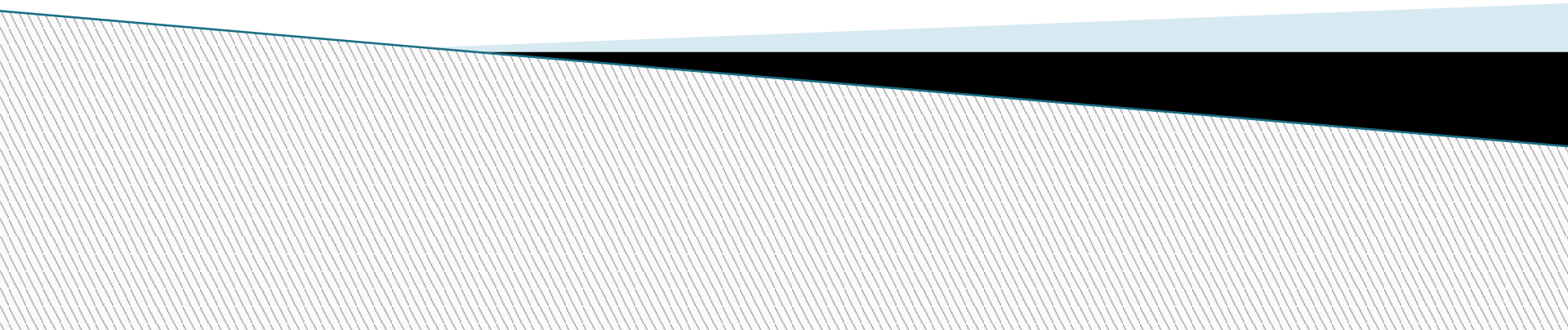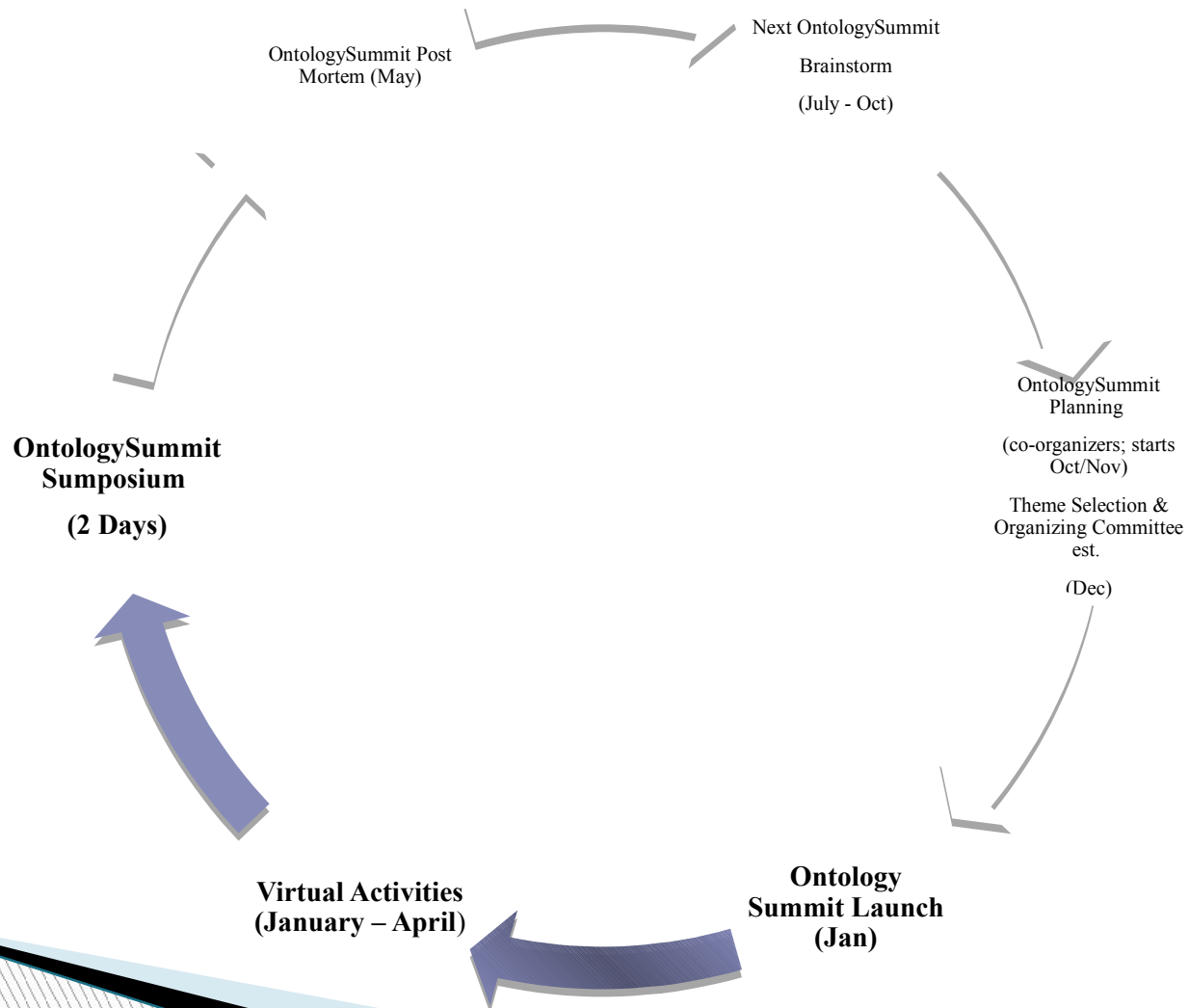# Ontology Summit Program Management

