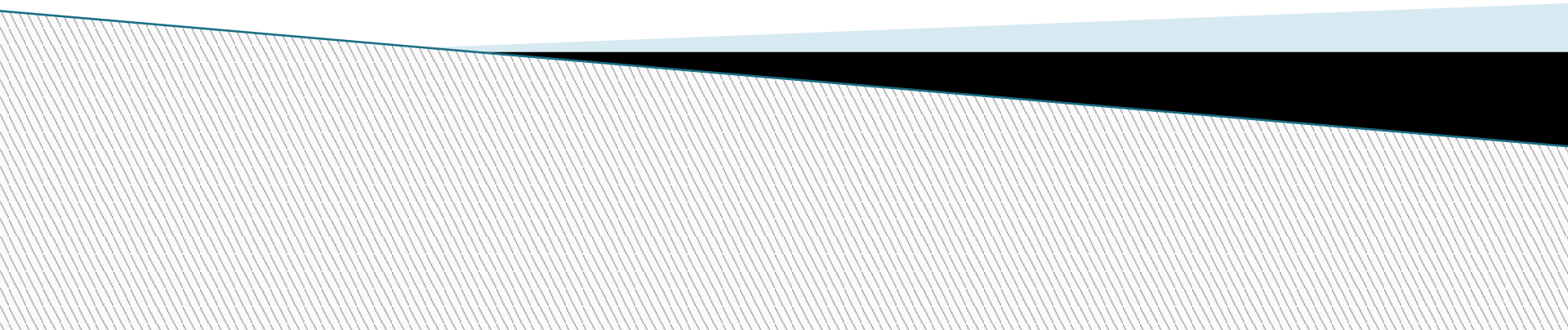


Ontology Summit 2014 Symposium

Ontology Summit Program Management

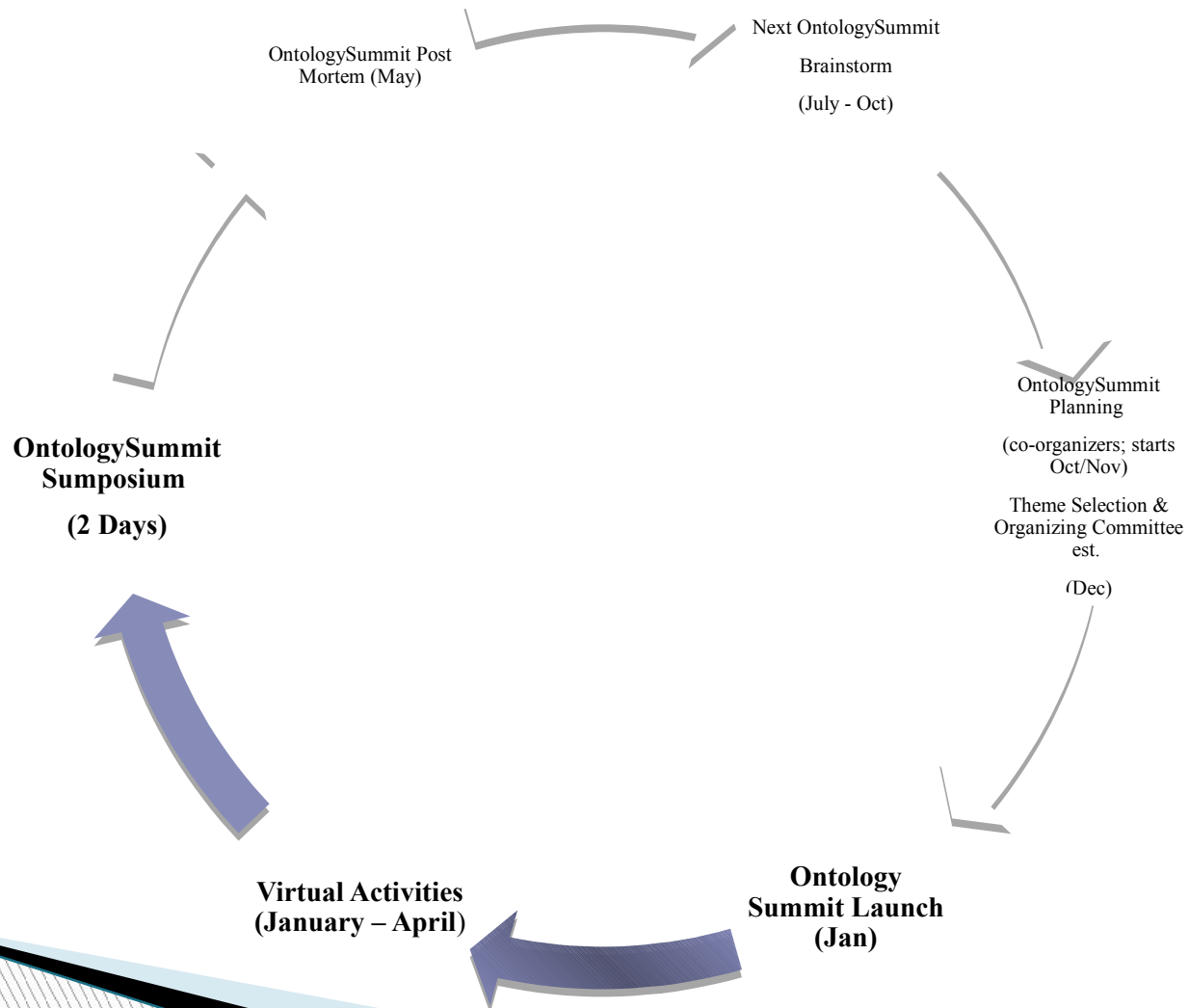
Peter Yim
Christi Kapp
April 28, 2014



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



(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