Contributor Program Participation Guide

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Prepared by SC26 SCinet Contributor Relations Team
Version 1.1, March 12th 2026

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Executive Summary

SCinet contributors play a critical role in the overall success of the SC conference. Without their generous support of time and resources, SCinet cannot design and build the technology platform that supports the conference. In recognition of this strategic partnership, SCinet has formalized this partnership to increase the visibility of SCinet contributors and their valuable contributions to the success of the event year after year.

This document will codify the relationship between SCinet and its many contributors by documenting our activities, requirements, and expectations, along with the benefits of participation. In the following sections, you will find the details necessary to fully participate, experience, and benefit from your relationship with SCinet.

For additional and updated information, please check the SCinet Contributor Portal[1] frequently.

Changes for 2026

There are some notable changes this year that are new for SC26:
- Addition of a new statement of value proposition to be shared with organizational leadership.
- SCinet has adjusted some of our submission dates to reflect new deadlines from the conference. We will need to have logos and special artwork submitted a little earlier, and gave some more time for contributors to designate complimentary registrations
- SCinet is increasing the number of passes that we can make available to contributors to have more staff or customers attend the conference in November
- SCinet has revised our calculations used for contributor valuations to reflect the emphasis on staff contributions to SCinet.

SCinet Value Proposition

Supporting SCinet activities at SC26 places our contributions in a unique position within the SC conference. Doing so bestows credibility and prestige, as your hardware, software, and service contributions are highly visible within the conference. SCinet is more than a network—it's a globally recognized leader in high-performance computing networking, renowned for pushing the boundaries of innovation to enable groundbreaking scientific discoveries.

By associating with SCinet, an organization gains:
- ***Enhanced Credibility***: SCinet's stellar reputation as a pioneer in HPC networking lends immediate trust and reliability to your brand. When SCinet uses your product, it's a powerful, tacit endorsement of its quality—demonstrating that your product meets SCinet's rigorous standards.

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[1] https://scinet.supercomputing.org/contributor-relations

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- **Signal of Quality**: SCinet's track record of excellence signals to stakeholders, customers, and partners that their organization aligns with the highest HPC industry standards, even if they're still building a reputation.

- **Competitive Differentiation**: In a crowded market, being a SCinet contributor sets the contributor apart. This unique selling point can influence customers to choose products or services over competitors without this prestigious association.

- **Heterogeneous Environment:** SCinet offers a truly unique experience and environment for hardware and software. The ability to experiment and validate within a high-performance, multi-vendor, and unpredictable testbed cannot be replicated anywhere else on earth.

- **Third-Party Validation**: SCinet's endorsement is more persuasive than self-promotion. It demonstrates that a respected, external authority believes in an organization's value, boosting confidence among your audience.

Partnership with SCinet offers the rare opportunity to align with a community-driven force for scientific progress. This association is a coveted achievement that an organization can leverage to build trust, become part of the network, and influence the HPC community for years to come.

Contributor Requirements & Expectations

Participating Contributor Deliverables:
- [Formal acknowledgment of participation](#)
- [Detailed List of contribution(s) including valuation of contribution via a Bill of Materials (BoM)](#)
- [Liability Waiver](#) if providing hardware resources
- [Inbound Shipping Logistics (e.g., carrier, tracking information, etc.)](#)
- [Outbound Shipping Logistics (e.g., shipment location, etc.)](#)
- [Marketing collateral - logos, images, custom artwork, etc.](#)
- Contact information -please provide names, email address and phone number for the following (done via the [Intent to Participate Form](#) on our [portal](#)):
  - **Technical staff** - assist our technical teams with the use of their hardware and/or software
  - **Marketing and communications staff** - assist with logo collection, news releases, blog postings, and other public-facing aspects of the contribution
  - **Executive sponsorship** – will receive updates and formal recognition of the contribution

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Important Contributor Dates

Key Contributor Deadlines (dates are approximate and subject to change):

- Contributor Intent to Participate Due   Friday, May 29, 2026
- Initial Bill of Materials & Liability Waivers due   Friday, June 19, 2026
- Updated Bill of Materials Due   Friday, August 7, 2026
- Expected Bill of Materials Due (used for final insurance calculation)
                                                          Friday, September 4, 2026
- Outbound Shipper Paperwork Submitted   Friday, September 4, 2026
- Loaned Equipment Received   Wednesday, October 14, 2026

Other Contributor Deadlines (dates are approximate and subject to change):

- Contributor Logos submitted   Friday, July 31, 2026
- "Extra Mile" Contribution Declaration   Friday, August 28, 2026
- SCinet Panel Artwork submitted   Friday, September 4, 2026
- Network connection transfer request   Friday, September 25, 2026
- Co-branded Apparel Shipment Received   Wednesday October 14, 2026
- Request complimentary exhibitor passes   Friday October 30, 2026

Important SCinet Dates

SCinet Deadlines:

- Contributor Relations Webinar   April 21 and 23, 2026
- Initial Valuation Deadline   Friday, July 31, 2026
- Confirmation of Initial Benefit Level Achieved   Friday, August 14, 2026
- Apparel Sizes and Quantities Released   Friday, August 14, 2026
- Expected Valuation Change Deadline   Friday, September 4, 2026
- Confirmation of Expected Benefit Level Achieved   Friday, September 11, 2026
- Confirmation of Final Benefit Level Achieved   Friday, November 13, 2026
- Freeman Outbound Shipping Date   Saturday, November 21, 2026

SCinet "Terms":

- **Planning Operations** (planning meetings (on-site and virtual) and other related activities that begin early in the year and culminate before the Staging event)
- SCinet **Pre-Staging** (October 21-23, 2026) (smaller group, typically Logistics and Team Leads only)
- SCinet **Staging** (October 24-30, 2026) (Final dates will be determined by SCinet team requirements)
- SCinet **Setup** (November 9-14, 2026 ~6 days)
- SC **Show and Teardown** (November 15-20, 2026 ~6 days)

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2026 SCinet Contributor Program

The International Conference for High Performance Computing, Networking, Storage, and Analysis (e.g. the SC Conference Series) values the staff time, equipment, software, and service loans that our contributing partners and volunteer organizations make to support SCinet each year. Without these contributions, SC would not be possible. We are deeply grateful for the loyalty and assistance that is provided each year. As the SCinet community continues to grow, we are committed to preserving the conference experience that everyone anticipates and deserves by providing valuable access and visibility for products, services, and other contributions to the conference.

