PyData Event Guidelines

We have worked hard to create a PyData brand recognized for conferences that:

- Deliver valuable content from excellent speakers and presenters;
- Serve the community through a strong organized network;
- Provide beneficial sponsorship opportunities;
- Give attendees a place to share and exchange knowledge, as well as to network with others in the field of data science; and
- Uphold the high standards of conduct and conference diversity held by NumFOCUS and PyData.

The following guidelines will be used for all PyData events:

1. **Any and all proceeds made from PyData events will benefit NumFOCUS** to be used for the support and promotion of the ongoing research and development of open-source scientific computing tools through educational, community and public channels.

2. It is the policy of PyData to urge committees to **include women and underrepresented groups** in the selection of :
   a. members of the organizing committee,
   b. conference participants
   c. and invited speakers.

3. **An organizing committee of 5-7 members needs to be created**, with at minimum the following committee positions:
   i.   **Chair (or Co-Chairs)** (primary point of contact for communication with NumFOCUS),
   ii. **Program** (CFP, proposal review committee, schedule),
   iii. **Hotels and Venue** (room block, catering, AV, etc.),
   iv. **Sponsorship** and
   v.   **Printing** (schedule handouts, signage, T-shirts).

4. **The organizing committee should meet on a regular (weekly) basis.** The chair/co-chairs serve as the main point of contact between the committee and NumFOCUS, to reduce the volume of email and lower the risk of any miscommunication.

5. To provide continuity across all PyData events and reduce the time local committees spend on administration, **NumFOCUS has established the following**:
   a. **Sponsorship levels and benefits** (custom packages can be created, but need to be discussed with, and approved, by NumFOCUS)
   b. **Website template** that can be customized for each event location
   c. **Online Registration Site managed by NumFOCUS**
   d. **Financial administration executed by NumFOCUS**

6. **Venue Requirements:**
   a. Plenary space for 250-400 people
   b. An additional minimum of 2 breakout rooms for 80-150 people (for three tracks, utilizing the plenary space for one track)
   c. Space for sponsor tables and networking
   d. AV connections for laptop presentations, with lavalier and hand mic
   e. Wi-fi for all attendees
   f. Electricity for attendee charging stations and sponsor tables

7. **Responsibilities of both the On-Location Organizing Committee and NumFOCUS** are listed chronologically in the table below.

	On-Location Organizing Committee	**NumFOCUS**
Venue arrangements	**Locate a donated (free) venue to host event, check available dates**	Confirm Venue with venue host
Catering	**Arrange for catering, if not included in venue sponsorship.**	Approve catering and costs if applicable.
AV, Electric and Wi-Fi	**Set up with venue or outside AV team if not provided.**	Approve cost if not covered by venue host.
Sponsors	**Obtain sponsorships, minimum of three confirmed (at least Silver level) before event is approved. Forward sponsor contact info to NumFOCUS.**	Manage sponsor communication and invoicing

Website & Social Media Marketing	**Conduct marketing, promotion and social media activities to attract participants, speakers, and sponsors**	Oversee website and social media coverage
Registration	**Help to determine ticket costs and promote registration to local groups and community.**	Set up and manage registration site
Video Recording	**Arrange for video recording if outside of US (unless provided by venue host). We have a contract in place for all US events.**	Arrange for video recording and contract. Coordinate publishing of videos to YouTube channel.
CFP	**Promote call for proposals to local meetups and community**	Issue Call for Proposals on website and social media
Keynote Speakers	**Determine keynote speakers**	Help with suggestions and contact of Keynote speaker(s) if needed. Approve selection.
Proposal Review	**Set up review committee and meeting times**	Attend Review sessions and work with committee on invited speakers
Speaker Notifications	**Provide list of selected and rejected proposals**	Sending notification of acceptance/rejection and create PyData speaker group
Program	**Create conference program/schedule**	Approve schedule and post on website
Homepage News Items	**Submit "news" items for website**	Post news items if not posted by committee
Hotels	**Create list of nearby hotels and submit for website, reserve a room block at a discounted rate**	Post hotels info on website

Venue Setup	**Arrange room setup with venue (classroom/theater, sponsor tables, stage, common/networking areas)**	Approve setup
Volunteers	**Staff conference and registration**	Approve volunteer numbers. Attend conference and help to oversee logistics if needed.
Swag and T-Shirts	**Coordinate design and printing of T-shirts**	Approve t-shirts/swag
Printing	**Order conference banners, signage, and schedule handouts**	Approve order estimate for printing and assist as needed
Badges & Lanyards	**Find a Lanyard Sponsor**	Order badges and lanyards (if not ordered by Lanyard Sponsor)
Post-Conference	**Hold committee debrief meeting, collect feedback and lessons learned**	Send out post conference correspondence

For questions or additional information, please contact **admin@pydata.org**.