



Akademy 2020 Call for Hosts

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Call for Hosts

The KDE Community and KDE e.V. are seeking a host for Academy 2020.

Academy is the annual gathering of the KDE Community, one of the largest and most significant Free Software communities.

We are looking for a location with a strong team of local, detail-oriented volunteers to help us organize and host the 2020 edition of Academy.

Hosting Academy gives visibility to everyone involved, as it is an enriching experience and a unique opportunity to make an impact on your local Free Software community. This brochure explains how you can organize the next Academy in your city.

About Academy

Academy is KDE's yearly week-long conference. Members of the KDE Community gather in one location for seven days of conference talks, workshops and coding sessions. In 2018 it was held in Vienna, Austria, and in 2017 it took place in Almería, in the south of Spain. The number of attendees averages at around 200 every year, and we expect a similar turnout in 2020.

The majority of previous Academy events have been organized at universities and colleges, but any location with the facilities for talks, group sessions and hacking available for a full week will be considered.

We prefer a conference venue that is free or sponsored. To make it comfortable for everyone, the venue needs to offer a large lecture room that can fit 150 to 200 people, a smaller lecture room that fits up to 100 people, several smaller rooms for workshops. The venue should be able to provide the attendees with excellent Internet access (with WiFi and Ethernet) for all conference activities during the week. Furthermore, sleeping arrangements and places to find food should be close to the venue, or easily reachable from it.

Since KDE is a worldwide community, Academy requires a location that can be easily reached by international travelers, preferably close to a major airport.

The conference program usually follows the same structure:

- Friday - most attendees arrive and pre-register for the event at the venue
- Saturday and Sunday - the conference opens with 2 or 3 keynotes, and talks are held in two simultaneous tracks
- Monday to Thursday - 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

How to Submit Your Hosting Proposal

Organizing Akademy is demanding and requires a significant investment both in terms of time and effort. However, successfully organizing Akademy is a rewarding task that is highly appreciated by the KDE Community, and recognized in the Free Software world in general.

If you would like to host Akademy 2020 in your city, submit your proposal to the Board of KDE e.V. at kde-ev-board@kde.org

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

**What You Need to Know
About Hosting Akademy**

Basic Information

Since Akademy is the annual meeting of the KDE Community, KDE e.V. (the non-profit organization supporting the KDE Community) acts together with your organization as the official co-organizer of Akademy 2020. If needed, KDE e.V. can act as a signing party for contracts.

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 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 communities and industry partners. Secondary goals are to engage the local community with Free and Open software, and to provide space for getting together to write code.

To help you understand Akademy and prepare for hosting it, we have listed the location requirements in the following pages.

These requirements are based on experience with previous Akademy locations. They can be altered, but deviating from them must be supported by good reasons and creative alternative solutions to ensure Akademy is a successful and enjoyable event for everyone.

Location Requirements



Travel

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 community members from attending. It is a plus if the hosting country does not have complicated and expensive visa procurement procedures for the majority of the attendees (who will be from the EU and North America). For attendees from other countries, getting a visa must be reasonably possible. The venue should be near a major airport and reasonably easy to reach by public transportation.



Local infrastructure

There will be around 250 or more attendees 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. That said, the surrounding environment should not be too noisy and distracting.



Accommodation

Accommodation must be available for approximately 250 people during the peak days of Akademy. Most attendees 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 per night is also available. A list of hotels near the conference venue is needed for attendees who prefer a specific choice.



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. Attendees 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 shouldn'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.

Venue Requirements

Akademy consists of various activities, each of which results in some specific requirements for the venue.

Conference

2 days

One big room for 250 (or more) people for events for all participants

Rooms for two parallel sessions, 100-150 people each. A room for a possible third session is a plus

Projectors in all rooms

Microphones and loudspeakers in all rooms. It should be possible to connect the audio output of a computer to the loudspeakers

Reliable network access for the speakers

Wireless network access in the conference rooms

KDE e.V. Annual General Meeting

1 day

One room for at least 100 people

Microphones and loudspeakers

A projector and screen

Workshops, Birds of a Feather and coding sessions

The remainder of the week

Coding space for at least 150 people

Reliable and fast Internet access

Lots of power outlets

Both Ethernet and wireless network should be available

6–10 smaller rooms for BoF sessions and other meetings. At least one of the rooms should accommodate up to 100 people

Whiteboards and/or 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.

Venue 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.

Financial Details



Budget

KDE e.V. is able to cover the travel costs 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.

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 cover part 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 kinds of costs.

All payments are made by the KDE e.V., which is responsible 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 needs 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 equipment) should ideally be covered by the local organizations, local sponsors, or provided 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.

**Responsibilities of the
Local Organization Team**

A strong, reliable local team is essential for the successful organization of Akademy.

The KDE Community is friendly and easy to get along with. However, it is also an energetic and demanding community. In addition, there are many little details that need taking care of. Therefore, the local team should have enough 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. One person alone will not be able to organize a successful Akademy! The organizing team should be involved in the entire planning and preparation process.

The organizer is the main contact for the preparation of Akademy. This person must be available to others who are helping with the preparations or providing services. The lead organizer can expect to work about 5 hours per 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 and provide 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. a university, is very helpful)
- Assist with setting up conference network
- Research inexpensive accommodation options and negotiate special rates with hostels
- Research entertainment 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 the 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.