Categorization

We will be extending a selection of benefits to all organizations that provide either material loans (e.g., contributions of hardware, software, or services), as well as the organizations that supply assistance in the form of volunteers that design, build, operate, and disassemble the SCinet technology platform.

Contributors

Contributors to SCinet provide hardware, software, or services for a fixed term, with the goal of both supporting the conference but also to draw visibility to their contributions to drive future sales.

Typically, for-profit entities will be categorized as contributors. On occasion, non-profit entities (e.g., Universities, Governmental contractors) may make a material loan and be classified as a contributor to reflect their investment.

Volunteers

Volunteer organizations typically do not make a material loan, but will contribute their expertise in the form of volunteers to design, build, operate, and disassemble the SCinet technology platform.
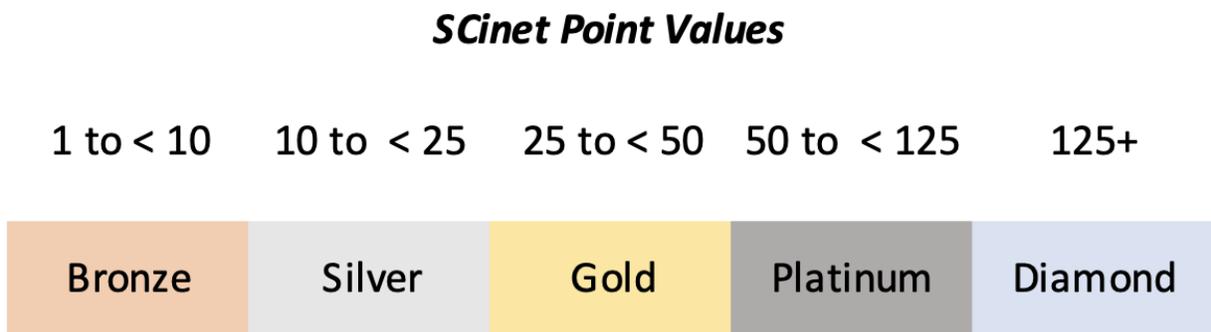
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SCinet uses a points-based system that acknowledges contributions in terms of loaned hardware, software, and services, as well as volunteer time dedicated to supporting SCinet operations and teams. These two sets of evaluation criteria (e.g., loan or donations, as well as volunteer time) will be combined and then used to reach milestones for the evaluation process of both contributors and volunteers. Both categories will receive benefits based on the number of points they achieve each year.

Contributors to SCinet continue to be recognized by different levels that reflect their overall contribution at the time the conference begins:

- **Bronze**: 1-9 Points
- **Silver**: 10-24 Points
- **Gold**: 25-49 Points
- **Platinum**: 50-124 Points
- **Diamond**: 125+ Points[2]

Figure 1: SCinet Contributor Levels & Point Requirements

SCinet Point Values

1 to < 10	10 to < 25	25 to < 50	50 to < 125	125+
Bronze	Silver	Gold	Platinum	Diamond

SCinet Contributor Levels

Volunteer organizations will not be assigned levels in this system, but will receive benefits based on their accrued points.

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[2] It is not possible to use the "Extra Mile" approach to reach the Diamond level.

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The loaning of hardware, software licenses, or services, provides the majority of the architecture of SCinet. These are critical components that support the conference, showcase the best products from industry, and provide valuable learning opportunities for SCinet.

We have moved to a system that simplifies the way we evaluate these loans and donations:

- *Hardware:* The insured value of all hardware (e.g., not the MSRP) will still be used for all loaned hardware. If MSRP is provided instead of an insured value, SCinet will use 30% of this value for evaluation purposes.
- *Software:* The cost of software licensing, prorated based on months of use, defaulting to 1 month, will be used to evaluate software packages. If the Bill of Materials only provides a full year license cost instead of a single month, SCinet will use 1/12 of this for evaluation purposes. Use cases beyond a single month are possible, and will be credited after review.
- *Services:* The cost-of-service operation prorated based on months of use, defaulting to 1 month, will be used to evaluate service donations. If the Bill of Materials only provides a full-year cost instead of a single month, SCinet will use 1/12 of this for evaluation purposes. Use cases beyond a single month are possible, and will be credited after review.

The calculated values will then be divided by $50,000 (rounding up) to produce a point value that will be used in the valuation process. Note that the total point value may change over the course of the year, with the final contributor tier evaluation being based on the received equipment on Friday November 13th, 2026.

Donations vs. Loans

On occasion, a SCinet contributor may work with SCinet to donate hardware, software, or services directly, instead of a one-time loan. Examples may include, but are not limited to, network gear that SCinet would use over multiple years, infrastructure components that are used to power or store SCinet equipment, or software packages that are necessary to sustain SCinet operations beyond just a single month during the staging, setup, and show activities. SCinet will apply the following formula to ensure that these donations are recognized for a longer period of time, to reflect the generosity of the contributor.

Hardware donations will still utilize the insured value of all hardware (e.g., not the MSRP). If MSRP is provided instead of an insured value, SCinet will use 30% of this value for evaluation purposes. Services and software that are donated for long-term SCinet use will be evaluated based on the yearly cost of the service. As in the loaned circumstances, all calculated dollar amounts will then be divided by $50,000 (rounding up) to produce a point value that will be used in the valuation process.

- *Initial Year*: Following the evaluation rules set out for loaned hardware, software, and services, the calculated point total will be multiplied by 5, and added to any other values (loans, and volunteer time) for the contributor.

