

UbuCon Asia 2023 Call for hosts

Dear Ubuntu folks across Asia! After a successful first online event in 2021 and the first in-person event in 2022 in Seoul, South Korea. While Korean LoCo is still working with post-UbuCon stuff, It's time to start discussing the next location! If you're interested to host in your city, Please read the proposal requirements below and submit your proposal.

FOSS Nepal Community is a non-profit organization in Nepal that promotes the use and development of Free and Open Source Software (FOSS). The organization aims to educate and empower people in Nepal with the knowledge and skills to use and contribute to FOSS projects. They also work to promote the use of FOSS in government and private organizations in Nepal. Ubuntu Nepal is a local community of Ubuntu users and developers in Nepal. The community's main objectives are to promote the use of Ubuntu and other FOSS in Nepal, provide support and resources for Ubuntu users, and encourage the development of local Ubuntu-related projects. Both the FOSS Nepal Community and Ubuntu Nepal work to promote the use of FOSS and Ubuntu in Nepal, and both aim to educate and empower people with the knowledge and skills to use and contribute to FOSS and Ubuntu projects.

Ubucon Asia

Ubucon Asia is a conference that focuses on the Ubuntu operating system and open-source software. It is organized by the Ubuntu Community in Asia, and it typically attracts attendees from around the region who are interested in learning about and contributing to Ubuntu and open-source software.

Ubucon Asia is typically held annually, and it features a variety of presentations, workshops, and other activities related to Ubuntu and open-source software. The conference is designed to be educational and informative, and it provides an opportunity for attendees to learn about the latest developments in the Ubuntu community and to connect with other users and developers.

Ubucon Asia is open to anyone who is interested in Ubuntu and open-source software, and it is a valuable resource for those who want to learn more about these topics or get involved in the community. The conference typically attracts a diverse group of attendees, including developers, users, and open-source enthusiasts, and it is a great opportunity for networking and learning.

Software Freedom Day 2023

Software Freedom Day (SFD) is an annual event that is held on the third Saturday of September to celebrate and promote the use of free and open-source software. SFD is organized by the Software Freedom International (SFI) organization, and it is held in locations around the world.

The goal of SFD is to raise awareness about the benefits of free and open-source software and to encourage more people to use it. The event typically involves a variety of activities, such as workshops, presentations, and demonstrations, that are designed to educate people about free and open-source software and how it can be used.

SFD is open to everyone who is interested in learning about and using free and open-source software, and it is a valuable resource for those who want to learn more about these topics or get involved in the community. The event is typically well-attended, and it is a great opportunity for networking and learning.

Name of your team: Ubuntu Nepal

Brief team description

Call for hosts schedule Sanjay Poudel axon.rb@gmail.com arun@debian.org

- Call for interests: Dec 19 - Dec 31
 - Please provide the following: Team name, City name, Team member info with contact and launchpad username (at least 3 members), Event dates you're considering.

SN	Name	Email	Community/Responsibility
1	Ravi Bhattarai	axon.rb@gmail.com	Ubuntu/ https://launchpad.net/~axon-rb
2	Sanjaya Poudel	sanjaya.sbin@gmail.com	OpenMRS https://launchpad.net/~sanjaypoudel
3	Jikesh Thapa	gkeshthapa@gmail.com	OpenMRS https://launchpad.net/~gkeshthapa
4	Arun Pariyar	arun@debian.org	UbuntuDDE and Debian

5	Garima Sharma	gaarmasharma@gmail.com	Community Health Toolkit/OpenMRS https://launchpad.net/~garimaa
6	Pragya Joshi	pragyajoshi745@gmail.com	Bahmni/OpenMRS https://launchpad.net/~pragya14
9.	Rohit Man Amatya	rho.rhoit@gmail.com	https://launchpad.net/~rhoit

Event Date: September 21, 2023

- Call for hosts: Dec 26 - Jan 20
 - Only team registered for call for interests can apply for call for hosts
 - Make sure to provide a complete proposal in a PDF document.
- Submission review: Jan 21 - Jan 31
- UCA23 Host city announcement: Feb 1

What proposal should include

Local team members and bio of each members

At least 6 people are required and 8 people are recommended. Please provide names, bios and roles of each person. It is recommended to have at least one member with Ubuntu Membership or Ubuntu LoCo (loco.ubuntu.com) organizer, So that your team would be able to request funds for organizing the event.

