



REGIONAL HOST PROCESS

The Jakarta EE Working Group's goal is to organize *one JakartaOne Livestream* per year and grow the *Regional JakartaOne Livestream* event series in different languages.

JakartaOne Livestream is a virtual conference proven to be a great way to reach out to the vast Java developer community. By the end of 2020, in addition to the principal JakartaOne Livestream with its audience of nearly 2,000 expected attendees, three Regional JakartaOne Livestreams will be hosted, with an expected total audience of nearly 1,000 developers across the globe, listening in Japanese, Portuguese (Brazil) & Spanish.

These Regional events are organized by the community and serve as a great way for individuals to build their network and presence in the community while benefiting from the Jakarta EE brand and the tested hosting process.

Community members interested in organizing their own language specific *Regional JakartaOne Livestream* events should create a [GitHub issue](#) and fill in the required information. Next, send an email to events@jakarta.ee with the names of individuals on the proposed Program Committee and their email address.

The Eclipse Foundation team will reach out for the next steps. Once a GitHub issue is submitted, the approval of the Jakarta EE Marketing Committee and the Steering Committee is needed in order to proceed with the event.

JakartaOne events are funded via the Jakarta EE Working Group budget. Organization of the event needs to be raised during the Marketing and Steering Committee calls. Anyone from these Jakarta EE Working Group Committees are welcome to get involved in driving the event along with the Eclipse Foundation staff. The event will be considered approved when there is an agreement from the Jakarta EE Working Group's Marketing and Steering Group Committees and Eclipse Foundation staff involved in the work of the Jakarta EE Working Group.

The approval will be noted in the GitHub issue. If the application is approved, the Eclipse Foundation will provide the framework and guidance for organizing the event including:

- A specific folder in the [Community Folder](#) so the progress is transparent for everyone.
 - Social media script examples to be translated by the program committee
 - Policies for speakers, hosting & marketing the event
- Access to an account to be used for CFP - papercall.io
- Platform to be used for the conference - crowdcast.io
 - Creation of the crowdcast event
- Creation of a regional twitter handle to be managed by the program committee



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- Creation of the event website on <https://jakarta.ee/> to be updated and managed by the program committee
- Regular assistance with the hosting process including bi-weekly meetings with the Eclipse team and training on using the complete process.

The event needs to remain vendor-neutral and should have the following main categories on the program:

- Keynotes
- Vendor / Industry brief keynotes highlighting Jakarta EE compatible products
- Jakarta EE & Eclipse MicroProfile related technical sessions

The process to host a Regional JakartaOne Livestream should begin no later than 16 weeks prior to the planned hosting date. Below is a broad timeline of the event process:



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<u>Time from Event</u>	<u>Action</u>	<u>Personnel</u>
-16 Weeks minimum from requested date	Request for event created by Program Committee	Program Committee
-14 weeks from requested date	Request for event approved by marketing committee	Eclipse Foundation
-13 weeks	First Meeting	Eclipse Foundation & Program Committee
	Program committee sets weekly meetings	Program Committee
	Program committee sets bi-weekly meetings with Eclipse Foundation	Program Committee & Eclipse Foundation
	Event Date Confirmed	PC & EF
	Slack Channel Created for PC	EF
	Event placeholder created on Crowdcast	EF
-12 weeks	Event website created	EF with input from PC
	Social channel created	EF
-11 weeks	One week of social posts announcing event & date	PC
-10 weeks	CFP Created on Papercall.io	EF
	Update website to add CFP	PC
-10 weeks to -8 weeks	CFP open - promote 2/3x weekly on social	PC
-8 weeks	Close CFP on Papercall.io & update website	PC
	Session voting	PC
	Update website to open registration	PC
-8 weeks to -7 weeks	2/3x social posts announcing registration open	PC
-7 weeks	Finalize program	PC
	Collect titles, abstracts, speaker info	PC

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Time from Event	Action	Personnel
	Publish Program to website	PC
	Update Crowdcast with event details	EF
-6 weeks to event	3x weekly social promotion for registration, speakers & topics	PC
-4 weeks	First PC Crowdcast walkthrough	EF & PC
-3 weeks	Second PC Crowdcast walkthrough	EF & PC
-2 weeks	First Speaker Crowdcast test	PC
-1 week	Second Speaker Crowdcast test	PC
	All work for event complete	PC & EF
EVENT	Event	Program Committee
EVENT	Social Posts for each session	Program Committee
+1 day	Social Post thanking attendees and speakers	Program Committee
+1 day	Upload sessions to YouTube	Eclipse Foundation
+2-3 days	Update event website to reflect completion & link Youtube videos	Program Committee
	Event Review	Eclipse Foundation & Program Committee
+7 days	Social Post Thanking Attendees & Speakers, Directing to Youtube Videos	Program Committee
+1 week until -16 weeks next event	Social Handle Upkeep (1x weekly retweet of Eclipse/JakartaEE content)	Program Committee
-16 weeks next event	Re-establish Program Committee	Eclipse Foundation & Former Program Committee