

draft-kuehlewind-shmoo- online-meeting

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Guidelines for Online Meeting Planning

- Time Zone Selection
 - See next slides
- Number of Days and Total Hours per Day
 - 5 days with 6 hours total (except plenary day)
- Session/Break Length
 - 3 sessions per day (120 or 60 mins) and and 30 mins breaks
- Number of Parallel Tracks
 - 8 or more parallel tracks
- Full vs. limited agenda
 - The value of cross participation and high active meetings weeks has been recognised as important for continuous progress (and not only for newly initiated work)

These are rather recommendations than strict rules based on the experience and survey feedback so far. Selected experiments are possible and encouraged.

Time Zone Selection

Name	Times (Northern Summer)	Times (Northern Winter)
North America Night	0500-1100 UTC	0600-1200 UTC
Asia Night	1300-1900 UTC	1400-2000 UTC
Europe Night	2200-0400 UTC	2200-0400 UTC

Only one miserable slot per cycle

3 meetings ago	2 meetings ago	Last Meeting	Online Selection
Any	Any	In-Person A	A Night
Any	Online A Night	Online B Night	C Night
Online A Night	In-Person B	Online B Night	C Night
In-Person A	In-Person B	Online B Night	A Night
In-Person A	In-Person A	Online A Night	see below
Online A Night	Online B Night	Online C Night	A Night

“Pain” distribution

Scoring system:

3 pts/hr for 0100-0500

2 pts/hr for 0000-0100 and 0500-0600

Take median score for each time zone

Asia: simple mean of medians for Sydney, Japan, China, India

Europe: CET

North America: simple mean of Eastern and Pacific

What does this mean for me?

Northern Winter

UTC Slot		Sydney 11		Japan 9		China 8		India 5.5		CET 1		Eastern 19		Pacific 16	
Start	End	Start	End	Start	End	Start	End	Start	End	Start	End	Start	End	Start	End
6:00	12:00	17:00	23:00	15:00	21:00	14:00	20:00	11:00	17:00	7:00	13:00	1:00	7:00	22:00	4:00
14:00	20:00	1:00	7:00	23:00	5:00	22:00	4:00	19:00	1:00	15:00	21:00	9:00	15:00	6:00	12:00
22:00	4:00	9:00	15:00	7:00	13:00	6:00	12:00	3:00	9:00	23:00	5:00	17:00	23:00	14:00	20:00

Northern Summer

UTC Slot		Sydney 10		Japan 10		China 8		India 5.5		CET 2		Eastern 20		Pacific 17	
Start	End	Start	End	Start	End	Start	End	Start	End	Start	End	Start	End	Start	End
5:00	11:00	15:00	21:00	15:00	21:00	13:00	19:00	10:00	16:00	7:00	13:00	1:00	7:00	22:00	4:00
13:00	19:00	23:00	5:00	23:00	5:00	21:00	3:00	18:00	0:00	15:00	21:00	9:00	15:00	6:00	12:00
22:00	4:00	8:00	14:00	8:00	14:00	6:00	12:00	3:00	9:00	0:00	6:00	18:00	0:00	15:00	21:00

Adoption?