Name	BIO
Ravi Bhattarai	Ravi Bhattarai is a passionate supporter of free and open source technologies. He has written and co-authored several books on technology, quality circles, and problem-solving in business, life, and society. He is an accomplished speaker with experience at conferences and events both nationally and internationally. He has developed many training programs and workshops on topics such as problem-solving, team-building, and agile culture. He has experience facilitating strategic planning and implementing TQM and Hoshin Kanri through ERP systems for organizations and businesses. He is currently working on developing a new system called "Business Box" to bring ERP solutions to small and medium-sized enterprises. Bhattarai is certified in Six Sigma, Black Belt, Hoshin Kanri, QFD, and Scrum Development. He is also a long-time member of Toastmasters and has achieved the Advanced Communicator

	Gold and Advanced Leader Bronze awards. He is a National Ambassador for Agora Speakers International and is working to promote Agora Speakers Clubs and Agora Youth Clubs across the country to promote personal excellence and contribute to social good.
Sanjaya Poudel	Sanjaya Poudel an open source enthusiast, having the multi sectoral engagement since 15 years including Health, Enterprise and multiple solutions. Global signature contributor for different opensource projects including OpenMRS, Kubernetes and Openstack. Sanjay is the founder for NepalEHR and foundation member for OpenStack. Sanjaya actively supports the implementations of open source systems within the government hospitals and other aspects of the healthcare industry.
Jikesh Thapa	Jikesh Thapa is a Full-Stack Developer experienced in the development and implementation of open-source health systems such as OpenMRS, Community Health Toolkit, OpenIMIS, DHIS, etc. He has extensive experience working with linux systems and open-source tools and is a staunch supporter of the FOSS movement.
Arun Kumar Pariyar	Arun Kumar Pariyar is a free and open source software enthusiast. In 2020, he started a project as a hobby called UbuntuDDE Remix which acted as a pointer to contribute to Debian. He loves to contribute to the Debian project and enjoys distributing the free software packages that interest the community and himself. Arun has professional experience in DevOps, GNU/Linux system administration and web development. He has good experience in speaking in national and international conferences. Along with Debian, he is also a fellow WordPresser who is an active member of the WordPress community in Nepal.
Garima Sharma	Garima Sharma is a CHT and Bahmni EHR Implementer. She is a BIT graduate affiliated to London Metropolitan University. She is an enthusiastic learner and hard worker who has developing skills on Linux platforms, Database services, Network configurations and several open-source systems. She is actively engaged in the implementation of open source systems within the medical platforms.
Pragya Joshi https://launchpad.net/~pragya14	Pragya Joshi is a Bahmni EHR Implementer. She is a BSc.CSIT graduate affiliated to Tribhuvan University. She has working experience on the linux platform and database services. She also has experience on various network configuration and system administration. She is also an active learner in open source platforms like openmrs community, openhie, ocl and openIMIS.
Rohit Man Amatya: https://launchpad.net/	With a background in the design and development of hardware and software products, he has hands-on experience working with open source platforms. He is also an

~rhoit	instructor, delivering training and workshops on developer tools and techniques to helping professionals improve their skills.
--------	--

Ubuntu Nepal is a team of active Ubuntu users, developers and system admins working in Ubuntu and Debian friendly systems and other community members who use Ubuntu in one form or the other.

Ubuntu Nepal Community is a group of individuals who are interested in promoting and using the Ubuntu operating system in Nepal. Ubuntu is a free and open-source operating system based on the Linux kernel, and it is widely used around the world.

The Ubuntu Nepal Community aims to support the use and development of Ubuntu in Nepal by providing resources and support to users, organizing events and workshops, and collaborating with other organizations. The community is open to anyone who is interested in using or contributing to Ubuntu, and it offers a range of resources and support, including forums, documentation, and tutorials.