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- **1st Year**: The 1st year after a loan will follow the same process as the initial year, but will value the initial donation with a multiplier of 4.
- **2nd Year**: The 2nd year after a loan will follow the same process as the initial year, but will value the initial donation with a multiplier of 3.
- **3rd Year**: The 3rd year after a loan will follow the same process as the initial year, but will value the initial donation with a multiplier of 2.
- **4th Year:** The 4th year (and final) after a loan will follow the same process as the initial year, but will value the initial donation without any other multipliers.

Loan Agreements & Audits

On occasion, a contributor may require that SCinet enter into a legally binding contract with respect to loaned hardware or software, or complete a compliance audit for conflicts of interest. If this is applicable for compliance monitoring within your organization, we ask that you give SCinet at least three months (e.g., notify us of requirements by no later than **July 1st 2026**) so we may seek guidance from the SC Conference sponsoring societies: IEEE and ACM. SCinet is unable to enter into any legal agreements directly, and all signatory responsibilities fall to the professional societies that sponsor the conference. These may take weeks or months to be completed and could delay the contribution process.

Time Contributions

SCinet isn't just a network for a single week in November; our success is due to the dedication of the individuals that are present over the course of a full year as they design, implement, operate, and disassemble the SCinet technology platform.

We also evaluate the staff time that contributors and volunteers donate in a more granular fashion so that it reflects the effort for the entire lifecycle of the SC conference. This methodology applies to specific individuals who interact with their teams throughout the year, and not just in the weeks before the conference starts in the fall. This approach will ensure that we are acknowledging the time that each contributor or volunteer organization is giving to ensure the overall success of the conference. Each individual that is participating will receive a certain number of points over the course of the year for key SCinet events:

- **6 Points - Team Leadership**: The SCinet chair selects trusted volunteers to serve in team leadership positions based on SCinet years of experience, and ability to deliver on conference goals. Individuals who take on the role of leading SCinet teams truly go above and beyond to ensure the success of the conference. This is a year-long responsibility of being engaged with SCinet throughout the entire process.
- **4 Points – Design & Planning Participation**: Individuals who are participating during the portions of the design process, e.g., the period of time between January and August, are critical in helping SCinet understand the best approach to integrate and build the SCinet technology platform. This includes attending events such as Inventory, Sprints, or meetings. *This value cannot be claimed if claiming the team leadership point values.*
- **3 Points - Staging**: Staging is a yearly activity in the conference city, typically in late October, where all loaned hardware, software, and services are inventoried and SCinet implementation begins.

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- **2 Points - Setup**: Setup is a yearly activity in the conference city, typically in early November, where all loaned hardware, software, and services are configured and operations begin.
- **1 Point - Show**: The SC conference itself is a chance to celebrate accomplishments, and connect with SCinet after a long year of planning and execution, followed by a single day to pack up everything before starting all again next year!

Note that this value may change over the course of the year, with the final evaluation being based on the participation of contributor staff on Friday November 13th, 2026.

Team Assistance
SCinet will also recognize contributors that are working with multiple teams by awarding 10 bonus points for every team beyond the first. For example, if a contributor has products for networking support, along with software for networking monitoring, these two contributions would provide value for different SCinet teams.

Extra Mile
SCinet will still allow our contributing partners or volunteers to go the "extra mile" by encouraging the purchase of co-branded merchandise for volunteers or other unique opportunities. Contributors may make a single donation of merchandise or other unique opportunities. All co-branded merchandise will be used by SCinet volunteers during the conference, and give visibility to your logo.

Contributors cannot use this process to rise from Platinum to the Diamond level.

Notification of Benefits
The SCinet Contributor Relations Team, and SCinet Leadership, will convey the level that each contributor achieves two times during the year:
- Initial Level: Friday August 14th, 2026
- Expected Level: Friday September 11th, 2026
- Final Level: Friday November 13th, 2026

There are opportunities to raise the valuation level based on changes to the BOM, number of staff participating, or through the extra mile program. The final evaluation is based on the received equipment on Friday November 13th, 2026.

Contributor Relations Webinars
The SCinet Contributor Relations Team, and SCinet Leadership, will host webinars to go over this guide, and be available for Q/A on April 21 2026 and April 23 2026. The materials and recording from these sessions will be stored at this location. More information on scheduling will be posted to the SCinet Contributor Portal[3]

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[3] https://scinet.supercomputing.org/contributor-relations

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Evaluation Examples

The points-based system is meant to highly value the effort that contributors or volunteers put into the SCinet design and planning process, instead of focusing solely on implementation and operation. Here are some examples of the valuation process, based on ways that contributors may participate.

Network Service Provider Example

A network provider (e.g., an organization that provides network connectivity to support the SC26 conference) will generally provide services, but may also loan equipment that will be used for operations. These two contributing items will be recorded in this approach to valuation, but also the time that employees from the provider spend in ensuring that the design, implementation, and operation of the service are seamless for SCinet. In this example, the volunteers participate all year long, and are named members of specific SCinet teams. A contributing engineer that is able to assist SCinet during the early phases of the year with design, as well as attending Staging, Setup, and Show, will ensure overall success of the service for use at the conference.

The breakdown of points for this example are as follows:
- Hardware Loan: $600,000, divided by 50,000 and rounded up to 12 points
- Service Loan: $500,000, divided by 50,000 and rounded up to 10 points
- Volunteer Effort: 34 points
    - 5 people participating in the Design & Planning Participation: 20 points
    - 3 people attending Staging: 9 points
    - 2 people attending Setup: 4 points
    - 1 person attending Show: 1 point
- Total Points: 56 points
- Initial Evaluation: Platinum

Software Provider Example

A software provider (e.g., an organization that primarily will facilitate the use of software to design, implement, or operate the SCinet network) will allow short-term licenses for any number of products.   Typically, this will be for a single month, but in some instances, it may be started earlier to allow for SCinet volunteers to understand how the software operates and how it may be integrated into the software ecosystem. The donation of contributor time, particular developers that may help with integration, or participation in SCinet sprints, will be extremely valuable to the overall success of SCinet. In this example, the volunteers participate all year long, and are named members of specific SCinet teams.

