

EARN Document

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Summary of the RARE EARN coordination meeting, July 28th 1989.

Location: UCD Computer Centre, Dublin. R  
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The purpose of this meeting was to decide on the structure for the Joint EARN/RARE Networking Conference to take place in May 1990.

Attending:

Juergen Harms harms@cuisun.unige.ch  
Bob Cooper r.cooper@rl.ac.uk  
James Hutton jsh@nikhef.hep.nl  
Frode Greisen neufrode@neuvml.bitnet  
Dennis Jennings jennings@irlearn.bitnet  
Michael Walsh walsh@irlearn.bitnet

Chairman: Frode Greisen

Agenda:

1. Agree agenda
2. Review organisation of past conferences by RARE and EARN.
3. Framework for the conference.
4. Social events.
5. Organisation, responsibilities, future actions
  - Local organisers
  - Programme committee
6. Conference name
7. Proceedings
8. Budget and financial procedures.
9. Timescales - outline plan.

## 10 Programme

- propose programme committee
- Suggestions for programme content/ programme theme etc.

1. Agenda agreed.

2. Review of previous conferences by RARE and EARN.

J. Harms reviewed the organisation of previous RARE workshops.

- Previous RARE workshops have been strongly driven by the RARE Executive, with substantial Secretariat involvement in the programme.
- Presentations invited rather than 'Call for Papers'.
- There has been a spread of skills and contacts in the Program Committee.
- Attendance at the Workshop has been by invitation, with national allocations.

The Programme Committee has usually met for one days 'brainstorming' after which a rough schedule was available. Subsequent committee work done by e-mail if possible; checkpoint with RARE COA at Jan/Feb meeting prior to NWS in MAY.

J. Hutton on the role of the Rare Sec.:

- Complements role of local organisation
- Provides advice/ assistance
- Assures that NWS a success, on behalf of the RARE organisation.
- Fully responsible for producing proceedings

F. Greisen reviewed organisation of past EARN conferences.

There have been three previous meetings - Berlin (organised by IBM), Izmir and Crete, each organised by the local EARN director.

- The Programme Committee (appx. six) worked electronically, no meetings.
- Both invited speakers and open call for papers.
- Call for papers informal, by e-mail.
- Invited speakers costs paid.
- Proceedings available at the meeting
- EARN office has provided assistance with organisation

### 3. Conference framework.

The conference proper would take 2.5 days, start in the morning and end at midday.

The planning will include for a COA of 1 day and a BOD of 1.5 days. Other meetings, such as Executive meetings, may take place but will not be planned for at this time.

The details:

Location: as previously planned for the RARE Networkshop - Killarney, Co. Kerry, Ireland.

Conference Centre: at the Great Southern Hotel, Killarney.

This hotel has a conference centre and 180 bedrooms. An associated hotel (within 5 mins. walk) has 100 bedrooms. Additional accomodation will be available in other hotels within a short walking distance.

Proposed meeting schedule:

May 13th 1990:	Sun	----	
14	Mon	RARE COA	(1 day meeting)
15	Tue	Conference	(1 full day)
16	Wed	Conference	(1 full day)
17	Thu	Conference	(half day, AM only)
		EARN Board	(half day, PM)
18	Fri	EARN Board	(full day)
19	Sat	----	

The RARE Executive and EARN Executive may meet on Sunday 13th and/or on Saturday 19th.

For target attendance figures see under Budget below.

The mechanism for generating attendance will be through open invitation.

The RARE quota mechanism is neither feasible nor appropriate. It is therefore necessary to create a mailing list based initially on the

attendance at previous EARN and RARE conferences.

#### 4. Social Events:

The following social events are desirable:

Sunday May 13th:	RARE COA dinner
Monday May 14th:	Reception for all conference attendees.
Tuesday May 15th:	Conference formal dinner
Thursday May 17th:	EARN BOD dinner.

It is not proposed to hold a joint EARN BOD/ RARE COA dinner for logistical reasons.

#### 5. Organisation, responsibilities, future actions

There will be a Local Organisation Committee and a Programme Committee.

The Local Organisation Committee will be responsible to M. Walsh and D. Jennings, who will liaise with Marieke Van Galen and Alain Auroux in the secretariats of RARE and EARN as necessary.

The Programme Committee, once established, will keep the RARE COA and the EARN BOD advised of their activities, and should welcome contributions and comment.

This committee will be responsible to the presidents of the two organisations, Klaus Ullmann and Frode Greisen.

The Programme Committee shall meet once, likely in September, after which all work will proceed via E-mail. All required E-mail lists are to be established by M. Walsh.

#### 6. Conference name

After some discussion the name 'Joint Networking Conference 1990'

beside a proposed logo incorporation the names of EARN and RARE was agreed.