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Team-M Objective

▸ This team provides program management for the overall Ontology Summit
  – Organization and Planning
  – Infrastructure and other resources
  – Process, operations & logistics
  – Coordinate production of the program

Annual Production Cycle

Next OntologySummit
Brainstorm
(July - Oct)

OntologySummit Post
Mortem (May)

OntologySummit
Planning
(co-organizers; starts
Oct/Nov)

Theme Selection &
Organizing Committee
est.
(Dec)

**OntologySummit
Sumposium**

(2 Days)

**Ontology
Summit Launch
(Jan)**

**Virtual Activities
(January – April)**

(Support) Summit General Co-chairs, who …

▸ Work with representatives from the co-organizers – Ontolog, NIST, NCOR, NCBO,IAOA, NCO_NITRD – to set direction for the Summit

▸ Confirm Summit Theme – Objective – Scope

▸ Review Summit Process

▸ Establish and maintain Advisor relationship

▸ Act as co-lead Editors for the Summit Communique

Summit Organization & Planning Support

- Representatives from the co-organizers – Ontolog, NIST, NCOR, NCBO, IAOA, NCO_NITRD – confers to initialize new Summit program and set directions
- Form new Organizing Committee with co-organizer representatives and volunteers
- Organize/facilitate the team and work structure: Theme-Objective-Scope, Technical Tracks, Support Tracks, co-champions, etc.
- Define the Summit program content (3~4 months of focused activities)
- (In January) Coordinate the Summit Launch Event
- Meet regularly to track and assess progress and quality
- Assure conformance to "openness" and contribution guidelines and policies

Team-M: Organizing Committee Support

- Communication Tasks
  - Stay on top of overall progress and communicate that to the organizing committee
  - Help prepare draft agenda for the organizing committee meetings
  - Send Meeting Announcements, Reminders and links to proceedings
- Help facilitate the organizing committee meetings
- Specific Tasks
  - Facilitate and Record Audio Conferences
    - suggestions for synchronizing audio, slides, chat
  - Edit Chat Transcripts
    - light editing, reorganization
    - Highlight action items
  - Process Audio Recording of meeting
    - compression, light editing
  - Collect and provide pertinent analytics

Team-M: Virtual Events Production/Support

- Communication Tasks
  - Maintain and communicate the overall schedule
  - Maintain Conference and Session Pages
  - Send Meeting Announcements, Reminders and links to proceedings
- Stay on top of prep/progress and coordinate all logistics
- Pre- & Post-Processing Tasks
  - Review and Process Slides as needed – file – naming (per convention), page numbering, format conversion (pdf), tag with metadata
  - Facilitate and Record Audio Conferences
    - Suggestions for synchronizing audio, slides, chat
  - Edit Chat Transcripts
    - light editing and reorganization
  - Process Conference Audio
    - Compression, light editing, tag with metadata
    - Publish audio archive to podcast (t/b resumed)

Team-M – Symposium Production/Support

‣ Work closely with the Symposium Host's designated personnel and Symposium co-chairs
‣ Stay on top of preparation/progress and coordinate all logistics
‣ Send Announcements, Reminders, Proceedings, …
‣ Team M performs the following post-processing tasks
    – Make audio recording
    – Process audio recording: separated into individual presentations; tag with metadata
    – Chat transcripts are processed and added to the wiki