

Calendar update

- How to get events added to the web site.
- Upon the signing the event form a notification should be sent to the web admins of the TC.13 by the conference organisers.

Meeting documents

- Need to be a standard way of distribution (cf. the information for other uploads)
- Formulate a structure for document distribution
 - Responsible: Lars

Web documents

- pdf-files (not word or ppt)
- Additional information:
 - Titel of document (web page)
 - Short description
 - Location on the site

This is to decrease the work load on the web admins

Naming conventions

- A document will be prepared for the naming convention of uploaded documents
 - Responsible: Lars

Information providers

- Phil Grey is responsible for the collection of information from
 - working groups
 - SIGs
- Newsletters are distributed by the editor (Horst Oberquelle) –
 - also to IFIP (Eduard Dundler)
 - mounted on the site by web admins

TC Brochure

- Uploaded to the site, and visible on the front page
 - Responsible: Brochure editor (Kari)

Mail issues

- E-mail facilities will be handled by the web admins (Younis and Lars)
- This can only be handled after the web site has moved to the final server.

HCI in member countries

- Links to organisations (on the web site)
 - Responsible: Individual representatives
- Forthcoming local events
 - In the newsletter and calendar
 - Responsible: individual representatives

Member list

- Full address list uploaded to the internal site
- List of members and countries on the external site (Younis)

Virtual presence?

- Recording certain presentations as “podcasts” of parts of the meeting
 - IFIP news, TC13 News
- Interaction via email during meeting
- For the future: We Need to investigate the technological solutions available
 - Proposed task force: Tom Gross, Philippe Palanque, Achim Eberts Younis Hijazi, Lars Oestreicher

Conference discussion tool

- Investigate through task groups if the tool is feasible
- Try to launch at the Uppsala meeting