

# Akademy 2014

## Call for Hosts



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# Call for Hosts



The KDE Community and KDE e.V. are looking for a host for Academy 2014. We are looking for a location with a strong team of local detail-oriented volunteers to organize and host our annual community summit. Academy is the gathering of the KDE community, one of the largest and most significant Free Software communities.

Hosting Academy has the potential to create marvelous results and give visibility to everyone involved. It offers an opportunity to have an impact on your local Free Software community. An overview of the requirements is given below.

Academy is the yearly week-long conference where the KDE community gathers. In 2013 there were approximately 250 attendees; a similar number are expected in 2014. Past events have been organized in universities and colleges, but any location that has facilities for talks, group sessions and hacking for a full week will be considered. We prefer a conference venue that is free or sponsored.

The conference program is usually structured as follows. Friday is used for travel and pre-registration by most attendees. On Saturday and Sunday, the conference consists of 2 or 3 keynotes and two simultaneous presentation tracks for attendees to choose from. The remainder of the week is used for coding, workshops and Birds of a Feather (BoF) sessions for smaller groups of 10 to 50 people. The venue thus needs to offer a big lecture room that fits 300+ people, a smaller lecture room that fits up to 200 people, and several smaller rooms for workshops.

Academy requires a location that is easy for international travelers to reach, preferably close to a major airport. The conference venue should be able to accommodate the attendees and provide them with excellent Internet access (with wifi and Ethernet) for all conference activities during the week. Furthermore, sleeping accommodations and places to find food should be close to the venue or easily reachable.

Organizing an Academy is demanding and requires a significant investment both in terms of time and effort. However, accomplishing this rewarding task will be highly recognized and appreciated by the KDE community.

The proposal should include:

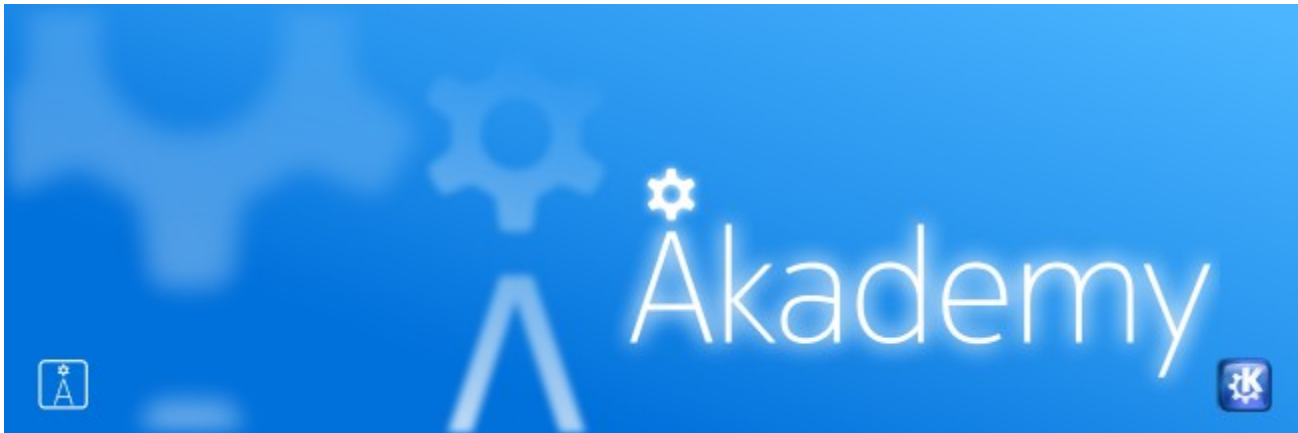
- Details of the conference venue (infrastructure, facilities, room availability, Internet connectivity, on-site catering)
- A reasonably detailed budget
- Information about local community support, core team members, potential local industry and government support and sponsorships (if possible)
- Lodging options and overview of airports, train stations, public transport options

Applications can be sent to the Board of KDE e.V. at [kde-ev-board@kde.org](mailto:kde-ev-board@kde.org)

## Requirements for hosting Akademy

Akademy is the annual meeting of the KDE community. KDE e.V., the non-profit organisation supporting the KDE community, acts together with your organization as official co-organizer of Akademy 2014, and can act as a signing party for contracts, if needed.

Akademy consists of the required Annual General Assembly of the KDE e.V., a two day conference and several days for coding, workshops, discussions, meetings, fun, socializing and more (The local team plays a substantial role in designing the non-technical parts of Akademy). The requirements for a location for Akademy are listed below. These requirements are based on experience with previous Akademy locations. They can be altered, but deviating from these requirements needs to be supporting by good reasons and creative alternative solutions for making Akademy a successful and enjoyable event.



