Guidelines for organising the annual European HPC Infrastructure Workshop

Version: 25. October 2021

1   Introduction

This document sets out the guidelines for organising the annual European HPC Infrastructure Workshop. They should inform and guide the hosting site in their efforts and should be followed as closely as possible. If necessary, deviations from the guidelines are possible and should be discussed on a case by case basis with the Committee.

Hosting a European HPC Infrastructure Workshop will require the hosting site to make available the requisite time and resources to ensure the preparation and execution of the event over the duration of a 12-month period. The hosting site will be responsible for:

- Proposing possible venues to the Committee
- Contracting for the conference venue, catering, internet, A/V, transportation and any other necessary services
- Providing the requisite human and other resources necessary to ensure the successful preparation and execution of the event
- Preparing the event budget and presenting this to the Committee for approval
- Organising the social events related to the workshop

2   Purpose of a European HPC Infrastructure Workshop

The purpose of the European HPC Infrastructure Workshop series is to bring together specialists from HPC centre design and operation to discuss the latest infrastructure trends and technologies for supercomputing centres. Given that the requirements for HPC centres differ significantly from traditional data centres, this workshop provides a unique forum to exchange with other sites that have similar requirements and challenges.

3   Who runs the annual European HPC Infrastructure Workshop?

The annual European HPC Infrastructure Workshop is a joint collaboration between the following entities:

- The Hosting Site, that is responsible for running or the workshop.
- The Committee, that puts together the workshop program and oversees the conference budget and venue selection and supports the Hosting Site where guidance is needed.

4   Financial and legal responsibility for the conference

The mandatory aim of for the event is to come as close as possible to breaking even. The hosting site carries the risk of any losses. In the event of the conference returning a small profit, this will be kept by the hosting site.

As the Workshop Committee does not form a legal entity, the Hosting Site carries full legal responsibility for the event.

5   Sponsorship

The annual conference is traditionally supported financially with contributions from CEA, GCS and PRACE. The exact amounts for these contributions will be confirmed on an annual basis so the hosting site knows the full amount of the contributions when preparing the budget. Further sponsorship from other institutions or projects may be discussed with the Committee. No sponsorship from vendors shall be sought nor accepted.

6   Program

The Committee is responsible for putting together the workshop program and the representative from the hosting site contributes to the definition of the program. Traditionally the program has consisted of updates from various HPC site around the world, technical presentations regarding technologies of interest for HPC infrastructure, energy efficiency, relative standards and vendor presentations that may present specific infrastructure related aspects regarding their existing and future systems.

This workshop does *explicitly not* aim to cover IT systems (HW or SW) unless they impact the building or facilities infrastructures, as this is already well covered by other conferences and workshops and is out of scope for this workshop.

The Core Committee Member that ensures the continued link to PRACE is in charge of the program of the PRACE extension to the workshop.

7   Invited speakers

The Committee Members will agree amongst each other, who will contact which proposed speakers. It is the responsibility of the designated Committee Member to ensure that:

- the invited speaker understands the context of the event and the desired focus of the presentation
- the allocated time slot and expected number of slides is conveyed to the invited speaker (normally 1 slide per every 2 minutes of allocated speaking time- do not forget time for Q&A!)
- inform the speaker that slides should be prepared in a 16 : 9 ration (i.e. 720p / 1080p)
- ensure the invited speaker understands that their registration fee will be waived by the Committee, but any travel and accommodation costs must be borne by the invited speaker or their institution.
- ensure the invited speaker understands that the slides presented during the workshop must be handed in after the presentation so they can be made available online in pdf format.

8   Duration of the workshop

The workshop is run over 2.5 days, of which two full days are dedicated to the workshop and the remaining half day is dedicated to a PRACE internal extension of the workshop.

9   Site visits

If possible, visit to HPC centres or related facilities should be organised.

10   Social events

During the workshop the following social events will be provided:

10.1   Welcome dinner

Full dinner (can be sit-down, buffet or other format) on the evening prior to the start of the workshop.

