

## **DOCUMENTS (for GGF WG/RG Sessions)**

- The deadline for submission of documents to be included in a GGF working session is three weeks prior to the GGF meeting.
- There will be NO hard-copy documents provided...*based upon overwhelming demand to make GGF meetings paperless!*
- All documents submitted will be made available on-line within 72 hours of submittal.
- When submitting documents, **it is necessary to complete the attached checklist and to provide it along with the document.** Link to [DOCUMENT SUBMISSION CHECKLIST](#).
- ALL documents MUST be in the formal GGF document format, with ALL required information and sections. Documents not in compliance will not be posted nor submitted for GGF meetings. For templates (.doc, .pdf, .rtf) see [http://www.ggf.org/L\\_About/doc.htm](http://www.ggf.org/L_About/doc.htm)

**For drafts accepted as working groups documents, acronym is that of the working group:**

- draft-ggf-[acronym]-[short title]-[version].doc

**For individual submissions:**

- draft-ggf-[author]-[short title]-[version].doc
- Email draft GGF documents for discussion at GGF meetings to the GridForge Editor Project - [Submit GGF DRAFT Tracker](#) - all documents will be reviewed for appropriate format and content. (NOTE: Documents considered to be final by a Working Group and intended for review and publication by GGF should be directed to [editor@ggf.org](mailto:editor@ggf.org)).
- Please refrain from forwarding any document that is not intended to be reviewed at a GGF meeting as a draft document submission (i.e. supporting or background materials will not be processed nor posted).
- Documents related to BOFs, other than the proposed charter, will NOT be posted - please see [GGF - BOF REQUEST](#) for more information.

## **SESSION SCHEDULING**

1) **Deadline for your WG/RG preliminary plans** for GGF meetings is 10 weeks prior.

Please indicate the tentative plans for your Working/Research Group activities for a GGF meeting by email to your respective Area Directors, copying [Stacey Bruno, GGF Coordinator of Community Activities](#). This is critical so that GGF can ensure that sufficient working session space will be available.

Include the following for EACH session -

1. Working/Research Group (AREA)
2. Session Title (preliminary)
3. Session Agenda (preliminary)

4. Session Leader(s) (preliminary)
5. Estimated number of participants (to determine room size).
6. Estimated number of related GGF Draft documents.
7. Are you planning to use the Access Grid to enable remote participation?
8. List at most 5 other groups you prefer not be scheduled at the same time as your session.

2) **Deadline for scheduling requests** is 6 weeks prior to a GGF meeting.

These requests will be integrated into the GGF WG/RG Session Agenda as part of the formal GGF program. Please forward your specific session scheduling request to the respective Area Director(s), copying [Stacey Bruno, GGF Coordinator of Community Activities](#). Sessions are allocated on a 1st-come, 1st-serve basis, with priority given to those that submitted their plans as noted in Item 1.

All requests must include:

1. Session Agenda (confirmed)
  2. Session Leaders (confirmed)
  3. Session Secretary (minutes are REQUIRED from each WG/RG session)
  4. Preferred Dates/Times
  5. AG-enabled room preferred?
- NOTE: **only** approved GGF WG and RGs may schedule sessions
  - Research Workshops need to follow this process as well
  - Currently, there are 130+ sessions to be allocated during a GGF meeting- all are 90 minutes separated by a 30-minute break.
  - **PLEASE NOTE:** as part of the registration process, GGF registrants are asked to indicate which WG/RG sessions they plan to participate in - this will be made available to each WG/RG Chair before the GGF meeting.

## **GGF CHAIRS - CRITICAL UPDATES and TRAINING**

- GGF will schedule **GGF Chair - Critical Updates and Training** during a GGF meeting.
- GGF WG/RG Activities and SourceForge
- GGF Document Process - Updates
- GGF IPR and Responsibilities of GGF Chairs
- GGF - WG/RG Activities - Critical Updates
- This session will be led by members of the GGF Steering Group (GFSG).
- If you plan to participate, please confirm your involvement by sending a confirmation email to [registration@ggf.org](mailto:registration@ggf.org) with "TRAINING" in the subject line. Lunch will be arranged for all **confirmed** participants immediately preceding the session.

## **GGF CHAIR - SPECIAL PRIORITY CHECK-IN**

- Special GGF Check-In arrangements will be planned for our GGF WG/RG Chairs.
- The GGF Secretariat will have **ALL GGF WG/RG Chair** registration packets available at the **GGF Chair - Critical Updates and Training**.
- Be sure to attend this meeting to stay informed about GGF, and the critical processes related to the success of your WG/RG.
- Lunch is provided.

## **VIP HOTEL RESERVATIONS –**

As a courtesy to our hard-working GGF WG/RG Chairs, the GGF Secretariat will arrange for priority reservation accommodations for the GGF WG/RG Chairs at the meeting hotel.

- This is a courtesy - there are limited rooms available at the main a GGF meeting hotel, and we hope to arrange these convenient accommodations for the WG/RG Chairs on a priority basis.
- You will be contacted by the GGF Coordinator of Community Activities (Stacey Bruno, [bruno@ggf.org](mailto:bruno@ggf.org)) to confirm your travel plans and if you need assistance with your hotel accommodation for GGF meetings.

## **GGF WG/RG CHAIR APPRECIATION NIGHT**

A tradition begun at GGF5, the GGF WG/RG Chair Appreciation Night will continue at GGF meetings.

Exclusively for the GGF Chairs, this special evening will take place at all GGF meetings with plenty of beer, supper, and a few surprises hosted by GGF.