### **Goals**

The primary goals of Akademy are to act as a community building event for the KDE community, to communicate the achievements of the KDE community, and to provide a platform for collaboration with other community and industry partners. Secondary goals are to engage local people with Free and Open software and to provide space for getting together to write code.

### **Format and Date**

The number of participants cannot be predicted exactly and depends to some degree on the location. The numbers are based on participation in previous years. This program has been a successful formula to make the conference meet the established goals.

- One-day KDE e.V. meeting, up to 100 people. Other attendees arriving and pre-registering at a social event.
- Two-day KDE conference (Saturday/Sunday), up to 450 people.
- Five-day unconference, workshops and hacking (Monday to Friday), 350 people at the start, 250 people at the end.
- Social activities such as a welcoming reception, party and a possible sight-seeing tour or day trip activity.

Akademy should take place in the Northern Hemisphere summer (June–August). Some consideration should be given to the impact of the date on lodging and travel costs as well as potential conflicts with public or religious holidays.

## ***Local organization***

A strong, reliable local team is essential to the successful organization of Akademy. There should be enough team members and time to take care of all the bits and pieces of organizing such a big international event. The core local team should consist of around 5 people with one lead organizer who is the main contact. The organizing team should be involved for the entire planning and preparation of the conference. It doesn't work for one person to do it alone! The KDE Community is friendly and nice to get along with. However, it is an energetic and demanding community. In addition, there are many little details to be taken care of.

The organizer is the main contact for the preparation of Akademy. He or she must be available to others who are helping in the preparations or provide services. **The lead organizer can expect to work about 5 hours/week in the first few months, 10-15 hours in the weeks leading up to the event, and almost full time in the week or so before the start of Akademy.** The lead organizer must also assemble a local organizing team and local supporters such as Linux User Groups.

KDE e.V. will assist with procedures, advice based on several years of experience and organization (such as general project management, managing the travel grants and sponsor acquisition). It is absolutely mandatory that the conference is supported locally (by a LUG, student FOSS group or similar) for registration, network administration, security, and other tasks. Good press contacts are also helpful. At least 10 volunteer helpers are needed in the weeks leading up to the event. Prior to the event, there is a call for volunteers, so KDE Community members will be available to help.

If needed, KDE e.V. can also provide the local organizer with a formal letter or references for presentation and negotiations with local authorities (such as universities) and sponsors.

### ***Tasks that the local team takes care of:***

- Negotiate contract with conference venue and liaise with conference venue staff
- Write visa invitation letters for conference attendees (for this, a local legal entity, e.g. university, is very helpful)
- Assist with setting up conference network
- Help to research and plan social program (e.g. conference party, day trip)
- Research inexpensive accommodation options and negotiate special rates with hostels
- Research going-out-options (restaurants etc.)
- Research local options to print t-shirts, posters and other merchandise
- Assist with video recording the conference
- Promote the event among local media
- Act as main contact for local partners like LUGs, city officials etc.

This may seem like a lot, but there is no cause for concern. A team from the KDE community has a great deal of experience with organizing Akademy. The KDE Akademy Team starts with about five people who will be available to you, helping to coordinate preparation of the event. They have considerable experience with useful organizing tools like web apps for task management and attendee accounting, mailing lists and IRC chat rooms.

## ***Travel***

The venue should be near a major airport and reasonably easy to reach by public transportation. Travel to and from the host location must be affordable to the majority of attendees. The hosting country's immigration laws and procedures should not exclude any KDE contributors from attending. It is a plus if the hosting country does not have complicated and expensive visa procurement procedures for the majority of the participants (who will be from the EU and the North America). For participants from other countries, getting a visa must be reasonably possible.



## ***Conference Venue***

The conference consists of various activities which each lead to some specific requirements for the venue.

## ***Conference***

The first two days will be the conference itself. In those two days, 2 or 3 keynote talks will be available for all conference attendees. At other times during those days, there will be two parallel tracks of presentations.. Therefore the venue must have:

- One big room for 300 (or more) people for events for all participants
- Rooms for two parallel sessions, 150-200 people each.
- A room for a possible third session is a plus.
- Projectors in all rooms.
- Microphones, speakers in all rooms.
- It should be possible to connect the audio output of a computer to the speakers
- Video recording of the talks
- Reliable network access for the speakers
- Wireless network access in the conference rooms

## ***KDE e.V. Annual General Meeting***

On one of the days the members of the KDE e.V. (up to 100 people) will gather for the general assembly. For this meeting, the venue needs:

- One room for at least 100 people for a full day
- Microphones and speakers
- Projector and screen



### ***Workshops, Birds of a Feather and coding sessions***

The remainder of the week is used by the Community to hack on applications and organize Birds of a Feather (BoF) sessions and workshops. For this the venue needs:

- Coding space for at least 300 people
- Reliable and fast Internet access
- Lots of power outlets
- Ethernet and wireless network should be available.
- The hacking rooms should be available all day and night (although hacking can move to more informal settings between midnight and 8:00 a.m.)
- 6–10 smaller rooms for BoF sessions and other meetings. At least one of the rooms should accommodate up to 100 people. Whiteboards, flip charts should be available in these rooms. Projectors are a plus, but not absolutely required.

### ***Network and Power***

Easy and reliable access to the Internet are required for the full duration of Akademy. The KDE community is demanding in terms of network, so prepare for more than you would ordinarily expect. Almost everybody will come with a laptop, so wireless Internet access and plenty of power outlets to recharge batteries are mandatory. Additional wired network at least in the hacking rooms is highly recommended.

### ***Cancellation***

In some cases it might be required to sign a contract to cover venue costs in the unlikely event that the conference gets canceled. If this is an issue, it should be brought to the KDE e.V. as early as possible. If needed and the conference location gets chosen, the KDE e.V. will act as the signing party.



## ***Local infrastructure***

There will be around 300 or more people at Akademy for a full week, so there are some requirements for the venue infrastructure. There must be no imminent safety threats in or around the conference site or between the conference site and accommodation locations. It is a plus if the conference and hacking session location as well as the accommodations are reasonably close to other public places, such as restaurants, pubs and shops. On the other hand, the environment shouldn't be too distracting.

## ***Accommodation***

Accommodation must be available for approximately 300 people during the peak days of Akademy. Most participants prefer a low cost option such as youth hostels at a cost of around 25 EUR per night. It would be nice if a mid-range option of around 50 EUR would also be available. A list of hotels near the conference venue is needed for participants who prefer a specific choice. Akademy shouldn't take place at the same time as other major cultural events or conferences to avoid a lot of pressure on available accommodation. Please check the local calendar for trade shows or similar big events. Hotels and flights are typically more expensive during those happenings. Some people will arrive earlier than the conference and some will stay after it is over.

## ***Transportation***

It is preferable for the available accommodation to be within walking distance of the conference site. If this is not the case, there must be safe public transportation (even in the evenings), cheap taxis or a sponsored shuttle service.

## ***Food***

Inexpensive food options should be available near the venue. Contributors should be able to live on EUR 20 or less per day for food. It is preferable to have food available near the conference, and it doesn't take much time to get something to eat. Availability of drinks at the Akademy site is a must. Free water would be nice. A variety of dietary options should easily be available, especially vegetarian, vegan and gluten-free.

## ***Budget***

KDE e.V. is able to pay travel for some KDE e.V. members, speakers and other attendees if necessary and if travel costs are not too expensive. KDE e.V. pays a maximum of 25 EUR per night for accommodation for sponsored participants. Food is usually not sponsored.

The conference has to be paid mainly by sponsorship. There is no conference fee. We have budgets and costs for the previous years, although they differ since Akademy has been growing. In the past, local organizers have managed to get the venues for free or by paying a small amount for services such as cleaning and security, but no actual rent. The KDE e.V. is able to pay some of the cost and will have primary responsibility for acquiring sponsors to cover the costs of the conference.

It is possible to reserve certain resources in advance at the venue (e.g food vouchers). The organizing team will not be expected to advance this money. Any such financial arrangements should be discussed with the KDE e.V. which typically pays these kind of costs. All payments are made by the KDE e.V., which has responsibility for the budget. The proposal should include a budget draft with the expected local costs. Income from local sponsors is welcome and should be included in the budget.

## ***Sponsoring***

Sponsors are an absolute must to cover the cost of Akademy and other activities sponsored by KDE e.V. Sponsorship funds must cover the conference site (if it costs money), the equipment, and part of the travel grants. This point is based on agreements between KDE e.V. and the local team - sponsorship acquisition by the local team need to be discussed with the KDE e.V. board and the KDE e.V. business manager.

- KDE e.V. takes care of international sponsors mainly to cover the travel support.
- Required infrastructure (such as venue and meeting rooms, network and video stuff) should ideally be covered by the local organizations, local sponsors or for free. However, KDE e.V. also can help with these types of expenses.
- If possible, the local team can also recruit local sponsors to cover some of the social activities

