



Contributor Program Participation Guide

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Prepared by SC24 SCinet Contributor Relations Team
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Executive Summary	3
Contributor Requirements & Expectations	3
Important Contributor Dates	4
Important SCinet Dates	4
2024 SCinet Contributor Program	5
Categorization	5
Contributors	5
Volunteers	5
2024 Program Simplification	5
Evaluation Examples	8
Benefits	10
Base Benefits	10
Premium Benefits	11
SCinet Communication	12
SCinet Logistics	13
Insurance	13
Inbound Shipping	13
Receiving and Inventory	14
Outbound Shipping	14
SC Conference Visibility & Marketing	16
Logos	16
Panels	16
Marketing and Communications Assistance	17
Co-Branded Apparel	18
Appendices	19
Full List of Dates	19
Graphics Requirements	20
Staging Shipping Label	21
Setup/Show Shipping Label	22
Liability Waiver	23

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 technical infrastructure 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.

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)
- [Signed Liability Waiver](#)
- 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:
 - **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

¹ <https://scinet.supercomputing.org/contributor-relations>

Important Contributor Dates

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

- Contributor Intent to Participate Due Friday, May 31, 2024
- Initial Bill of Materials Friday, June 28, 2024
- Liability Waivers due Friday, June 28, 2024
- Updated Bill of Materials Due Friday, August 9, 2024
- Final Bill of Materials Due (used for insurance) Friday, September 6, 2024
- Outbound Shipper Paperwork Submitted Friday, September 6, 2024
- Loaned Equipment Received Friday, October 18, 2024

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

- “Extra Mile” Contribution Declaration Friday, August 30, 2024
- Contributor Logos submitted Friday, September 13, 2024
- SCinet Panel Artwork submitted Friday, September 13, 2024
- Request complimentary exhibitor badges Friday, September 27, 2024
- Network connection transfer request submitted Friday, September 27, 2024
- Co-branded Apparel Shipment Received Friday October 18, 2024

Important SCinet Dates

SCinet Deadlines:

- Initial Valuation Deadline Friday, August 2, 2024
- Confirmation of Initial Benefit Level Achieved Friday, August 16, 2024
- Apparel Sizes and Quantities Released Friday, August 16, 2024
- Final Valuation Change Deadline Friday, September 6, 2024
- Confirmation of Final Benefit Level Achieved Friday, September 13, 2024
- Freeman Outbound Shipping Date Saturday, November 23, 2024

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 25, 2024) (small group, typically Logistics and Team Leads only)
- SCinet **Staging** (October 26 - November 2, 2024) (Final dates will be determined by SCinet team requirements)
- SCinet **Setup** (November 11-16, 2024 ~6 days)
- SC **Show and Teardown** (November 17-22, 2024 ~6 days)

2024 SCinet Contributor Program

The SC conference 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.

We have heard feedback about the benefits that contributors and volunteers receive each year, and the complexity in understanding how it is possible to achieve each level. For SC24 and beyond, we are making changes to simplify how to qualify within the SCinet contributor program, and are changing the ways we evaluate this participation.

Categorization

Starting in 2024, 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 SCinet volunteers that design, build, operate, and disassemble the infrastructure.

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, or agencies) may make a material loan, but this new system will categorize these organizations as volunteers.

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 infrastructure.

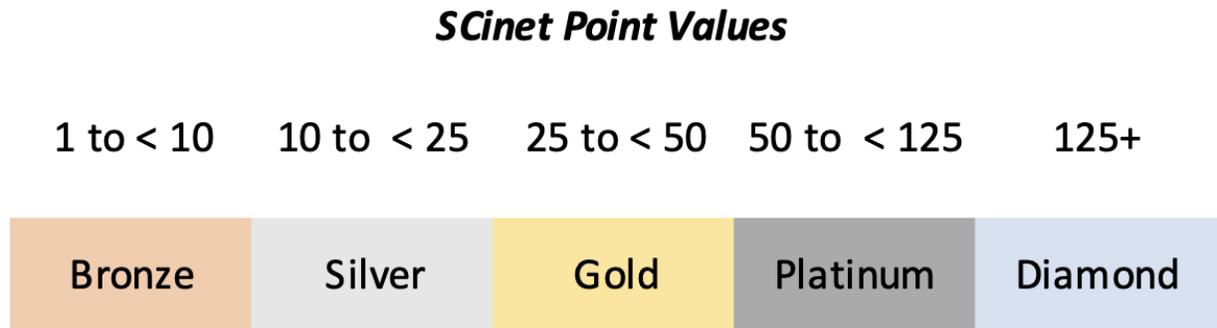
2024 Program Simplification

Starting in 2024 to support the SC24 conference, we are transitioning to 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. 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 will still be recognized by different levels that reflect their overall contribution:

- **Bronze:** 1-10 Points
- **Silver:** 10-25 Points
- **Gold:** 25-50 Points
- **Platinum:** 50-125 Points
- **Diamond:** 125+ Points²

Figure 1: SCinet Contributor Levels & Point Requirements



SCinet Contributor Levels

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

Loaned Hardware, Software, and Service Contributions

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.

Starting in 2024 for SC24, we will simplify the way we evaluate these 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, 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, will be used to evaluate service donations. If the Bill of Materials only provides a

² There can only be 2 Diamonds recognized yearly: one for software and services, and one for hardware. It is not possible to use the “Extra Mile” approach to reach the Diamond level.

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 final valuation process.

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 final 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.
- **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.

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 infrastructure.

Starting in 2024 for SC24, we are going to 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. The new 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:

- **10 Points - Team Leadership:** The SCinet chair selects trusted volunteers to serve in team leadership positioned 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.
- **5 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 infrastructure. This includes attending events such as Inventory, Sprints, or meetings. This value cannot be claimed if claiming the team leadership point values.
- **5 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 implemented.
- **3 Points - Setup:** Setup is a yearly activity in the conference city, typically in early November, where all loaned hardware, software, and services are implemented and operated.
- **1 Point - Show:** The SC conference is a chance to relax 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!

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.

Contributors cannot use this process to rise from Platinum to Diamond³.

Evaluation Examples

The new system is meant to simplify the previous approach that did not highly value the effort that contributors or volunteers put into the SCinet design and planning process, instead focusing solely on implementation and operation. Here are some examples of the valuation process, based on ways that contributors may participate.

Network Service Provider

A network provider (e.g., an organization that provides network connectivity to support the SC24 conference) will generally provide services, but may also loan equipment that will be used to deliver bandwidth. These two contributing items will be recorded in the new approach to

³ There can only be 2 Diamonds recognized yearly: one for software and services, and one for hardware. It is not possible to use the “Extra Mile” approach to reach the Diamond level.

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.

- 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: 47 points
 - 3 people participating in the Design & Planning Participation: 15 points
 - 5 people attending Staging: 25 points
 - 2 people attending Setup: 6 points
 - 1 person attending Show: 1 point
- Total Points: 69 points
- Initial Evaluation: Platinum

Software Provider

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.

- Software loan: \$250,000, divided by 50,000 and rounded up to 5 points
- Volunteer Effort: 27 points
 - 4 people involved in Design & Planning Participation: 20 points
 - 2 people involved in Setup: 6 points
 - 1 person involved in Show: 1 point
- Total Points: 32 points
- Initial Evaluation: Gold

Networking Hardware Provider

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.

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 minimal points accrued due to the lower than expected number of volunteer hours.

- Hardware Loan: \$1,500,000, divided by 50,000 and rounded up to 30 points
- Volunteer Effort: 8 points
 - 1 person attending Setup: 3 points
 - 5 people attending Show: 5 points
- Total Points: 38 points
- Initial Evaluation: Gold

Volunteer Organization

A university may send 3 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 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.

- Hardware Loan: \$5,000, divided by 50,000 and rounded up to 1 point
- Volunteer Effort: 37points
 - 1 person acting as a team lead: 10 points
 - 3 people attending Staging: 15 points
 - 3 people attending Setup: 9 points
 - 3 person attending Show: 3 points
- Total Points: 38 points
- Initial Evaluation: Volunteer (they are not considered a Contributor), but will receive volunteer base-benefits of 4 extra 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 will review any press releases, social media posts, or other forms of communication to ensure they meet the standards of the conference. Note this assistance is not meant to write articles directly.
- **Branding & Recognition:** SCinet will integrate contributor and volunteer logos into rotating displays that are present on the SCinet NOC, DNOCs, and Helpdesk.

In addition to these benefits, 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	Diamond	Platinum	Gold	Silver	Bronze	Volunteer
<i>SC Exhibitor Badges</i>						
Badge count is determined by the number of points divided by 10, and rounded up.						
Network Connection	Free Connection of Choice	Free 1Gb/s or 10Gb/s, or 100Gb/s, or 400Gb/s	Free 1Gb/s or 10Gb/s, or 50% Discounted 100Gb/s	Free 1Gb/s or 50% Discounted 10Gb/s	50% Discounted 1Gb/s	N/A
Logo on NOC Banner	1 st Tier	2 nd Tier	3 rd Tier	4 th Tier	5 th Tier	Volunteer Level
Logo on SCinet Panels	Most prominent NOC placement	Preferred NOC placement	Preferred NOC, DNOC, or Helpdesk placement	DNOC, or Helpdesk placement	DNOC, or Helpdesk placement	DNOC, or Helpdesk placement
SC Web Pages	1 st Tier	2 nd Tier	3 rd Tier	4 th Tier	5 th Tier	Volunteer Level

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.

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
Booth Selection Consideration	2 nd Tier	1 st Tier	1 st Tier
Whisper Suite	N/A	50% Discount	100% Discount

⁴ There can only be 2 Diamonds recognized yearly: one for software and services, and one for hardware. It is not possible to use the “Extra Mile” approach to reach the Diamond level.

SCinet Communication

SCinet suggests several communications 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 and marketing: communications-team@scinet.supercomputing.org
- SCinet management: mgmt24@scinet.supercomputing.org

SCinet Logistics

The [SCinet Logistics team](#)⁵ 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 received, to the time it is released to the outbound shipment carrier). It is critical that the Bill of Materials be submitted on time and must accurately depict what is being sent, and will be used, by SCinet.

Inbound Shipping

All shipping of equipment for use within SCinet must be coordinated with the [SCinet Logistics team](#)⁶. 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 Friday October 18th, 2024.
- Items arriving for the Setup/Show event in November (uncommon) must arrive at Freeman no later than Wednesday November 6th, 2024.

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 shipment 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 expected arrival time. SCinet Logistics can advise on the use of alternative shipping labels or addresses.

⁵ logistics@scinet.supercomputing.org

⁶ logistics@scinet.supercomputing.org

Receiving and Inventory

When the equipment is received, the Bill of Lading (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 as well as the inventory operations used for returning the correct materials at the end of the conference. Differences between BOL and BOM will require a signature by a representative of the contributor or SCinet team lead. 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.

Outbound Shipping

All return shipping of equipment must be coordinated with the [SCinet Logistics team](#)⁷.

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.

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)

⁷ logistics@scinet.supercomputing.org

Shipping Process

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.

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. 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.
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 dock infrastructure 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 has insurance liability for the equipment until this process is completed. Please be patient with our volunteers, and understand that we are completing a complex process that cannot be rushed. For 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 teardown until exit inventory is complete. 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.

SC Conference Visibility & Marketing

The [SCinet Communications team](#)⁸ 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.

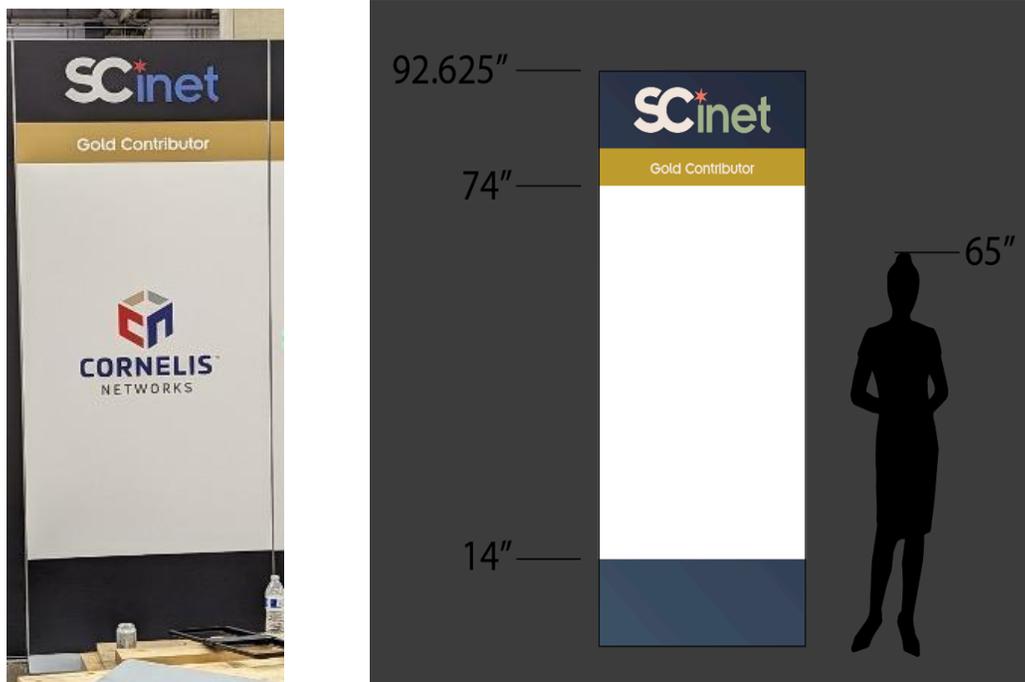
Failure to submit a high-quality logo will result in exclusion from the banners, panels, press releases and web presence. See the [graphics requirements](#) section, that follows for details on acceptable options.

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:

⁸ communications-team@scinet.supercomputing.org

Figure 2: Typical Panels for Contributors and Overall Dimensions



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 SC24 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 SC24 and SCinet (e.g., social media, press releases, blog posting)
- Logo recognition on SCinet displays located in the conference exhibit hall

For our Diamond level contributors, we are also pleased to offer the following additional services:

- Assistance in developing impactful communication strategies for contributions
- Technology focus content 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, and outerwear 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 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](#)⁹
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.

⁹ <https://scinet.supercomputing.org/contributor-relations>

Appendices

Full List of Dates

Contributor Intent to Participate Due	Friday, May 31, 2024
Initial Bill of Materials	Friday, June 28, 2024
Liability Waivers due	Friday, June 28, 2024
Initial Valuation Deadline	Friday, August 2, 2024
Updated Bill of Materials Due	Friday, August 9, 2024
Confirmation to contributors of Initial Benefit Level Achieved	Friday, August 16, 2024
Apparel Sizes and Quantities Released to contributors	Friday, August 16, 2024
WINS Volunteer Travel Support Fund Contribution Declaration	Friday, August 30, 2024
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SCinet Panel Artwork submitted	Friday, September 13, 2024
Network connection transfer request submitted	Friday, September 27, 2024
Request complimentary exhibitor badges	Friday, September 27, 2024
Loaned Equipment Delivered to Freeman Warehouse	Friday, October 18, 2024
Co-branded Apparel Shipment Received	Friday, October 18, 2024
SCinet Staging	Friday October 25 - November 2, 2024
SCinet Setup	November 11-16, 2024
SC Show	November 17-21, 2024
SCinet Teardown	Friday, November 22, 2024
Freeman Outbound Shipping	Saturday, November 23, 2024

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. 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.

Staging Shipping Label

The label will also be available on the [Scinet Contributor Relations Portal](https://scinet.supercomputing.org/contributor-relations)¹⁰ as a PDF file

<p>F R E E M A N</p> <p>R U S H</p> <p>DO NOT DELAY</p> <p>TO: MGMT</p> <p>C/O FREEMAN 841 Joseph E Lowery Blvd NW Atlanta, GA 30318</p> <p>MUST ARRIVE BY <u>OCTOBER 18, 2024</u></p> <p>SC24</p> <p>SCINET BOOTH 2149 PRE-STAGE MATERIAL</p>	<p>F R E E M A N</p> <p>R U S H</p> <p>DO NOT DELAY</p> <p>TO: MGMT</p> <p>C/O FREEMAN 841 Joseph E Lowery Blvd NW Atlanta, GA 30318</p> <p>MUST ARRIVE BY <u>OCTOBER 18, 2024</u></p> <p>SC24</p> <p>SCINET BOOTH 2149 PRE-STAGE MATERIAL</p>
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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.

¹⁰ <https://scinet.supercomputing.org/contributor-relations>

Setup/Show Shipping Label

The label will also be available on the [Scinet Contributor Relations Portal](https://scinet.supercomputing.org/contributor-relations)¹¹ as a PDF file

<p>F R E E M A N</p> <p>R U S H</p> <p>DO NOT DELAY</p> <p>TO: MGMT</p> <p>C/O FREEMAN GEORGIA WORLD CONGRESS CENTER 285 Andrew Young Intl Blvd NW AVE Atlanta, GA 30313</p> <p>MUST ARRIVE ON <u>NOV 11, 2024</u> SC24 SCINET BOOTH 2149 MATERIAL</p>	<p>F R E E M A N</p> <p>R U S H</p> <p>DO NOT DELAY</p> <p>TO: MGMT</p> <p>C/O FREEMAN GEORGIA WORLD CONGRESS CENTER 285 Andrew Young Intl Blvd NW AVE Atlanta, GA 30313</p> <p>MUST ARRIVE ON <u>NOV 11, 2024</u> SC24 SCINET BOOTH 2149 MATERIAL</p>
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¹¹ <https://scinet.supercomputing.org/contributor-relations>

Liability Waiver

Waiver of Liability and Hold Harmless Agreement by Lender

In consideration for receiving permission to participate in the Supercomputing 2024 ("SC24") Conference, I (the Lender/Owner hereunder) hereby release, waive, discharge and hold harmless The Institute of Electrical and Electronics Engineers Incorporated, ("IEEE") and the Association for Computing Machinery Inc ("ACM") ("the Sponsors"), collectively and each individually, its and their directors, officers, agents, employees, or volunteers from and any and all liability, claims, demands, actions, causes of actions, loss of use and loss of profits whatsoever arising out of or related to any loss, damage or injury to any property in the form of equipment, property related to said equipment, belonging to Lender/Owner while in transit to or from the Georgia World Congress Center (GWCC), Atlanta GA, or in any place or places not connected with the SC24 exhibition.

Lender/Owner acknowledges that the Sponsors will be responsible for insurance of the equipment described and attached to this waiver¹ from the date of arrival to the Georgia World Congress Center (GWCC), Atlanta GA until the conclusion of the SC24 Conference on **Saturday, November 23, 2024 ("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 property related, is packaged to protect 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 the sole responsibility of the Lender/Owner to secure and maintain any and all applicable insurance as 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 SC24 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 THE SPONSORS BE LIABLE TO THE LENDER/OWNER 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 the 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:

SC24 Representative Signature & Date _____

¹ Attach full bill of materials to this waiver.