The Ubuntu Nepal Community is actively involved in promoting the use of open-source software in Nepal, and it works to raise awareness about the benefits of open-source software and how it can be used in education, government, and other sectors. The community also engages in advocacy efforts to promote the adoption of open-source software in Nepal and to support the development of the open-source ecosystem in the country.

Tell us details about the Ubuntu local community in your region. If it does not exist or is no longer active, You may provide information to other local FLOSS communities enthusiastic in Ubuntu.

NepalEHR is an integrated implementation of [Bahmni](#) open source electronic health record system, [Commcare](#) mobile platform, and [DHIS2](#) data visualization platform that allows for digital storage, secure access, maintenance of individual patient's medical records, and quality improvement - simple enough to be used by mid-level practitioners and community health workers but complex enough to meet demanding population health needs. The integrated system includes a supply chain management component critical for an efficient healthcare system. NepalEHR along with Bahmni is being implemented over 25 different hospitals and is being scaled to different federal hospitals. Community engagement is being carried out with doctors, nurses and public health professionals.

Health IT open-source ecosystem refers to the collection of open-source software and tools that are used in the healthcare industry. This includes a wide range of software tools and applications; electronic health record (EHR) systems, medical imaging software, healthcare-related applications, and other health data analytics platforms. The open-source nature of these tools allows for collaboration and customization by a community of developers, healthcare providers, and researchers. It is freely available for anyone to use, modify, and distribute and can lead

to the creation of more innovative and effective solutions for managing and analyzing patient data. Open-source health IT tools also have the benefit of being more affordable than proprietary software, which can be especially beneficial for smaller healthcare organizations or those in developing countries.

NepalEHR community is the team of working health care professionals which includes the epidemiologist, health care informatician, clinical data analyst and policy makers, all of the research tools are open source and are being used by the Nepal government as well. Academic Institutions from the healthcare domain are interested to collaborate and engage the students for teaching and learning activities. Indiana University has launched the Academic programs which have been instrumental to provide the knowledge base to the student community. (<https://nepalehr.github.io/overview/>)

HPC Nepal is active in the Nepal scientific computing arena where physicist, chemist, Biotechnologist. Researchers from Kathmandu University department of Science and Tribhuvan University use the openHPC platform for their academic requirement which itself resides within the Ubuntu Platform. (<https://openhpc.community/downloads/>)

Community Health Toolkit implementation group is active in supporting the implementations of the Health care application to the Nepal government project where Ubuntu is being used as the baseline operating systems. The Ministry of Health and Department of Health are the major stakeholders for such initiatives including the researchers and data analysts.

Foss Nepal:

FOSS Nepal is one of the oldest communities in Nepal that promotes the use and development of free and open-source software. The community has been active for many years, conducting workshops, training sessions, and events to raise awareness about the benefits of open-source technology and to provide support for those who want to use or contribute to open-source projects. The community also works to advocate for the use of open-source technology in government and educational institutions in Nepal. Overall, the goal of FOSS Nepal is to create a sustainable ecosystem for free and open-source software in Nepal and as one of the oldest communities it has a rich history of achievements and contributions in this field.

Postgresql:

The PostgreSQL User Group Nepal is a community of individuals who are passionate about the open-source relational database management system, PostgreSQL. The group aims to promote the use and development of PostgreSQL in Nepal through regular meetups, workshops, and other events. In 2018, they had an event that brought together PostgreSQL experts and enthusiasts from around the country to share their knowledge and experiences. The event provided a platform for users and developers to share knowledge, discuss best practices, and collaborate on projects. The group is open to anyone who is interested in learning more about PostgreSQL and its various applications. The event also invited some of the well-known PostgreSQL experts like Dr. Oleg Bartunov and Mr. Andreas Scherbaum who are considered leading experts in the field of databases and specifically PostgreSQL. Dr. Bartunov is the head of the PostgreSQL development group at ITMO University in St.

Petersburg, Russia, lead developer of several PostgreSQL extensions, and a key contributor to the development and promotion of PostgreSQL in Russia and around the world. Mr. Andreas Scherbaum is a well-known PostgreSQL expert and developer based in Germany, author of several books on PostgreSQL and a frequent speaker at PostgreSQL conferences and events, and founder of the German PostgreSQL User Group.

