

R Consortium Working Group

Event In A Box Package

The following packages apply to both virtual and in-person events with up to 500 attendees, 50 speakers and 15 sponsors. Additional services can be added a-la-carte for an additional fee.

Basic Event-in-a-Box Support Package (\$5,000 per event)

Where working group volunteers are producing events, The Linux Foundation can offer a basic suite of services that will keep events

- Package includes:
 - Online Registration built and managed by team through our Cvent platform
 - Team will share a link with organizers providing real time registration data
 - Onsite organizers will be provided with registrant details needed to create name badges and manage onsite registration
 - Monies collected can be used to offset our fees, or can be distributed to organizers post event
 - Event team will send attendee pre and post event communications as needed to attendees
 - Management of Event Code of Conduct issues
 - Event must be under [The Linux Foundation Event Code of Conduct](#).
 - Event team will manage any/all Code of Conduct reports/management, working with organizer to keep everyone aligned
 - Event website build on event.linuxfoundation.org platform
 - Event team will provide a template for organizers to fill in to use to create website
 - Event sponsorship contract creation and processing
 - Review of all vendor contracts (must be in The Linux Foundation's name to provide legal advice)
 - The Linux Foundation can act as the 'bank' for your event, making and receiving payments as needed.

Premium Event-in-a-Box Support Package (\$7,500 per event)

Includes all of the support offered in the basic package plus:

- Call for papers & Schedule Management
 - Building out, testing and publishing of CFP form (at <https://linuxfoundation.smaply.io/>)
 - We will provide template for organizers to review/edit to customize
 - Weekly updates/reporting for CFP status
 - Prep CFP review docs, and go through reviews/CFP status with program committee
 - Creation/review/distribution of speaker notifications
 - We will provide template for organizers to review/edit to customize
 - Initial schedule creation and setup (we will give organizers admin access to handle any changes after that)