10.2   Night out

Full dinner (can be sit-down, buffet or other format) on the evening of the first day of the conference.

11   Key dates in the timeline for the organisation of the workshop

In order to ensure a successful and well attended conference, the following timelines must be maintained:

When	What	Who
18 months	• Selection of next Hosting Site and representative by Committee • Finalise workshop dates by Committee	Committee
	• Propose workshop venues to Committee Put together budget for workshop for approval by Committee (currently docs.google.com is used)	Hosting Site
12 months	• Attend prior year conference to get experience of what is required for the organisation of the workshop • Give a 10-minute promotional presentation announcing the next workshop during the final session.	Hosting Site
6-8 months	• Hold regular (monthly) conference calls • Put together workshop program and contact speakers (currently docs.google.com is used) • Put together list of invitees	Committee
	• Workshop venue secured contractually • Send out save the date to list of invitees	Hosting Site
3 months	• Preliminary program and workshop information posted on workshop website • Online registration open • Invitation to register sent to list of invitees • All contracted services for the workshop (e.g. catering, night out, transport, internet, etc.) secured contractually.	Hosting Site
	• Regular monitoring of registrations and if needed send out reminders.	Hosting Site
6 weeks	• Finalised workshop program published	Hosting Site
	• Session chairs and note takers assigned and informed	Committee
1 week	• "Welcome to the workshop" e-mail to all attendees with all useful information regarding the event	

During the conference	• Registration of all attendees at reception desk • Distribution of printed pocket program, name badge, social events information and any other documentation • Coordination of all logistics throughout the event	Hosting Site
During the conference – continued	• Meet with the speakers prior to the session • Prepare a brief introduction for each speaker • Make sure the speaker has checked their laptop setup and presentation function correctly with the A/V installation prior to the session starting • Collect slides from the speaker at the end of the session and make available to Hosting Site representative	Session Chair
After the conference	• Publish all presentations on the workshop website and inform attendees of this together with "thank you for attending message" • Hosting Site wraps up payment to all service providers and inserts actual final figures in the budget sheet • Inform Committee once final cost of event available on a shared document management system (currently docs.google.com is used)	Hosting Site

A checklist of the key tasks has been provided in Appendix A.

12   Hosting Site

The Hosting Site, and in particular the Hosting Site Representative, play the key role in ensuring the success of the workshop.

12.1   Hosting Site Representative

The Hosting Site Representative will be the contact person for the entire event and is responsible for ensuring the success of the workshop. He/she will need good organisational, interpersonal, and management skills along with support staff, from their own site or a third-party contractor, who has conference management experience. It is essential that the Hosting Site Representative has management support from their organisation to dedicate the time and resources needed to organise and run the workshop. The Hosting Site Representative should attend the prior year workshop in order to get a full understanding of what the event should look like.

13   Budgeting and Finances

The Committee will provide the Hosting Site Representative with a spreadsheet (currently shared on google docs) for the preparation of the budget. It is essential that this template is used.

The workshop budget is devoted solely to the organisation of the workshop. All workshop organisers are volunteers and do not perceive a salary out of the budget with the exception of when the logistics is outsourced to a third-party provider, who will of course bill for their services. Based on experience the Committee requires the budget to break even at 65 – 70 participants.

The budget must cover all cost items for the workshop, that traditionally comprise the following:

- Venue costs
    - Conference room
    - PRACE meeting room
    - A/V installations
    - Wireless network
- Food and beverage costs (excl. night out)
    - Welcome dinner
    - Coffee breaks
    - Water in conference room
    - Lunches
- Night out costs
    - F&B
    - Transport
    - Venue
- Any other cost items
    - E.g. printing costs, reserve fund, taxes

All financial transactions related to the workshop will be handled by the Hosting Site, who is expected to present the Committee with the final financial result of the workshop no later than 3 months after the end of the event.