UbuntuDDE is a free and open source operating system project based on Ubuntu, with Deepin Desktop Environment. The project started as a hobby and now has thousands of users across the globe, with more than 500 thousand downloads so far. The project is a community based project originated from Nepal and currently is contributed by many contributors across the world. It focuses on providing good user experience for users ranging of all kinds of expertise, from newbie to pro.

UbuntuDDE Remix has been collaborating with multiple open source communities, including FOSS Nepal Community, WordPress communities, Linux communities here in Nepal and has also been collaborating with international communities and events like (UbuCon Asia). One can reach the community via multiple social platforms (<https://ubuntudde.com/support/>).

Some of the community events done in the past by local communities:

1. Building a community library of open-source software, guides, and tutorials to provide members with a comprehensive set of resources.

Does your team have a fiscal host or legal partner?

Localize this section with the current context

We don't have dedicated funding management organizations where contracts payments and other operational aspects get covered. Sponsorship from the local IT companies, telecommunications, Software industries and enterprise houses, academic institutions, researchers and outsourcing companies are the key sources of fiscal sponsorship.

Venue details: The city you would like to host UbuCon Asia

Nepal is a small landlocked country located in South Asia, between India and China. It is known for its diverse landscape, which includes the Himalayas, the highest mountain range in the world, and the Terai, a subtropical region. Nepal is also home to a rich cultural and historical heritage, with a number of significant cultural sites, including the UNESCO World Heritage Sites of the Kathmandu Valley.

Nepal is a country with a diverse population, with over 100 ethnic groups and over 100 languages spoken. The country has a rich cultural heritage, and it is known for its art, music, and literature. It is also home to a number of important religious sites, including the Pashupatinath Temple, the largest Hindu temple in Nepal, and the Bodhnath Stupa, one of the largest Buddhist stupas in the world.

Lalitpur: IoE (1st Priority)

Tribhuvan University is a public institution situated in Kirtipur, Kathmandu. TU is the oldest university in Nepal and was founded in 1959. In a wide range of fields, the college offers 1000 undergraduate and 500 graduate programs. The institution also has 30 constituent campuses and more than 600 linked colleges spread all over the nation. The tuition is less expensive than at private (associated) college campuses because it is government-funded.

There are four main faculties and five technical institutes. For the level of the technical proficiency certificate, the university offers 115 courses. TU provides 1000 master's level courses and 1079 bachelor's level courses. In the technical faculties and institutes, it grants PhDs.

After the New Education System Plan was implemented in Nepal in 1972 (2029 B.S.), **the Institute of Engineering (IOE) was established under Tribhuvan University.** It is the first technical school in Nepal, incorporating the Nepal Engineering Institute as well as the Technical Training Institute.

- Bhaktapur: Khwopa Engineering College
- Kathmandu: St. Xavier's, St. Mary's

Event dates you're considering

September 14-16, 2023

Provide detailed information on the venue you acquire or plan to acquire

Localize the content for the following conditions:

Halls accommodating the (200~300) people within the hall. In regards to the hackathon with multiple sessions and breakout sessions can be managed with the same venue where up to 50 people can be managed. In terms of the communications and internet all the facilities are well equipped and are functional for any kind of interactive sessions. Venue includes lobby, space to add on the registration desk and posters for the exhibition booth for the external supporters and collaborators. Separate lounge can be used for the space to take rest and break. Food venue within the in doors and organizing team can manage the snacks and other aspects including the coffee desk. In terms of the internet coms mechanism all of the spaces can have better connectivity. Local governance can provide the support and physical security.

Infrastructures nearby the venue:

- Is the venue easily accessible from other cities, different areas of the same city and nearby airport?
 - Kathmandu being the low area from the terrestrial perspective airport to the proposed venue site 10 KM far and is easily accessible at any point of time.

