



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

- Post drafts for discussion at a GGF Meeting into your current drafts folder in your GridForge project. When you request a working session at a GGF Meeting you will be asked for the URL where your draft document is being stored so it may be posted on the GGF website.

### **Naming Convention:**

All Grid working drafts must follow a consistent naming convention. There are two naming formats depending on whether draft is submitted by a group or by an individual.

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

## **SESSION SCHEDULING (NEW PROCEDURE PLEASE READ!!)**

### **Instructions on how to submit a request for a WG/RG/WS Session at GGF Meeting:**

- 1) Please Logon prior to filling out this form.
- 2) Go to  
[https://forge.gridforum.org/tracker/index.php?func=add&group\\_id=100&atid=557](https://forge.gridforum.org/tracker/index.php?func=add&group_id=100&atid=557)
- 3) Supply group name/acronym in the Subject field.
- 4) In the Description field, please supply the proposed session title (if applicable), session leaders, and a proposed agenda (may be attached as a document).
- 5) Select type of session (Working/Research Group) from the Group drop-down.
- 6) Select the AREA of your group from the Category drop-down.
- 7) Select the estimated number of participants (to determine room size) from the Size drop-down.
- 8) Supply the URL to view draft document being discussed at the GGF meeting (if applicable) in the Draft1 and Draft2 fields.
- 9) List at most 5 other sessions (groups, Area meetings, workshops) that you prefer not be scheduled at the same time as your session in the Conflicts field.



- 10) OPTIONAL: Supply a URL for meeting information in the Info field.
- 11) Supply any AV requests: # of microphones, projector, screen, phone line, speaker phone in the A/V field.
- 12) Supply any other special requests in the Special field.
- 13) Press Save when complete.

When your session has been scheduled a tracker will be updated and you will receive an email with your session details (time, date, location).

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

GGF will schedule **GGF Chair - Critical Updates and Training** during a GGF meeting.

- GGF WG/RG Activities - Critical Updates
- GGF Document Process - Updates
- GGF IPR and Responsibilities of GGF Chairs
- Strategic Management Discussion
- Discussion on struggling working groups - process for fixing something that is not working
- Next steps for working groups more or less finished with their work

### **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 beverages and a few surprises hosted by GGF.