14   Venue selection and conference facilities

14.1   Selecting the dates for the workshop

The Committee will select the dates for the workshop in the April-May timeframe in such a way as to avoid conflict with other HPC relevant events and or public holidays.

14.2   Attendance

Traditionally the workshop has attracted between 65 and 70 participants.

14.3   Vendor attendance

Careful attention is paid to ensuring that the balance of attendees from HPC sites and vendor institutions is kept at an appropriate level to ensure the fulfilment of the purpose. In general, vendors are only invited to attend if they have been asked to contribute to the program. No more than two attendees from any given vendor should attend a workshop.

14.4 Workshop venue

The workshop venue should be secured at least 1 year ahead of the event as its availability will influence the dates for the conference.

The selected facilities must be able to provide the requisite facilities to host the workshop:

- A conference room with a capacity for 80 people
- Full wireless network coverage for the entire facility
- Up to date A/V installations
- If possible the venue should also provide sufficient accommodation for all attendees. In the event that the venue does not have its own or sufficient accommodation, this must be available in close proximity to the venue.
- Lunch and coffee break venue

The Hosting Site must present 2 -3 venue options to the Committee, who will make the final selection decision.

14.4.1 A/V installations

The site setup for the conference room should include a beamer and projection wall large enough to ensure all participants will be able to see it. The beamer should support a resolution of 720p / 1080p (i.e. 16 : 9). It must support VGA and sound connections. An HDMI connection is desirable.

The room should have at least 2 hand-held microphones (wireless) in addition to a tie- or headset microphone for the speaker.

14.5 Room block

The Hosting Site is responsible for negotiating a room block and cut-off dates with the selected hotel / venue. Managing this room block correctly is an important factor in limiting the financial risks of the workshop.

14.6 Themes, Logos and publications

14.6.1 Themes and Logos

The European HPC Infrastructure Workshop series does not have an official logo. The theme and graphic appearance for each conference can therefore be proposed to the Committee by the Hosting Site.

14.6.2 Publications

14.6.2.1 Web Content

The European HPC Infrastructure Workshop series does not have a centralised web presence. Each Hosting Site is therefore required to bring up and maintain over time, the necessary web pages for their workshop. These will comprise:

- Landing page with introduction to what the scope of the European HPC Infrastructure Workshop is; what the particular theme for this workshop is (if applicable), and a welcome message by the Hosting Site Representative.
- Registration page – with the ability to allow people to register and pay online
- Agenda: prior and during the conference this page shows the agenda. Following the conference the slides for each of the presentations is loaded in pdf format as a link from the title of the presentation in the agenda.

- Hotel: information about rooming blocks, how to book, cost of rooms, included services and taxes
- Travel: information on how to reach the workshop venue – airport, trains, car, other if applicable.
- Participants: list of participants to the workshop to be posted after the event (access reserved to participants).
- Slides: slides presented during the workshop to be posted after the event (access reserved to participants).

14.6.2.2 Pocket sized program

For the convenience of the participants, the Hosting Site will prepare the final agenda in a pocketable format that can be distributed with the name badges. This should contain information about the workshop program as well as the social events.

14.7 Dissemination and communication

14.7.1 *Personalized "Save the date", "Invitations", "welcome to the workshop" and "Thank you for attending the workshop" e-mails*

Based on the list of former attendees "save the date" e-mails and personal invitations will be sent out by e-mail by the Hosting Site Representative. Please refer to the example e-mails in Appendix B.

14.7.2 *Announcement on the PRACE website*

The event will be announced on the PRACE website.

15 Registration

15.1 Setting of the registration fee

The registration fee will be set together with the Committee when discussing and agreeing the budget for the workshop.

The registration fee for the workshop has traditionally been kept at around €150 per person. The Core Committee has defined a "not to exceed" registration fee of €200. Speakers and Committee members are exempt from paying registration. This includes the representative of the hosting site. All other attendees from the hosting site pay the regular registration fee. The travel costs of all the participants are at their own expense.

15.2 Collection of registration fee

The Hosting Site is responsible for the collection of credit card payments for the registration. The link to this system should be provided to the Committee so it can be linked to the registration on the workshop website.

15.3 Monitoring registration

From experience, registration picks up mostly within the last couple of weeks preceding the workshop. The Hosting Site is required to provide the Committee with an update on registrations on a weekly basis starting 2 months prior to the workshop. The Hosting Site is responsible for sending reminders to invitees and Committee members may support this effort by contacting invitees directly.

15.4 During the conference

15.4.1 Registration desk

The vast majority of registrations will take place the evening before the workshop during or preceding the welcome dinner. The Hosting Site is responsible for setting up and manning the registration desk, welcoming attendees, distributing name badges and pocket-size programs, providing information about WiFi access and social events, and ensuring all attendees sign the presence sheet.

15.4.2 Contact person for logistics and emergencies

The Hosting Site is responsible for determining a contact person for all logistical issues and emergencies. The mobile phone number of this person should be shared with all Committee members.

15.4.3 Badges

Attendees are required to wear their name badge at all times during the workshop and the social events as it serves the double purpose of ensuring security and facilitating interaction between attendees.

15.4.4 Attendee list

After the workshop, the Hosting Site will post the final list of participants on the workshop website.

15.4.5 Group photo

The Hosting Site representative is responsible for organising time, location and equipment to take a group photo of the attendees of the workshop.

15.4.6 Session chairs

The Committee will designate a Session Chair for each session. This person is responsible for
- ensuring they meet with the speakers prior to the session
- prepare a brief introduction for each speaker
- make sure the speaker has checked their laptop setup and presentation function correctly with the A/V installation prior to the session starting
- collect slides from the speaker at the end of the session and make available to Hosting Site representative

15.4.7 Note takers

For the purpose of the PRACE WP5 deliverable, the Committee will designate a Note Taker for each session. This person is expected to provide a written resume of the presentations in the designated session.

15.4.8 Recording

The conference and presentations are not officially recorded and no permission to record is requested from the speakers. It is therefore only allowable for the Note Taker to record sessions to help with the writing of the summary if prior consent has been granted by the speakers in the session. Such recordings may be used exclusively for the purpose of writing the summary and must be destroyed thereafter without further circulation.

16   Appendix A – Checklist for Workshop

What	Resp. Committee	Resp. Hosting Site	Session Chairs	Check for comple-tion
Site Selection and general administrative issues				
Selection of site for next workshop	X			
Selection of dates for next workshop (based on input from Hosting Site)	X			
Proposal to Committee for workshop venue and annex activities • Selection of hotel and conference venue • Data centre site visit • Welcome dinner • Night out • PRACE WP5 meeting		X		
Proposal to Committee for workshop budget (use of google.docs)		X		
Financial responsibility for any gains and losses incurred by the workshop		X		
Definition of workshop program				
Organise monthly phone conferences with Committee to put together the workshop program (usually with use of PRACE telco setup)		X		
Define who will contact each desired speaker	X			
Put together list of invitees for Hosting Site to use (use of google.docs)	X			
Secure contracts with the various venues for the workshop		X		
Send out save the date e-mail to list of invitees		X		
Publish preliminary workshop program on website and open online registration		X		
Send out invitation to list of invitees (e-mail)		X		
Regular monitoring of registration progress		X		
Finalised workshop program published on website		X		
Session Chairs and Note Takers assigned	X			
"Welcome to the workshop" e-mail		X		

During the conference				
Welcome and registration of all attendees at start of workshop • distribute pocket size program • hand out personal badge to be worn at all times • provide any necessary information regarding logistics and contact person during the conference for any issues • all attendees must sign attendance list		X		
Ensure each session starts and runs smoothly by: • meeting speakers before the session • preparing a brief introduction for each speaker • making sure the speaker has checked their laptop setup and presentation function correctly with the A/V installation prior to the session starting • collecting slides from the speaker at the end of the session and make available to Hosting Site representative			X	
Group photo of workshop attendees		X		
After the conference				
Publish all presentations and final list of attendees on the workshop website and inform attendees of this together with a "thank you for attending message"		X		
Wrap up all payments, prepare final figures in budget sheet and inform Committee once final cost of event is available on docs.google.com		X		

17   Appendix B – Examples of "Save the date", "Invitation", "Welcome to the workshop" and "Thank you for attending" e-mails

17.1   "Save the date"
From: Hosting Site Representative
Date: Wednesday, 7 December 2016 at 14:40
To: Invitee
Subject: Save the date invitation for the 8th European HPC Infrastructure Workshop - Mendrisio, Ticino, Switzerland

Dear colleagues,

On behalf of the organization committee, I have the pleasure of inviting you to attend the 8th edition of the European HPC Infrastructure Workshop. The 8th edition of the highly successful series of European Workshops on HPC Infrastructures will be hosted by the Swiss National Supercomputing Centre – CSCS and will take place at the Hotel Coronado in Mendrisio, Ticino, Switzerland, from the **4th to 6th of April 2017**.

The aim of this series of workshops is to bring together specialists for HPC centre design and operation to discuss the latest infrastructure trends and technologies for supercomputing centres.
Given that the requirements for HPC centres differ significantly from traditional data centres this workshop provides a unique forum to exchange with other sites that have similar requirements and challenges.

The event will cover a number of interesting updates from various HPC sites around Europe and beyond; Energy Efficient Computing; Infrastructure Technologies; and some considerations about future developments in HPC.

The final program details as well as registration information will be circulated by the end of February 2017. At that point, we will also inform you about the exact registration fee, which we expect to be in the order of CHF 150. The venue is located in easy distance from both Lugano and Milan Malpensa airport.

Please note, that this is an on-invitation-only event. In case you are not able to participate, you are free to transfer this invitation to a colleague at your institution. In this case, please let us know in order to include him/her in our mailing list.

Looking forward to welcome you at the workshop!

Best regards,

Name of Hosting Site Representative

17.2   "Invitation" to speakers
From: Hosting Site Representative
Date: Friday, 20 January 2017 at 16:36
To: invited speaker
Subject: Invitation to present at the 8th European HPC Infrastructure Workshop

Dear Mike,

I hope this message finds you well.

Following a discussion with the program committee for the HPC Infrastructure Workshop this morning I have the pleasure, on behalf of the organization committee, of inviting you to give a **30-minute presentation**. I gave the committee a brief recap of the excellent presentation you did at the EE HPC Workshop in November which I think could be of general interest to the attendees – and you could do it in a more relaxed fashion ;-).
Alternatively feel free to suggest a topic that you think would be beneficial to this audience.

The 8th edition of the highly successful series of European Workshops on HPC Infrastructures will be hosted by the Swiss National Supercomputing Centre – CSCS and will take place at the Hotel Coronado in Mendrisio, Ticino, Switzerland, from the **4th to 6th of April 2017**. Registration will be opened in February and I will inform you as soon as it is open.

I very much hope you will be able to accept this invitation and would be grateful if you could confirm to me either way.

Best wishes

Name of Hosting Site Representative

17.3 "Invitation" to attendees

From: Hosting Site Representative
Date: Saturday, 25 February 2017 at 16:46
To: -Invitee
Subject: 8th European HPC Infrastructure Workshop - Registration now open

Dear HPC infrastructure enthusiasts,

The 8th European HPC Infrastructure Workshop is approaching and I have the pleasure to announce that **registration is now open** at the following link:
http://www.cscs.ch/8th_european_hpc_infrastructure_workshop/index.html

You will also find the **agenda** for the workshop as well as information on **how to make your hotel booking** under the same link. We will be adding a few details to the website early next week to assist you with your **travel bookings**. Mendrisio is easily reachable from both Lugano and Milan Malpensa airport. For international travellers Milan Malpensa is likely to be more practical due to more direct connections. There is a Shuttle bus that will take you from Milan Malpensa to Mendriso. You will need to make an online reservation for this. Train enthusiasts may wish to fly to Zurich and get the train to Mendrisio through the longest train tunnel in the world.

Accommodation: we have reserved a room block at the Hotel Coronado at which the conference will be held for the preferential price of 143.10 CHF, which includes breakfast and the 4.10CHF tourist tax per day. Please make sure you book directly with the hotel in order to ensure you get this rate. Contact info@hotelcoronado.ch or call +41 91 6303030 to make a booking.

The **registration fee** for the conference **includes all coffee breaks and meals** as detailed in the agenda. The registration site will ask you to confirm your presence at the dinner on April 6th to help us estimate how many people we need to book for.

We very much look forward to seeing you all in Mendrisio at the beginning of April!

Should you have any questions do not hesitate to contact me.

Best regards,

Name of Hosting Site Representative

17.4 "Welcome to the workshop"

From: Hosting Site Representative
Date: Thursday, 30 March 2017 at 18:00
To: Invitee
Subject: Welcome to the 8th European HPC Infrastructure Workshop, Mendrisio

Dear participants,

the 8th European HPC Infrastructure Workshop and we are looking forward to welcoming you in Mendrisio in a few short days!

The final agenda of the workshop is available at the following website:
http://www.cscs.ch/8th_european_hpc_infrastructure_workshop/agenda/index.html

The workshop will take place at the *Hotel Coronado*. Please note that the event will start at 18:30 with registration, which will take place at the entrance to the restaurant and opposite the reception. Dinner will start at 19:00.

At the moment, the weather forecast is changeable with possible light showers and temperatures between 9°C at night and 20°C during the day.

We would like to thank each one of your for attending the event and bringing your expertise to the workshop. We look forward to engaging sessions and discussions, and hope that you will enjoy discovering this southernmost area of Ticino.

For urgent issues, you may reach me at the following number: +41 79 272 52 71

We wish you safe and pleasant travels to Mendrisio!

Best regards,

Name of Hosting Site Representative
On behalf of the Program Committee
Javier Bartolomé (BSC)
Herbert Huber (LRZ)
Norbert Meyer (PSNC)
Jean-Philippe Nominé (CEA)
François Robin (CEA)
Gert Svensson (KTH)
Torsten Wilde (LRZ)

17.5 "Thank you for attending"

From: Hosting Site Representative
Date: Tuesday, 11 April 2017 at 16:10
To: Invitee
Subject: 8th European Infrastructure Workshop - Thank you for joining us and please provide us with feedback via the survey link provided

Dear participants,

Thank you for attending the 8th European Infrastructure Workshop in Mendrisio.

We are grateful for your attendance, for the engaging discussions and invaluable insights that you shared with the group.

With a view to constantly improving the program and making sure that we provide content that is of value to you, we would greatly appreciate it if you take a couple of minutes to respond to our **survey** that you will find at this link: https://www.surveymonkey.com/r/NM6L5FS

The **presentations** are nearly all online and linked from the agenda page, but can also be downloaded as a package here: http://fex.cscs.ch/fop/AqjKKfjB/Presentations_8th_European_Infrastructure_Workshop.zip
The file will be available for the next 5 days.

You will also find the **list of participants** here.

For anyone interested in **HPC data centre design considerations**, you can access my master thesis here.

We hope that you had a pleasant trip back home and a wonderful weekend.

With kind regards,

Name of Hosting Site Representative
On behalf of the 8th European Infrastructure Workshop Program Committee
Javier Bartolomé (BSC)
Herbert Huber (LRZ)
Norbert Meyer (PSNC)
Jean-Philippe Nominé (CEA)
François Robin (CEA)
Gert Svensson (KTH)
Torsten Wilde (LRZ)

Lost & Found: a pair of **sunglasses** were found in the conference room on Thursday evening. Please let me know if they are yours so I can send them to you.