- Is it possible to easily reach the venue with public transportation?
 - Local transportation is available with the local ride sharing platforms which are available 24/7 and are secured to use regardless of the time.
- Are there any good and affordable hotels or other accommodations nearby the venue?
 - As being the Heritage sites and tourism is popular in Kathmandu and periphery abundant hotels with BnB to 5 star hotels.
 - Hotels, AirBnB, Dormitories or any other options
- Are there any large restaurants or banquets for conference dinner in case the venue has no facility for that?
 - There are plenty of conference dinner spaces which can accommodate up to 1000 people at the same time.
- Are there any police stations, local clinics, hospitals nearby?
 - District police, local security units are within the range of the venue and for the venue security we can ask the local government to provide one.

Host city details

Kathmandu is the capital city of Nepal and the largest city in the country. It is located in the Kathmandu Valley, which is a UNESCO World Heritage Site. The valley is home to a number of ancient cultural and historical sites, including the cities of Patan and Bhaktapur, as well as the Swayambhunath and Boudhanath stupas. The Kathmandu Valley is known for its rich cultural and historical heritage, and it is a popular tourist destination.

Lalitpur, also known as Patan, is a beautiful city located in the Bagmati Zone of central Nepal. It is the third largest city in the Kathmandu Valley and is known for its rich cultural heritage and well-preserved traditional architecture. The city is home to many ancient temples, shrines, and palaces, many of which date back to the Malla period (the late medieval period in Nepal). Lalitpur is also famous for its traditional handicrafts, particularly metalwork and pottery. The city is also known for its lively festivals, particularly the Patan Durbar Square festival which is celebrated annually to commemorate the founding of the city.

There are many hotels in Kathmandu, Nepal to choose from, catering to a variety of budgets and tastes. Some of the top hotels in the city include

1. Hotel Yak & Yeti: This 5-star hotel is located in the heart of Kathmandu and offers luxurious accommodations, a spa, and multiple dining options.
2. Hyatt Regency Kathmandu: This 5-star hotel is located in the Boudhanath area of Kathmandu and offers spacious rooms, a fitness center, and a variety of dining options.
3. Dwarika's Hotel: This 5-star hotel is known for its traditional Newari architecture and is located in the heart of Kathmandu. It offers luxurious accommodations and a spa.

4. Hotel Shanker: This 4-star hotel is located in the heart of Kathmandu and offers comfortable rooms, a fitness center, and a variety of dining options.
5. Hotel Marshyangdi: This 4-star hotel is located in the heart of Kathmandu and offers comfortable rooms, a restaurant, and a rooftop terrace with views of the city.
6. The Everest Hotel: This 3-star hotel is located in the heart of Kathmandu and offers comfortable rooms, a restaurant, and views of the city and the mountains.

Some of the top hotels in Kathmandu, and many more hotels are available in different price ranges and locations in the city.

In order to enter Nepal, you will need to obtain a Tourist visa. Tourist Visa is enough to attend or present during the conference.

This visa can be obtained either through Nepalese diplomatic missions abroad or On Arrival. Immigration Office, TIA (Tribhuvan International Airport) under the Department of Immigration has been facilitating tourists flying to Nepal by providing a Visa on Arrival, except some countries require a visa ahead of time. The process for obtaining a visa upon arrival is quick and easy and typically takes less than an hour. However, Nationals of designated countries are requested to acquire visas prior to their arrival from their nearby Diplomatic missions (Embassies/consulates) of Nepal Government. If you have obtained a visa from Nepalese Diplomatic Missions, then you must enter Nepal within six months from the visa issuance date and your total stay will be calculated from the date of entry.

Please find the detailed information on visa here; <https://www.immigration.gov.np/page/tourist-visa>

Provide some information on the host city gaarmasharma@gmail.com

- Brief introduction about the city - Can be replaced with a URL to a web page that provides relevant information. gaarmasharma@gmail.com
- Can most overseas participants visit the city without a visa?
 - If visas are required:
 - Will a tourist visa be enough for attending a conference?
 - Conference Visa/Tourist Visa is enough to attend or present during the conference. Check with Ministry of Foreign affair gaarmasharma@gmail.com
 - Can it be issued easily within 1~2 weeks or can it be issued on arrival(Visa on arrival)?
 - Depending on the country but few of the countries need to take the visa from the local embassies, our event management team can assist with the invitation letter and coordinate with the required document to process for the visa however we cant guarantee visa for all of the origins.
 - Can your team provide visa support for participants? (At least speakers)- Yes we can assist with the documentations.

- Are there any other requirements for overseas participants other than visa?
 - Such as electronic travel authorization, Quarantine information submission.
- Does the city have convenient and affordable public transportation?
- Is the city safe enough for most participants?

Event program and schedule details

Please provide a brief event format and schedule with dates including social events.

-

Schedule for a two-day Ubucon Asia 2023:

Day 1 Events Outline:

8:00am - 8:30am: Registration and Check-in 8:30am - 9:00am: Opening Ceremony and Keynote

9:00am - 10:00am: Session 1: Talk (20 min) - Introduction to Ubuntu and the Ubuntu Community

- This session will provide a brief overview of Ubuntu and its features, as well as the mission and goals of the Ubuntu community.

10:15am - 11:45am: Session 2: Workshop (90min) - Getting Started with Ubuntu

- This hands-on workshop will guide participants through the installation and basic configuration of Ubuntu, including working with the Unity desktop and the Ubuntu Software Center.

12:00pm - 1:00pm: Lunch Break

1:00pm - 2:00pm: Session 3: Talk (45min, including Q&A) - Ubuntu for Enterprise and Government

- This session will discuss the use of Ubuntu in enterprise and government environments, including security, compliance, and deployment strategies.

2:15pm - 3:15pm: Session 4: Lightning Talks (5min each)

- Short, fast-paced talks on a variety of Ubuntu-related topics, such as tips and tricks, new features, and community projects.

3:30pm - 4:30pm: Session 5: Birds of a Feather (BoF) - Ubuntu for Universities

- An informal gathering of conference attendees interested in discussing the use of Ubuntu in academic settings.

5:00pm - 6:00pm: Networking Reception

- An informal networking reception will provide an opportunity for attendees to connect with each other and discuss the topics covered on day 1

Day 2 Event Outline:

8:00am - 9:00am: Session 6: Talk (45min, including Q&A) - Ubuntu and Open-Source Hardware

- This session will explore the intersection of Ubuntu and open-source hardware, including projects and initiatives that are using Ubuntu in embedded systems, IoT devices, and other hardware platforms.

9:15am - 10:45am: Session 7: Workshop (90min) - Developing for Ubuntu

- This hands-on workshop will teach attendees how to develop applications for Ubuntu using popular open-source development tools and frameworks.

11:00am - 12:00pm: Session 8: Talk (20min) - Ubuntu infrastructure management

- This session will cover the various aspects of managing Ubuntu infrastructure, including monitoring, scaling, security, and backups.

12:00pm - 1:00pm: Lunch Break

1:00pm - 2:00pm: Session 9: Talk (45min, including Q&A) - Ubuntu in the Community

- This session will highlight how individuals, organizations, and community groups are using Ubuntu to make a positive impact in their local communities.

2:15pm - 3:15pm: Session 10: Lightning Talks (5min each)

- Short, fast-paced talks on a variety of Ubuntu-related topics, such as tips and tricks, new features, and community projects.

3:30pm - 4:30pm: Session 11: Birds of a Feather (BoF) - Ubuntu for government

- An informal gathering of conference attendees interested in discussing the use of Ubuntu in government settings.

4:45pm - 5:00pm: Closing Ceremony and Awards

- The closing ceremony will summarize the key takeaways from the conference and recognize the contributions of community members and attendees.

- You may either accept separate registration or include it on a conference ticket.
- Conference dinner at Day 1 and Group tour before or after conference days is recommended. You may also organize different social events instead such as potluck parties and one-day classes.
- Ticket information
 - You may either choose to be a free event or a paid event. Please provide ticket pricing if you plan to organize a paid event.
 - If you want to sell paid tickets, Ticket pricing should be affordable and income from tickets should be used for covering event expenses.
 - If it will be a paid event, Are there any discounts or free options?
 - Such as Student discount, Free for speakers and organizers. Few free or discounts for sponsors and partners.

Catering details

Catering for providing snacks and meals at the venue is optional at this moment, But if it's possible, It will be very helpful to make participants spend most of their time at the venue.

-
- Are there options for people with food allergies and sensitivities? (e.g. vegan, gluten free, vegetarian, allergies, halal)

Catering Plan for Ubucon Asia 2023:

- Catering for providing snacks and meals at the venue is optional at this moment, but it will be very helpful to make participants spend most of their time at the venue.
- Based on availability and budget, catering can be provided for the duration of the event.
- The venue will be checked for their rules about outside food and any permits or licenses needed.

Catering options:

- Snacks and beverages: A variety of healthy and indulgent snacks, as well as soft drinks, tea and coffee, will be available throughout the conference to keep participants fueled and hydrated.
- Meals: To maximize attendee engagement, we will provide lunch and/or dinner options on both days of the conference at designated times.

Food Allergies and Sensitivities:

- We will make sure to have options for people with food allergies and sensitivities such as Vegan, Gluten-Free, Vegetarian, allergies and halal etc.
- A list of ingredients for all food items will be made available for participants to consult.

- Clear labeling will be provided for all food items indicating which are suitable for different dietary requirements.
- We will also have a few options available for people with different allergies and dietary restrictions.

Overall the goal is to provide a pleasant experience for everyone, including people with dietary restrictions, while also keeping costs down. Please note that the final catering plan will depend on the budget and the location.

Video recording or live streaming options Main hall live streaming from main hall only, ZOOM streaming support can be taken from NREN.

What kind of video recording or live streaming options are available? We would like to record and publish videos of every session so that other people can also see recordings later and we can use it for marketing purposes later. If you want to organize the event as a hybrid, a live streaming option would be also required.

Budget estimation

Please provide brief budget estimation in USD

some budget considerations for Ubucon Asia 2023:

1. Venue rental: The cost of renting the venue for the event, including setup and cleanup costs.
400\$
2. Food and beverage: The cost of providing food and beverages for attendees, including meals and snacks.
300*25\$
3. Audio/Visual Equipment: Cost of renting equipment such as microphones, speakers, projectors and screens, etc.
1000\$
4. Travel and Accommodation: The cost of travel, lodging and accommodation for speakers, sponsors, and volunteers
60*4*60\$
5. Marketing and Promotion: The cost of promoting the event, including website design and hosting, brochures, flyers, and other promotional materials.
400\$

6. Staffing: The cost of hiring event staff, such as registration staff, security, and volunteer coordinators.

200*4\$

7. Insurance: The cost of event insurance to cover any accidents or incidents that may occur during the event. Covered by travel insurance.

8. contingency funds: It's always good to have some reserve funds to cover unexpected expenses

1200\$

- Conference venue - Free venue would be best (such as a university, or tech company)
- Equipments
 - Network installation - If the venue does not provide stable internet connections.
 - 400\$
 - Power strips - For workshop, exhibition and other places need some power source. If the venue does not provide one.
 - Video recording or streaming setup and service fee
 - Audio setup (speakers, microphone, etc) - If the venue does not provide a decent one.
 - Live translation (optional) - If English is a huge language barrier for most people in your country
- Marketing materials
 - T-shirts or hoodies (or other swags)
 - 5\$*400
 - Stickers
 - 200\$
 - Banners (Standing banners, Wall banners)
 - 100\$
 - Name Tags (badge)
 - 50\$
 - Posters
 - 700\$
 - Social Media ADs (optional)
- Catering budget
 - Snacks and beverages (optional)
 - Lunch (optional)
 - You may provide lunch to all participants or just staffs and speakers
 - Conference dinner catering (If you plan to organize one)
- Travel budget
- 1000*60=60000\$
 - Accommodation budget for at least speakers and organizers.

- International transportation (such as flights) budget for at least speakers.
 - You don't need to provide full sponsorship for all speakers. (or everyone who applied)
Recommended to set a maximum travel grant amount for beneficiaries.
 - How many people can your team sponsor? Make sure to set a limit.
 - Participants with Ubuntu Membership can apply for Ubuntu Community Fund for travel grants. But keep in mind that, There could be many attendees, staff or speakers without Ubuntu Membership.
- Social event budget
 - Budget for Conference dinner, Group tour, etc.
- Buffer
 - To cover unexpected expenses.
 - 15~20% of total budget amount recommended
- These are just a few examples of budget considerations for Ubucon Asia 2023 and depending on the event it can differ. It's important to keep in mind that these costs can vary widely depending on the location, scale, and nature of the event, and it's always good to work on budget breakdowns and budget monitoring to keep things under control.

