks@lanl.gov				
10	National Renewable Energy Laboratory	Steve Hammond	steven.hammond@nrel.gov				
11	Oak Ridge National Laboratory	Ashley Barker	ashley@ornl.gov				
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	Oak Ridge National Laboratory	Daniel Pack	packdl@ornl.gov				
	Oak Ridge National Laboratory	Becky Verastegui	verasteguir@ornl.gov				
12	Pacific Northwest National Laboratory	Charity Plata	charity_plata@pnl.gov				
	Pacific Northwest National Laboratory	MaryAnne Wuennecke	maryanne.wuennecke@PNNL.gov				
13	Princeton Plasma Physics Laboratory	Steve Baumgartner	sbaumgar@pppl.gov				
14	Sandia National Laboratory	Gayle Drake-Kerr	gldrake@sandia.gov				
	Sandia National Laboratory	Karen Haskell	khaskel@sandia.gov				
15	Savannah River National Laboratory	Mary Harris	mary.harris@srl.doe.gov				
	Savannah River National Laboratory	Tom Ansley	thomas.ansley@srl.doe.gov				
16	SLAC National Accelerator Laboratory	Amber Boehnlein	amber@slac.stanford.edu				
	SLAC National Accelerator Laboratory	Tofigh Azemmoon	azemmoon@slac.stanford.edu				
	SLAC National Accelerator Laboratory	Ralf Kaehler	kaehler@slac.stanford.edu				
	SLAC National Accelerator Laboratory	Teri Church	teri@slac.stanford.edu				
	GroupDelphi	David Lund	david.lund@groupdelphi.com				