The breakdown of points for this example are as follows:
- Software loan: $250,000, divided by 50,000 and rounded up to 5 points
- Volunteer Effort: 21 points
    - 4 people involved in Design & Planning Participation: 16 points

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- o   2 people involved in Setup: 4 points
- o   1 person involved in Show: 1 point
- Total Points: 26 points
- Initial Evaluation: Gold

Networking Hardware Provider Example

A manufacturer of networking hardware (e.g., used to operate, test, or protect a network) typically sends hardware to SCinet to coincide with SCinet Staging in October and for use over the course of the month through the end of the show that the routing team uses. They also provide software that is used for networking monitoring and visualization that is used by another SCinet team. It may be that the contributor is not able to participate in early design activities with SCinet, but will send some short-term staff to ensure the equipment is functional at setup and the show for the purpose of packing and returning the loan properly during the teardown process. In this example, there are fewer points accrued due to the lower number of volunteer hours.

The breakdown of points for this example are as follows:
- Hardware Loan: $1,500,000, divided by 50,000 and rounded up to 30 points
- Volunteer Effort: 7 points
   - o   1 person attending Setup: 2 points
   - o   5 people attending Show: 5 points
- Team Bonus: 10 points
- Total Points: 47 points
- Initial Evaluation: Gold

This contributor may see how close they are to the next level, and reconsider their people's time, or pursue an extra mile program donation to achieve Platinum status.

Volunteer Organization Example

A university sends volunteers to attend portions of SCinet, but also loan out a server that can be used to perform some aspects of SCinet operation. One of the volunteers is a team lead and participates all year, the others are volunteers who attend staging, setup, and show (with the team lead). In this example, the volunteers participate all year long, and are named members of specific SCinet teams.

The breakdown of points for this example are as follows:
- Hardware Loan: $5,000, divided by 50,000 and rounded up to 1 point
- Volunteer Effort: 27 points
   - o   1 person acting as a team lead: 6 points
   - o   3 people attending Staging: 12 points
   - o   3 people attending Setup: 6 points
   - o   3 person attending Show: 3 points
- Total Points: 28 points

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- Initial Evaluation: Volunteer (*they are not considered a Contributor*), but will receive volunteer base-benefits equivalent to the "Gold" level of 5 exhibitor passes and logo placement.

Benefits

Continuing the traditions of the SCinet contributor program, we will extend a set of benefits to all contributors and volunteers based on their categorization. These will consist of a set of base benefits that everyone will receive, and then a set of premium benefits that are available to those contributors and volunteer organizations that reach certain point values.

Base Benefits

SCinet will be offering the following benefits to all SCinet contributors and volunteers
- ***Press Release Assistance:*** The SC communications team[4] must review any press releases, social media posts, or other forms of communication to ensure they meet the standards of the conference. All forms of external communication must be approved by them directly. Note this assistance is not meant to write articles directly.
- ***Branding & Recognition***: SCinet will integrate contributor and volunteer logos into LCD displays that are present on the SCinet NOC, DNOCs, and Helpdesk.

In addition to these benefits, SCinet also offers the following benefits that will change depending on the level of contribution that is achieved:
- ***SC Exhibitor Passes***: SCinet will sponsor a number of [exhibitor passes](#) for access to the SC26 conference. These passes can be distributed to contributor or volunteer organization members that wish to attend.
- ***SCinet Network Connections***: SCinet is the network provider for the SC conference, and provides wired internet connections to exhibitor booths. Depending on the number of contributor points earned, connections of various speeds will be discounted or made free. These connections can be transferred to other organizations, if the contributor does not want to use them directly. For SC26, the minimum network drop for a booth will be 10Gb/s (rather than 1Gb/s). Contributors needing 1Gb/s connections for devices in their booth will be able to purchase a switch from the SCinet Help Desk that has a 10Gb/s uplink with 1Gb/s copper connections. If you have purchased a switch from the SCinet Help Desk in the past, the Help Desk will upgrade the transceiver or switch at no cost.
- ***Logo Placement***: All contributor and volunteer organizations will have their institutional logos displayed at the SC26 conference. This logo visibility is unique to SCinet, and can be valued in thousands of dollars if purchased via the conference organizers.
  - ***SCinet Panels, Banners, and Signage:*** SCinet will place logos on various forms of signage around the NOC, DNOCs, and show floor. The prominence of placement is related to the contributor level achieved.

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[4] communications-team@scinet.supercomputing.org

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- o *SC Web Pages*: SCinet will place logos on a dedicated SC26 webpage. The prominence of placement is related to the contributor level achieved.
- *SC Theater*: Contributors can propose talks for inclusion during the SC theater. These talks must focus on how products or services are used within SCinet directly.
- *Tours of SCinet*: Contributors may request "backstage" tours of SCinet for VIPs during the hours of operation of the SC26 exhibit floor. These can be requested through Contributor Relations.

The following table can be used to understand what benefits are available to each rank of contributor, as well as volunteer organizations.

Table 1: SCinet Contributor Benefits

Benefit	Volunteer	Diamond[5]	Platinum	Gold	Silver	Bronze
SC Exhibitor Passes	Pass count is determined by the number of points divided by 10 and rounded up, with a minimum of 5			5	4	3
Network Connection	Free 10Gb/s or 50% Discounted 100Gb/s	Free Connection of Choice		Free 10Gb/s,, 100Gb/s, or 50% Discounted 400Gb/s	Free 10Gb/s or 50% Discounted 100Gb/s	Free 10Gb/s or 50% Discounted 100Gb/s
Logo on NOC Banner	Volunteer Level	1st Tier	2nd Tier	3rd Tier	4th Tier	5th Tier
Logo on SCinet Panels	NOC, DNOC, or Helpdesk placement	Most prominent NOC placement	Preferred NOC placement	Preferred NOC, DNOC, or Helpdesk placement	DNOC, or Helpdesk placement	DNOC, or Helpdesk placement
SC Web Pages	Volunteer Level	1st Tier	2nd Tier	3rd Tier	4th Tier	5th Tier
SC Theater	All contributors have the opportunity to propose talks for the SCinet theater that discuss their participation, and how their products are used within SCinet.					
Communications Assistance	SCinet must approve all communications surrounding participation in the SC26 conference.					
Tours of SCinet	Contributors can request tours of SCinet for VIPs during the hours of the exhibition floor. These can be coordinated with the Contributor Relations team.					

Premium Benefits

SCinet wishes to acknowledge the incredible contributions of organizations that accrue more than 50 points through donation of hardware, software, or services, as well as volunteer time. These premium benefits are available to any contributor or volunteer who reaches the point thresholds.

The following benefits that will change depending on the level of contribution that is achieved:
- *SCinet Network Connections*: Additional network connection(s), beyond those earned already, can be allocated to a contributor's booth, or another booth of their choosing.
- *Customized SCinet Panels*: Instead of your institutional logo, a customized SCinet NOC panel can be displayed on SCinet resources. This custom panel can include information on specific products or services, or offer ways for SC26 attendees to learn more information.

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[5]It is not possible to use the "Extra Mile" approach to reach the Diamond level.

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- *Keynote Mentions*: During the opening keynote, the SC general chair will mention SCinet contributors by logo as being critical to the success of the conference.
- *VIP Conference Passes*: SCinet will celebrate the contributions of our higher tier contributors on Monday November 16th 2026 at 4:00pm CT with a small gathering at the SCinet NOC. We will make an additional number of VIP passes available for these contributors to ensure their leadership can attend.
- *Booth Selection Assistance*: For contributors that sponsor booths at future SC conferences, SCinet will reserve a number of booths that are close to the SCinet NOC that will be available for selection.

The following table can be used to understand what additional benefits are available to each rank of contributor:

Table 2: SCinet Contributor Premium Benefits

Premium Benefit	50-100 Points	100-150 Points	150+ Points
Network Connection	Free Connection of Choice	Free Connection of Choice	2 Free Connections of Choice
Custom NOC Panel	Yes	Yes	Yes
Keynote Mention	Yes	Yes	Yes
VIP Passes	3	4	5
Booth Selection Consideration	2nd Tier	1st Tier	1st Tier

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SCinet Communication

SCinet has several communication methods for contributors to use:

- General questions related to your SCinet participation: contributor-relations@scinet.supercomputing.org
- Technical questions can be sent to individual team leads directly. For contact information, please email contributor-relations@scinet.supercomputing.org first.
- Communications: communications-team@scinet.supercomputing.org
- SCinet management: mgmt26@scinet.supercomputing.org

SCinet Logistics

The SCinet Logistics team[6] is responsible for the control of all loaned hardware used by SCinet. They will be the primary contacts for questions on insurance, inbound shipping, and outbound shipping. Failure to provide information to SCinet logistics could result in delayed receipt and return of hardware, as well as loss of benefit level.

Insurance

Using the Bill of Materials and Liability Waiver, provided by the contributor, the conference sponsors (IEEE and ACM) will secure insurance to cover the replacement cost of the equipment loaned by each contributor for the period in which SCinet has possession of the equipment (from the time it is transferred from our logistics contractor and we perform inventory, to the time we release it back to logistics contractor). It is critical that the Bill of Materials, and Liability Waiver, be submitted on time and must accurately depict what is being sent, and will be used, by SCinet.

Bill of Materials

The expected Bill of Materials, due on September 4th 2026, will serve as the basis for all SCinet insurance calculations as well as benefits level. Accuracy is required, and we encourage all contributors to check the submission. Failure to properly account for loaned hardware on this expected BOM will result in SCinet not being able to properly insure items against damage or loss. SCinet is aware that sometimes changes must occur later than September 4th, 2026: in these cases it is possible that we will not be able to update our insurance in time and liability will remain with the contributor. If a contributor does have a change to the BOM after the deadline, please inform contributor-relations@scinet.supercomputing.org immediately to make changes to the insurance rider.

Liability Waiver

The Liability Waiver, (required for contributors loaning hardware to SCinet) is due on June 19th 2026. It must be physically signed and sent to SCinet, so that they can be submitted to the SC sponsoring societies (IEEE and ACM) for countersigning.

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[6] logistics@scinet.supercomputing.org

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Inbound Shipping

All shipping of equipment for use within SCinet must be coordinated with the SCinet Logistics team[7]. Inbound shipping and insurance costs are the responsibility of the contributor.

Shipping will be categorized into two time periods:
- Items required for the Pre-staging event in October (most common) must arrive at Freeman no later than Wednesday October 14, 2026.
- Items arriving for the Setup/Show event in November (uncommon) must arrive at Freeman no later than Monday November 9, 2026.

The shipping label must be applied to each and every box, envelope, crate, etc. that will arrive for staging.

Additionally, tracking information for each shipment must be shared with logistics@scinet.supercomputing.org. This allows the logistics team to identify shipments for routing within the Freeman shipping yard, locate missing items and ensure that all items arrive at the convention center on-time for staging, setup and show. All loaned equipment and other materials must be delivered, using the Freeman label, by the defined deadline. A Bill of Lading (BOL) must be provided with each shipment to record what is present.

Items being shipped later must use the same label and procedure above, noting to Logistics the expected arrival time. SCinet Logistics can advise on the use of alternative shipping labels or addresses.

Receiving and Inventory

Once SCinet takes delivery of loaned equipment, SCinet is responsible for all activities: unboxing, inventory, installation, configuration, removal, reverse inventory, and re-boxing. Please note that even if you are a representative of a contributor, SCinet maintains full control from a liability standpoint. Hardware cannot leave SCinet's possession without authorization.

