Event Hosting Form

Thank you for your company's interest in hosting an Akraino Event. Providing the information below will help the TSC Community to collectively assess if the needs of the community can be met by your location. Please submit to Jacqueline Serafin (jserafin@linuxfoundation) at the Linux Foundation. The minimum meeting room requirements are as follows:

Room Type	Capacity	Number
Auditorium: Configured theatre style with dedicated stage, podium, large projection screens, and A/V integrated with a mixer	~300	1x
Flex: Large meeting rooms with theatre style, classroom, or board-room configurations, suitable A/V and dial-out access	~50	1x
	~20-30	2x
Breakout: Typical meeting room, with a large display and a desktop conference phone with dial-out access	~10-15	3x
Huddle: Small meeting rooms, or casual seating areas with a white-board or flip chart available for ad-hoc discussions	~3-6	4

Event Date(s):

Event Time(s):

Company:

Meeting Location Address:

Point of Contact:

Email:

Phone Number:

Recommended Airport:

Approx. Distance from Airport:

Recommended Area Hotel(s):

Guest Parking Available: Y/ N

Number of Guest Parking Spaces Available:

Are the car make, model, and license required in advance: Y/N

Please list any special information you require from attendees in advance for your corporate security:

Please list any information you require in advance for attendees to access the guest wifi:

Auditorium(s)

Room Name	Room Capacity	A/V integrated dial-in dial-out available *yes/no*	Hard-wire network connection through firewall available *yes/no*	Guest Wi-Fi enabled *yes/no*	A/V Configuration *please describe*	Will a dedicated A/V technician for this room be provided throughout the forum? *yes/no*	Are there any attendee access limitations between this room and the lobby, auditorium(s) or other meeting rooms? *please describe*

Meeting & Huddle Spaces

Room Name	Room Capacity	Default Seating Configuration *single table horseshoe classroom theatre*	Guest Wi-Fi enabled yes/no	Video Type *none projector monitor < 40" monitor > 40"*	Phone / Audio type *speaker phone conference phone in-ceiling*	remote dial-in dial-out capable (required for Zoom bridge) yes/no	Are there any attendee access limitations between this room and the lobby, auditorium (s) or other meeting rooms? *please describe*

Food and Beverage

Please describe what aspects of food and beverage (if any) will be provided by the host company as appropriate.

Day	Breakfast	Morning break	Lunch	Afternoon break	Dinner
Monday					
Tuesday					
Wednesday					
Thursday					
Friday					