Potential sponsors and partners

One way to identify potential partners and sponsors for the Ubuntu Conference in Asia 2023 is to research companies and organizations that are involved in technology, open source software, and/or Linux. Some specific industries to look into may include:

- Cloud computing and hosting providers
- Software development and consulting companies
- Hardware manufacturers and sellers
- Telecommunications and network providers
- Educational institutions and research organizations

Another approach is to reach out to local and regional Ubuntu user groups, Linux user groups, and open source communities to see if they would be interested in supporting or participating in the conference. Additionally, you can also look into companies that have already sponsored previous open-source conferences or events, and reach out to them. You can also use professional networking sites such as LinkedIn to find companies and individuals that are working in related fields. Finally, you can reach out to the local government or investment agencies to support the conference, this is particularly helpful when you are looking for sponsors in an emerging market.

UbuCon Asia does not have a wide sponsor network yet. This means, the Global team would help with gathering sponsors of course, but it might be difficult to bring enough global sponsors. We can have Canonical as our sponsor at least, But that would not be enough to cover expenses.

- Are there any local companies that can become a sponsor?
 - As Nepal has a growing tech industry, we have good interests from local companies and organizations to contribute to the event as sponsors.
- Are there any conference sponsorship programs from the government?
- Are there any media that can become a media partner and help with spreading the event?

Important dates

Here is a list of major milestones that could be used to organize Ubucon Asia on September 17, 2023:

1. Feb 1, 2023: Selection of the venue and announcement of the conference dates.
2. Feb 5, 2023: Launch of the conference website and call for papers and sponsors.
3. Feb 15, 2023: Deadline for paper submissions and sponsorship applications.
4. Feb 18, 2023: Notification of paper acceptance and confirmation of sponsors.
5. February 21, 2023: Finalization of conference schedule and program.
6. March 1, 2023: Early-bird registration opens.
7. June 1, 2023: Deadline for early-bird registration.
8. July 1, 2023: Final registration deadline.
9. August 15, 2023: Deadline for speaker materials and conference schedule to be sent to the printer.
10. September 1, 2023: Final preparations and rehearsals for the conference.
11. September 17, 2023: Ubucon Asia Conference begins.
12. September 19, 2023: Conference ends and follow-up with attendees and sponsors.

Please keep in mind that these milestones are general guidelines, and the actual schedule may depend on various factors such as the size of the conference, the number of attendees, and other logistical considerations.

It might also include some additional milestones such as planning for accommodation and transportation for attendees, arranging for conference equipment and materials, and other important logistics.

Provide brief overview of event preparation timeline which should include followings:

- Call for proposals/Contents
 - Open date
 - Soft deadline
 - Final deadline - In case we couldn't get enough proposals by the soft deadline.
 - Review deadline and acceptance notification date
 - Deadline for publishing event schedule
- Sponsorships
 - Deadline for publishing sponsorship program - Usually before opening Call for proposals.

- Deadline for gathering sponsors.
- Registration
 - Open date
 - Early bird selling period - If it's a paid event.
 - Registration deadline
- Travel sponsorship
 - Usually same schedule as Call for proposals

Provide brief overview of event preparation timeline which should include followings:

- Call for proposals/Contents
 - Open date: March 25
 - Soft deadline: May 25
 - Final deadline - In case we couldn't get enough proposals by the soft deadline: June 15
 - Review deadline and acceptance notification date: July 25
 - Deadline for publishing event schedule: July 15
- Sponsorships
 - Deadline for publishing sponsorship program - Usually before opening Call for proposals. July 15
 - Deadline for gathering sponsors: August 15
- Registration
 - Open date: July 15
 - Early bird selling period - If it's a paid event: August 15
 - Registration deadline: August 25
- Travel sponsorship
 - Usually same schedule as Call for proposals: June 15