SAFNOG-8 OC Weekly Meeting

Tuesday, 05 June |9 - 10 AM

SAFNOG-8 OC Meeting Notes

Key Milestones

* SAFNOG-8 Announcement: May 1st - host and logos etc

> - host, logos in vector format, write up about Lusaka (bring in the interest of attendees), identify keynote speakers who are well known and respected in the community who can speak to an interesting topic). Opening and closing keynote speaker. To announce on socials (awaiting logos).

> - Setup OC email address

*   Call for Sponsors: Confirmed and will be shared accordingly.

*   Venue: ISPA team to confirm venue: Taj Pamodzi, to be confirmed 24.05

*   Registration opens: 7 June (Registration system: Eventbrite)

- Call for PC: Re-open (call on local hosts to support)

*   Call for Papers: Open. Distributed to community mailing lists, socials and platforms. Hand pick a list that can be a part of the PC.

*   Draft program published: As papers are published

*   Final Deadline for Submissions - 21 July

* Final program Published - 23 July

* Final Slides Received - 04 Aug

Action Items:

- Call for PC: Open again. Geoff to call on Zambia contacts to be included (call on local hosts to support)
- Conference fee: early bird registration: $80 | Late registration: $100. If more than 5 members, 2.5 % discounts if more than 10 - 5% discount included.
- Reg fees - paypal account, tracked. Ensure there is enough money to secure the deposit
- Sponsorship: sponsorship invoices/Molly assists with paperwork and banking details.
- Social media:
- Important action items
  1. ISPAZ to provide logo (vector format) and write-ups in Lusaka. Geoff to send Temporary logo (Network Providers Association)
  2. ISPAZ to provide names and emails of ISPAZ team members to include for the OC mailing list. Michael, Mark, Bernadette, Geoff. Geoff to speak to Christine, Exec director?
  3. ISPAZ to provide details on role assignment for the OC team (Project Management - Communication and Website Team).
  4. Venue - Taj Muhaste, Zambia. $85 per night (breakfast). Geoff to confirm a rate and send an invoice for sponsors to Portia and Team for budgeting purposes.
  5. WhatsApp is the preferred method of communication (day to day). Major updates to take place on meetings. Send contact number for WhatsApp.
  6. Social media - confirm design | schedule plan (align with the website team). internal and ISPAZ approval required before posting live. Send designs to the team for approval as soon as the go is received. Post call for papers and call for PC on socials.
  7. Geoff sent a call for papers for Zambia (technical team) to Mark Tinka. Website: communication team to send content to website team to post.
  8. ISPAZ Team requested a mockup from previous tshirts.
  9. Workshop/Tutorials - local engineers' participation, tutorials and workshops. SAFNOG needs to confirm the budget with ISOCC. 30 -50 participants. Mark Tinka to provide a draft and information. 1. Day - mobile operators, ISPS etc 2. One or two days with the university students (open/training day). Recommended day - Thursday.