



May 17, 2018

MAGIC Meeting Participant Guidelines

Attendees of MAGIC meetings are expected to adhere to the following etiquette and operational guidelines:

General Guidelines

- Meetings are open to anyone interested in participating.
- Attendees are expected to conduct themselves professionally and to engage in respectful behavior towards all participants, attendees, and meeting hosts. Professional courtesy is expected in all interactions, including verbal and written communications.
- Attendees are expected to exercise their best efforts to contribute to a productive meeting, and to refrain from behavior that interrupts presentations or disrupts meetings (as determined by the co-chairs or meeting host).
- Attendees should refrain from creating background noise when other participants are speaking during the meeting, by silencing and muting phones, etc. Presenters should ensure minimal background noise when presenting.
- Presenters should send presentations in advance of the meeting to the coordinator and, if presenting remotely, should be connected to a reliable high-speed network.
- The co-chairs/meeting coordinator will manage the meeting agenda to provide adequate time to presenters and for Q&A, while noting that time constraints may limit presentations or the Q&A period.

WebEx

- The primary use of WebEx is to promote the sharing of slides by remote presenters. This eliminates the need for expensive travel for participants.
- Attendees should refrain from extensive use of the WebEx chat feature. The primary purpose of this feature is to report technical problems (no sound, presentation not displaying, etc.) to the meeting co-chairs or meeting coordinator.

Meeting Topics

- Meeting topics are generated by consensus. Planning sessions for the following year are typically held in the September time frame.

Minutes

- Meeting minutes will be approved at the following meeting and then posted on the MAGIC web site in a timely manner.

Mailing Address: NCO/NITRD, 2415 Eisenhower Avenue, Alexandria, VA 22314

Physical Address: 490 L'Enfant Plaza SW, Suite 8001, Washington, DC 20024, USA Tel: 202-459-9674,

Fax: 202-459-9673

The MAGIC subcommittee has operated for over 10 years using the above guidelines. New members should contact the meeting co-chairs with questions or comments regarding these guidelines.

We look forward to everyone participating and continuing to provide a productive and informative forum for the discussion of topics related to Middleware, Grid, and Cloud computing technologies, services, and emerging trends.

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