## 7. Proceedings

Abstracts shall be provided to the conference attendees on arrival. Text for the abstracts and speaker profiles are to be obtained (if possible electronically) by the programme committee members. These will be typeset and printed by the local organisation.

Proceedings will be produced by the RARE Secretariat in line with previous years NWS Proceedings.

Proposed copydate deadline for Abstracts: April 15th 1990.  
and for Proceedings: June 1st 1990

Proceedings to be available by October 1 1990.

## 8. Budget and financial procedures.

Attendance:

Target number of attendees, excluding 'external' (invited) speakers is 350. Minimum expected is 250 and maximum is 450.

The local organisers will monitor spread of registrations and warn Secretariats of problems, such as too few or too many, unsatisfactory national representation etc.

Principles for deficit/ excess:

EARN and RARE shall share responsibility for a deficit on a 50/50 basis.

EARN, RARE and the Local organisation shall share an excess equally, ie  
33/33/33

Income:

Income from registration fees: the goal for the registration fee is ECU 150.

Income from sponsors: A number of sponsors have been identified, and responsibilities have been assigned to follow these up. M. Walsh to chase.

Sponsors and assigned contact (first list)

IBM Europe	FG
DEC Europe	FG
NT Europe	FG
Ireland	DJ
Telecom IE	DJ
ICL	DJ
Amdahl	DJ
Cosine	JSH
Siemens	KU

Expenses:

The following expense headings have been identified, and a ceiling set where appropriate

Hotel and full board	
Design, artwork and printing	
Social events	
Conference bureau	
Transport	
Insurance	
Conference facilities	
Telecomms and terminals	
External speaker costs	10Kecu
Proceedings	12Kecu
Programme Ctte Meetings	15Kecu
Local org ctte support (direct costs only)	2Kecu

The EARN and RARE organisations will accept a 'Final Statement of Account' from the local organisation which need not be an audited statement.

9. Timescales - outline plan.

The following is proposed as the outline plan of activities/ events/ milestones from August to the start of the conference.

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Activity	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May
1st annce.		**								
Pgm Ctte Mtg.		*								
Draft Program				*	->approval					
Prelim. pgm.				*	1st mailing					
Conf. kit									*	
Conf. reg.				->				*		
Hotel room release									*	
Mailing lists	->			*						

## 10. Programme

There was a wide ranging discussion on the orientation of the program, proposed themes, topics etc.

It was agreed that the major focus of the meeting would be on Users and Applications. Suggestions made in the discussion were:

- deal with the support of end users
- display of support documentation
- broaden context, e-mail is global.
- public e-mail services
- the business case for networking, money and management.
- computing services vs. communications services.
- technical possibilities/ user perceptions

The programme committee should clearly define the type of each session  
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eg tutorial, review, 'futures' etc.

There should be a clear briefing for speakers; presentations by speakers grouped in a session should be coordinated; there should be a conception of what the session audience is.

Time should be allowed for discussion during sessions, which should be expressly scheduled in programme.

Realistic timing for talks: three 20 minute talks in an hour is unrealistic.

Chairmanship should be active. Perhaps a Chairmans briefing session is required

before conference start.

Active prompting of questions if necessary to start discussions.

Parallel sessions: The programme committee should consider up to three parallel streams, but it is important to avoid negative effects of parallel sessions. Requires careful programming.

Programme Committee members ( proposed)

Juergen Harms ( Chair)	harms@cuisun.unige.ch
James Hutton	jsh@nikhef.hep.nl
Michael Walsh	walsh@irlearn.bitnet
Dennis Jennings	jennings@irlearn.bitnet
Alain Auroux	auroux@frmopl1.bitnet
Bob Cooper	r.cooper@rl.ac.uk
Christian Michau	vcir059@frors31.bitnet
Avi Cohen	a32@taunivm.bitnet
Stefano Trumpy	trumpy@icnucevm.bitnet
Paul Van Binst	Paul_van_binst@qzcom.bitnet
Michael Hebgen	rz02@dhdurz1.bitnet

A list of reserve names is on file.

Summary of actions:

- Rare Sec to get attendance lists of Trieste and Les Diablerets (electronic if possible) to M. Walsh
- EARN office to get attendance lists of Izmir and Heraklion, similarly.
- MW to setup distribution lists.
- MW to progress local organisation and planning in association with contractor.
- MW/DJ to prepare draft budget for approval
- MW/DJ to activate local organisation committee
- MW to inspect conference facilities and report
- F. Greisen to ensure availability of EARN members of Pgm. Ctte.
- Rare Sec ( Mv.G) to call program committee for September
- MW to progress design work on proposed logo.
- MW/DJ to draft text of early announcement.

Michael Walsh.