When the equipment is received, the BOL, in conjunction with the results of the check-in process, will supersede the BOM as the basis for inventory and accounting of received items, the inventory operations used for returning the correct materials at the end of the conference, and any changes in valuation level achieved. Differences between BOL and BOM will require a signature by a representative of the contributor or SCinet team lead to acknowledge the discrepancy. If the replacement cost is not specified on the BOM, or the BOL differs significantly from the BOM, SCinet may not be able to properly determine the insurance value of the equipment and can NOT be held liable if an adequate insurance level is not obtained; these differences will also result in a re-evaluation in benefit level achieved.

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[7] logistics@scinet.supercomputing.org

contributor-relations@scinet.supercomputing.org

Outbound Shipping

All return shipping of equipment must be coordinated with the SCinet Logistics team[8], and identified via the outbound shipping form.

In all cases, unless discussed and approved by the SCinet chair, SCinet will de-rack and re-pack loaned equipment using the materials used for inbound shipping. If a contributor wishes to perform this directly, this must be declared to SCinet as part of the shipping choice selection. In NO case, however, will equipment be released from SCinet possession without a completed outgoing inventory and signature to confirm handoff.

It is critical to ensure that your return shipping choices are made by the deadline date. Changes may be made after the deadline, and will be fulfilled where possible, but cannot be guaranteed. Shipping to residential addresses is complicated due to common carrier restrictions. When designating the destination address, it is recommended to utilize a commercial address.

SCinet strongly recommends that the official logistics company of SC, Freeman, be used to manage outbound shipping responsibilities. If another company is used, SCinet will not be able to assist in the event of loss or damage.   It will be up to the contributor to arrange shipping details with non-preferred carriers.

Outbound shipping costs for contributors utilizing Freeman as a carrier will be covered by SCinet. Contributors not wanting to use Freeman will need to arrange their own shipping at their own expense. Note: Outbound shipping using common carriers (e.g., UPS, FedEx, etc.) can be very difficult to arrange at many convention centers, therefore it is strongly encouraged that contributors use Freeman for outbound shipments. It is up to contributors to arrange pickup of their items for common carriers, even with pre-paid shipping labels, and SCinet cannot provide any support once the equipment has been released.

Steps to ensure the secure and proper return of your equipment:
1. Complete and submit the SCinet Outbound Shipping Request. Select the appropriate shipping method.
2. Complete and verify, via signature, the proper packing of your equipment (optionally completed by SCinet)
3. Freeman may contact you to verify information

Shipping Process
SCinet strongly recommends that the official logistics company of SC, Freeman, be used to manage outbound shipping responsibilities. If another company is used, SCinet will not be able to assist in the event of loss or damage.   It will be up to the contributor to arrange shipping details with non-preferred carriers.

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[8] logistics@scinet.supercomputing.org

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If chosen, Freeman will organize and ship your equipment to the chosen address(es) as identified in the [SCinet Outbound Shipping Request.](#) SC insurance will cover the equipment until delivered to the designated destination. Alternative methods are available, but strongly discouraged by SCinet:

Exceptions
1. **Hand carry** - You may hand carry your equipment back to your booth for shipping with the rest of your company's equipment, or to a private carrier the contributor has arranged for, **but only after SCinet has finished inventory and has cleared release**. This will require direct coordination with the Logistics team. Once signed out, SC insurance no longer covers the equipment. Notify the Logistics team that you wish to hand carry and they will work with you on the procedure and meet necessary deadlines. *Unless otherwise coordinated with SCinet, hand carry release will not occur until Friday Afternoon at the earliest.*
2. **Ship by chosen carrier (other than Freeman)** - You may choose a private carrier for your shipping needs at your own expense. This will require coordination with the Logistics team. Freeman will release the equipment to the carrier when they arrive. Because Freeman manages the logistics for the convention center, private carriers are often a slower choice for egressing the host city. Please keep this in mind as you schedule your pickup, and it may be the case that the carrier does not receive access to loading docks until a later time. SC insurance covers the equipment until accepted by the private carrier.

Regardless of the selected shipping method, access to loaned equipment is restricted after the show closes until it has been successfully cleared by the SCinet Logistics team and representative signature. During SCinet activities (beginning upon receipt by Freeman and terminating with the release of the equipment to the owner, which varies by shipping method) SC assumes liability for the equipment until this process is completed, and maintains insurance for loss or damage. Please be patient with our volunteers, and understand that we are completing a complex process that cannot be rushed. Due to these liability reasons, this process requires a number of controls. The SCinet NOC will be closed to all volunteers and contributors until at least 10:00 am local time on the morning of the teardown activity until SCinet Management has installed and verified all controls. It is our goal to return all aspects of the loaned equipment in the same shape it arrived; thus, our care is warranted to ensure safe and accurate delivery.

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SC Conference Visibility & Marketing

The [SCinet Communications team][9] is responsible for approval of all communication and marketing collateral used by SCinet contributors. They will be the primary contacts for questions on logos, panels, and other aspects of the conference. The communications team is an editorial resource, and **will not** create marketing collateral, but must be consulted before publication of any item that mentions SCinet or the SC conference. Failure to provide information to SCinet communications could result in loss of benefit level.

Logos

High-quality (vector scalable) logo images are used on our banners, panels, press releases and web presence. Timely access to contributor logos allows us to design visual branding which provides the highest visibility to our contributors.

Failure to submit a high-quality logo will result in exclusion from the banners, panels, press releases and web presence. See the [graphics requirements] section, that follows for details on acceptable options.

