



**2019 OpenStack/ Open Infrastructure Day(s)
Policy and Guidelines Agreement**

Event Name: _____

(e.g. Open Infrastructure Days UK, OpenStack Days Japan)

Event Theme: _____

Event Location (City, State/Country): _____

Event Date(s): _____

Website URL: _____

Event Organizers

We are the main organizers and points of contact for the OpenStack or Open Infrastructure Days Community event. We (enter your full names)

_____, _____,
_____, and _____,

understand and agree to the following OpenStack Foundation event policies and guidelines as described below.

Event Guidelines and Branding

- Please take a moment to review the [OpenStack/Open Infrastructure Days website](#). This page contains a lot of important information about hosting an OpenStack/OpenInfra Day events
- The purpose of the event must be to educate and inform, NOT to sell vendor products or vendor services
- If you are planning to partner with any other organization or foundation, please provide the names of these organizations here: (e.g. CNCF, OCP, Linux Foundation, etc.)

- The intent of the event is NOT to generate a profit. Sponsorships are allowed, but only to cover hard costs of producing the event. Any profit generated from the event is expected to be invested in future OpenStack and Open Infrastructure community events or activities.

- Attendees may be charged a registration fee, but the amount must be minimal; less than \$100 USD is recommended. Consider offering special pricing such as early bird registration, student discount, diversity discounts and scholarship promotional pricing
- OpenStack or OpenInfra Days Branding: For legal and trademark reasons, the event must use the brand properly. All event promotions must say: OpenStack Days or OpenInfra Days XXX, where the XXX is the location of your event
- It is not acceptable to say OpenStack XXX Days or XXX OpenStack Days. In some cases, we have approved the following format: OpenStack Day XXX – Technology or audience specific, such as Enterprise or Government
- Please review and adhere to the branding guidelines described at <http://openstack.org/brand/>. If you have any questions about this, please direct all brand and logo usage questions to logo@openstack.org
- You are required to use the OpenStack or OpenInfra Days specific branding assets and logos, and you are expected to use these graphics across all event related printed / digital / social materials and web properties
- OpenStack or OpenInfra Days Advisory Board: In order to demonstrate that this is an open community event, you are required to create an advisory board that consists of at least 4 people from 4 different companies or organizations. This Advisory Board must be posted on the OpenStack Days website
- Press Release policy: If you are planning to issue a press release about your community event, the OpenStack Foundation requires that you submit your press release at least 5 business days before the target release date for final review and approval Please submit your press release review request to your OpenStack Foundation support person and marketing@openstack.org

Event Sponsorships

- The following guidelines are required in order to be considered an official OpenStack Day or OpenInfra Day event:
- It must be at least a one-day event
- A minimum of 100 attendees
- In order to keep with the “open community” aspect of running an OpenStack Days or OpenInfra Day event, we require a minimum of three sponsor companies to participate in the organization of this event
- These sponsors must confirm their participation by signing this agreement before any event promotion or planning can begin
- Special exceptions can apply here, but this must be approved by the OpenStack Foundation in advance
- Please provide the following sponsor information when submitting this agreement

Sponsor Company #1

Company Name:

Contact Name:

Contact Email:

Sponsor Company #2

Company Name:

Contact Name:

Contact Email:

Sponsor Company #3

Company Name:

Contact Name:

Contact Email:

- Equal opportunity for sponsorships is required and to demonstrate this, we recommend creating and publishing a sponsorship prospectus on the event website at least 3 months before the event

OpenStack Foundation Privacy Policy

- In accordance with the OpenStack Foundation's Privacy Policy, any attendee information may not be used for commercial or marketing purposes unless specifically approved by the attendee when registering. Please refer to and review [OpenStack's Privacy Policy](#) Statement
- Please be sure to add the following privacy policy statement to your registration page:
"Personal information gathered by the OpenStack Foundation is handled in accordance with the Foundation's Privacy Policy and is used for internal purposes only. The Foundation's Privacy Policy statement is available for review at <http://www.openstack.org/privacy>"
- If the attendee agrees to share their information, it is acceptable to contact them regarding any OpenStack Foundation-related community-building activities, such as sharing event updates or scheduling future meetups.
- The attendee information may NOT be distributed to sponsors. It is up to each sponsor to collect attendee names at the event.
- The attendee information will not be shared with third parties

Event Website

- Create your initial website and provide the URL to your OSF support person at least 4 months prior to the event date. This will require a domain name registration and fee. Please contact your OSF support person if you have any questions.
- Once the url has been provided, the OSF support person will add your event to the OpenStack Foundation event webpage

- The event website should at least contain the following elements
 - OpenStack or OpenInfra Days logo
 - Date and location of the event
 - Sponsorship opportunities
 - Registration link
 - Initial sponsors
 - Advisory team

Call for Presentations

- In order to demonstrate that the event is an open community event, it is required that you open a CFP at least 3 months before the event
- The advisory team must create a fair evaluation and selection process
- It is acceptable to invite special guest /keynote speakers

Attendee Registration

- The attendee list may NOT be used for commercial or marketing purposes, only community-building activities, such as sharing event updates or scheduling future meetups. The list will not be shared with third parties who are not directly involved in organizing the event. Please review [OpenStack's Privacy Policy](#) Statement.
- Attendees may be charged a registration fee, but the amount must be minimal; less than \$100 USD is recommended. Consider offering special pricing such as early bird registration, student discount, diversity discounts and scholarship promotional pricing
- In order for the Foundation to gather consistent demographic information, we are asking that you add the following question to your registration page. Please be sure to include this information and any other survey information to the Foundation when you send in the post event information.

What is your current Organizational Role at your company? (please check one):

- Business Development / Sales / Marketing
- CEO / Executive Leadership
- CIO / CTO / IT Manager
- Cloud Application Developer
- Cloud Architect
- Engineer
- OpenStack User / Operator
- Operations / SysAdmin
- Product Management
- Product Strategy
- Upstream Developer
- Student
- Other, please specify

OpenStack Foundation Sponsorship and Contribution

- If all of the above requirements are met, you are eligible to receive a contribution of \$5,000 USD from the OpenStack Foundation
- It is the event organizer's responsibility to send an invoice to your support person and events@openstack.org 30 days before the event
- This invoice requires approval and will be paid within 30-45 days after receipt
- These funds must be applied to the hard costs of your event (e.g. hotel deposit, venue deposit, catering deposit, etc.)
- A sample invoice template is available in the OpenStack/OpenInfra Days toolkit located on the OpenStack/Open Infrastructure Days website if needed.

The below signatures indicate that you have read and agree to the policies and guidelines outlined in this agreement.

Signature: _____

Printed Name: _____

Company

Email: _____

Date:

Signature: _____

Printed Name: _____

Company

Email: _____

Date:

Signature: _____

Printed Name: _____

Company

Email: _____

Date:

Signature: _____

Printed Name: _____

Company

Email: _____

Date: