Ontology Summit 2014 Symposium

Ontology Summit
Program Management

Peter Yim
Christi Kapp
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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

Ontology Summit

Ontology Summit Planning
(co-organizers; starts Oct/Nov)
Theme Selection & Organizing Committee est. (Dec)

Ontology Summit Post Mortem (May)

Ontology Summit Brainstorm (July - Oct)

Ontology Summit Symposium (2 Days)

Virtual Activities (January – April)

Ontology Summit Launch (Jan)

Next Ontology Summit
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