Panels

SCinet will display Contributors' logos, or in some cases customized marketing materials, on the panels that make up the SCinet NOC and DNOC structures. Contributors that reach the Diamond or Platinum level of recognition have the option of submitting special advertising graphics in addition to just a corporate / institutional logo. Each panel is 38.75 inches wide by 94 inches tall. The actual usable space for your special advertising graphics is roughly 36 inches wide by 60 inches high. An example panel follows:

Figure 2: Typical Panels for Contributors and Overall Dimensions

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[9] communications-team@scinet.supercomputing.org
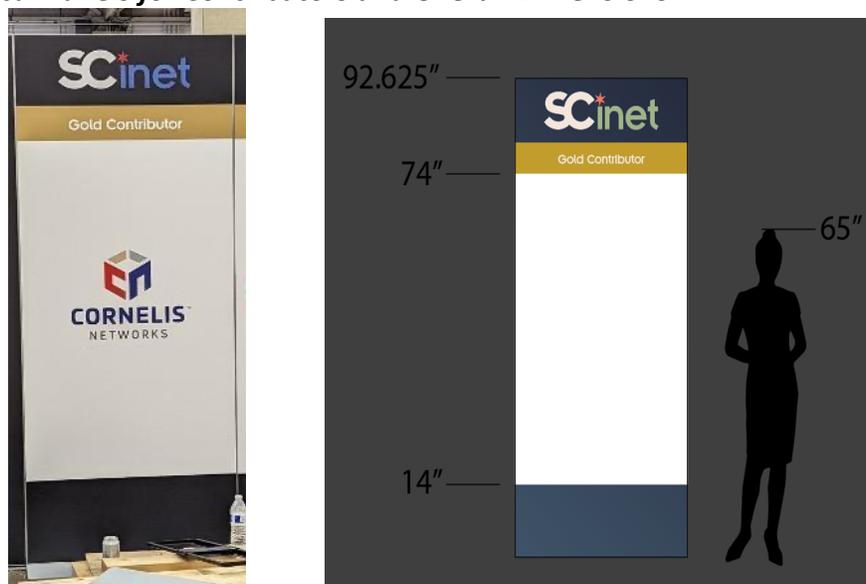
contributor-relations@scinet.supercomputing.org

For Diamond and Platinum contributors, the customized panel is not restricted to just a logo, and can reflect advertising strategies for the conference, information on booth location, or QR codes that link to other collateral. All content that is added to panels is still subject to approval of the SCinet Communications Team to ensure it is meeting the requirements of branding and advertisement within the SC conference. Within reason, the space use is up to the contributor. The panels usually have a bright white background with accent colors from the current conference logo and may include the conference and/or SCinet logos on the top or bottom.

All contributors are responsible for the quality of the final product - SCinet cannot design these on your behalf, but will review the final result to ensure it has a high quality during the printing process. The following guidelines are provided to ensure that you get high quality results:
- Make sure your artwork proportions are correct to the desired final size (maximum 36 inches wide by 60 inches high), and contains proper resolution for enlargement.
- Vector file formats are required. Depending on the scale, lower resolutions may result in decreased image quality. SCinet is not responsible for the quality of submitted graphics.

Failure to submit a high-quality logo or panel design will result in exclusion. See the graphics requirements section that follows for details on acceptable options.

Marketing and Communications Assistance
SCinet encourages our contributor partners to share information on their products and services during the SC26 conference. Our communications team is available to assist in this process, to ensure that contributions are being highlighted in a uniform and positive manner. The following services are offered to all contributors in the program:
- Logo recognition on SCinet web presence & other conference collateral
- Coordination of prepared marketing communications involving SC26 and SCinet (e.g., social media, press releases, blog posting)
- Logo recognition on SCinet displays located in the conference exhibit hall

More information is available via our communications team; they can be reached at communications-team@scinet.supercomputing.org.

Co-Branded Apparel
SCinet Co-branded t-shirts, polos, vests, other outerwear, or non-clothing items are another way to publicize a contributor's participation as well as be used to increase the valuation level. SCinet will provide the following details to contributors who will participate in this aspect of the program:

1. SCinet Logos and thread colors (these are non-negotiable and change each year). ***Use of prior year threadwork is not permitted, please be careful not to accidentally reuse a***

contributor-relations@scinet.supercomputing.org

previous year's logo or colors, this will disqualify apparel from being able to be used during the conference

2. Logos and thread colors can be found on the [SCinet Contributor Relations Portal](https://scinet.supercomputing.org/contributor-relations)[10]
3. Sizes and quantities for SCinet use
4. Restrictions on logo placement on the article
5. Historical size baselines for planning purposes
6. Suggested colors to prevent conflict with other items
7. Suggested days and opportunities the articles can be used

SCinet will provide the size quantities to the contributors who have elected to donate apparel no later than mid-August. SCinet management should be consulted on all designs before they are finalized to verify coloring and logo placement. Delivery is required by the defined shipping deadline. Please use the logistics label.

Once received, the apparel will be sorted and provided to SCinet team members. Coordinated schedule of use during the event will be provided prior to show week. Preference for a particular day may be considered. Conflicts over days will be broken by contributor level and decided at the discretion of the SCinet Chair.

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[10] https://scinet.supercomputing.org/contributor-relations

contributor-relations@scinet.supercomputing.org

Appendices

Full List of Dates

Contributor Relations Webinars	April 21 and 23, 2026
Contributor Intent to Participate Due	Friday, May 29, 2026
Initial Bill of Materials	Friday, June 19, 2026
Liability Waivers due	Friday, June 19, 2026
Initial Valuation Deadline	Friday, July 31, 2026
Contributor Logos submitted	Friday, July 31, 2026
Updated Bill of Materials Due	Friday, August 7, 2026
Confirmation to contributors of Initial Benefit Level	Friday, August 14, 2026
Apparel Sizes and Quantities Released to contributors	Friday, August 14, 2026
Co-branded Apparel commitment deadline	Friday, August 28, 2026
Expected Valuation Deadline	Friday, September 4, 2026
Expected Bill of Materials Due	Friday, September 4, 2026
Outbound Shipper Paperwork Submitted	Friday, September 4, 2026
SCinet Panel Artwork submitted	Friday, September 4, 2026
Confirmation to contributors of Updated Benefit Level	Friday, September 11, 2026
Network connection transfer request submitted	Friday, September 25, 2026
Loaned Equipment Delivered to Freeman Warehouse	Wednesday, October 14, 2026
Co-branded Apparel Shipment Received	Wednesday, October 14, 2026
Request complimentary exhibitor passes	Friday, October 30, 2026
SCinet Staging	October 21 - 30, 2026
Confirmation to contributors of Final Benefit Level	Friday, November 13, 2026
SCinet Setup	November 9-14, 2026
SC Show	November 15-19, 2026
SCinet Teardown	Friday, November 20, 2026
Freeman Outbound Shipping	Saturday, November 21, 2026

contributor-relations@scinet.supercomputing.org

Graphics Requirements

It is extremely important to submit your organization or company logo in a format appropriate for scaling up on print and embroidered products. The preferred file formats are the vector formats listed below. The raster formats are normally unacceptable, unless the logo is developed for a large-scale printout. Graphics submitted in a compressed raster format will be rejected and will not be included in the banner if our graphics team deems them unacceptable. See the table below for clarity. Vector images are preferred and will be verified by the graphic design team.

Table 4: Acceptable Graphic File Formats for Company Logos – Green is preferred. Yellow is acceptable, but not preferred due to issues with image scaling. Red will be rejected.

Extension	Description	Type
EPS, PS	Encapsulated & PostScript	Vector
AI	Adobe Illustrator	Vector
CDR	Corel Draw	Vector
CMX	Corel Presentation	Vector
PDF	Adobe Acrobat	Vector
SVG	Scalable Vector Graphics	Vector
JPG/JPEG	JPEG	Raster
TIF/TIFF	Tagged Image File Format	Raster
CPT	Corel Photo Paint	Raster
PSD	Adobe Photoshop	Raster
PNG	Portable Network Graphics	Compressed Raster
GIF	Graphical Interchange Format	Compressed Raster
BMP	Bitmap	Compressed Raster

Any formats not listed above cannot be accepted.

contributor-relations@scinet.supercomputing.org

Staging Through Setup Shipping Label
The label will also be available on the SCinet Contributor Relations Portal[11] as a PDF file

FREEMAN

RUSH

DO NOT DELAY

TO: MGMT/SCiNet

SC26
C/O Freeman
8201 W. 47th St. Door 21
McCook, IL 60525

MUST ARRIVE BY
OCTOBER 12, 2026

SC26
SCINET BOOTH 3034
PRE-STAGE MATERIAL

FREEMAN

RUSH

DO NOT DELAY

TO: MGMT/SCiNet

SC26
C/O Freeman
8201 W. 47th St. Door 21
McCook, IL 60525

MUST ARRIVE BY
OCTOBER 12, 2026

SC26
SCINET BOOTH 3034
PRE-STAGE MATERIAL

THE ABOVE LABELS ARE PROVIDED FOR YOUR CONVENIENCE. PLACE ONE ON EACH PIECE SHIPPED TO ENSURE PROPER DELIVERY. IF MORE LABELS ARE NEEDED COPIES ARE ACCEPTABLE.

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[11] https://scinet.supercomputing.org/contributor-relations

contributor-relations@scinet.supercomputing.org

Waiver of Liability and Hold Harmless Agreement by Lender

In consideration for receiving permission to participate in the Supercomputing 2026 Conference ("SC26"), I (an authorized signatory of the owner of equipment ("Lender/Owner" hereunder) on behalf of the Lender/Owner, hereby release, waive, discharge and hold harmless The Institute of Electrical and Electronics Engineers, Incorporated ("IEEE") and the Association for Computing Machinery Inc ("ACM", and together with IEEE, the "Sponsors"), collectively and each individually, and its and their directors, officers, agents, employees, or volunteers, from any and all liability, claims, demands, actions, causes of actions, loss of use and loss of profits arising out of or related to any loss, damage or injury to any equipment and related property belonging to Lender/Owner while in transit to or from McCormick Place, Chicago IL, or in any place or places not connected with the SC26 Conference.

Lender/Owner acknowledges that the Sponsors will be responsible for insurance of the equipment listed in the attachment[12] from the date of arrival at McCormick Place, Chicago, IL, until the conclusion of the SC26 Conference on **Saturday, November 21, 2026 ("Move Out Date")**. Attached is a complete list of all equipment being loaned to the Sponsors, including insurance values to be used for insurance purposes.

Lender/Owner warrants that shipment of any forms of equipment and related property is packaged to protect the enclosed goods, and to ensure safe transportation with care in handling, and that each package is appropriately labeled and in good order for shipper.

Lender/Owner acknowledges that it is their sole responsibility to secure and maintain any and all applicable insurance as it relates to any and all physical damage, loss of use or loss of profits, and any and all liability arising out of the shipping of equipment in relation to the SC26 Conference. Applicable insurance is to cover any and all equipment. Failure to secure the applicable insurance is the sole responsibility of the Lender/Owner and not the responsibility of the Sponsors and their directors, officers, agents, employees, or volunteers.

IN NO EVENT SHALL EITHER PARTY BE LIABLE TO THE OTHER PARTY FOR ANY INCIDENTAL, CONSEQUENTIAL, SPECIAL, OR PUNITIVE DAMAGES (INCLUDING, WITHOUT LIMITATION, LOST PROFITS, LOST BUSINESS, LOSS OF DATA OR COST OF SUBSTITUTE SERVICES) ARISING OUT OF OR IN CONNECTION WITH ANY AGREEMENT BETWEEN THE PARTIES, OR THE SERVICES PERFORMED THEREUNDER UNDER ANY THEORY OF LIABILITY (WHETHER IN CONTRACT, TORT, STRICT LIABILITY OR OTHERWISE), EVEN IF THAT PARTY HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES.

I, _____, certify that I am an authorized signatory of the Lender/Owner of the equipment and that I have full authority to exercise the authority of ownership for the equipment referred to herein.

Agreed to and Accepted:

Lender/Owner Signature _____

Lender/Owner Name Printed_____

Lender/Owner Company_____

Lender/Owner Email_____

Lender/Owner Phone_____

Date_____

Lender Owner Equipment Summary_____(see attached)_____

Insurance or Replacement Value in USD_____

Confirmation:

SC26 Representative Signature & Date_____

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[12] Attach a full bill of materials to this waiver.

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