

Event Plan 2017

Summary

- State of the Map 2017 will be in Aizu Wakamatsu (city), Fukushima (region), Japan.
- It will follow a standard format SotM.
- Main dates: Friday 18th to Sunday 20th, August.
- Maximum capacity is dictated by lunch (as food is not allowed in the Main Hall). This sets the limit at 252 (in the rooms) plus the capacity of the Exhibition Hall. If we have the full 45m length this may be as high as 250 people. Giving a total of 500.
- Sunday has a lower limit of due to limitations on the venue. By removing the exhibition tables we can manage 450 maximum (350 would be more comfortable).
- We also have the venue on Thursday 17th August for set-up (and maybe other use).

The team

- The local team has approximately 7 people, many of whom have experience with running events.
- We expect ongoing support from Rob, Mikel, Benoit, Christine, Gregory and Alyssa from the State of the Map working group.
- The OpenStreetMap Foundation have recently employed an assistant (Dorothea). She will be able to support us when time permits. We expect this support to be in the form of administration of the sponsorship and scholarship programmes.

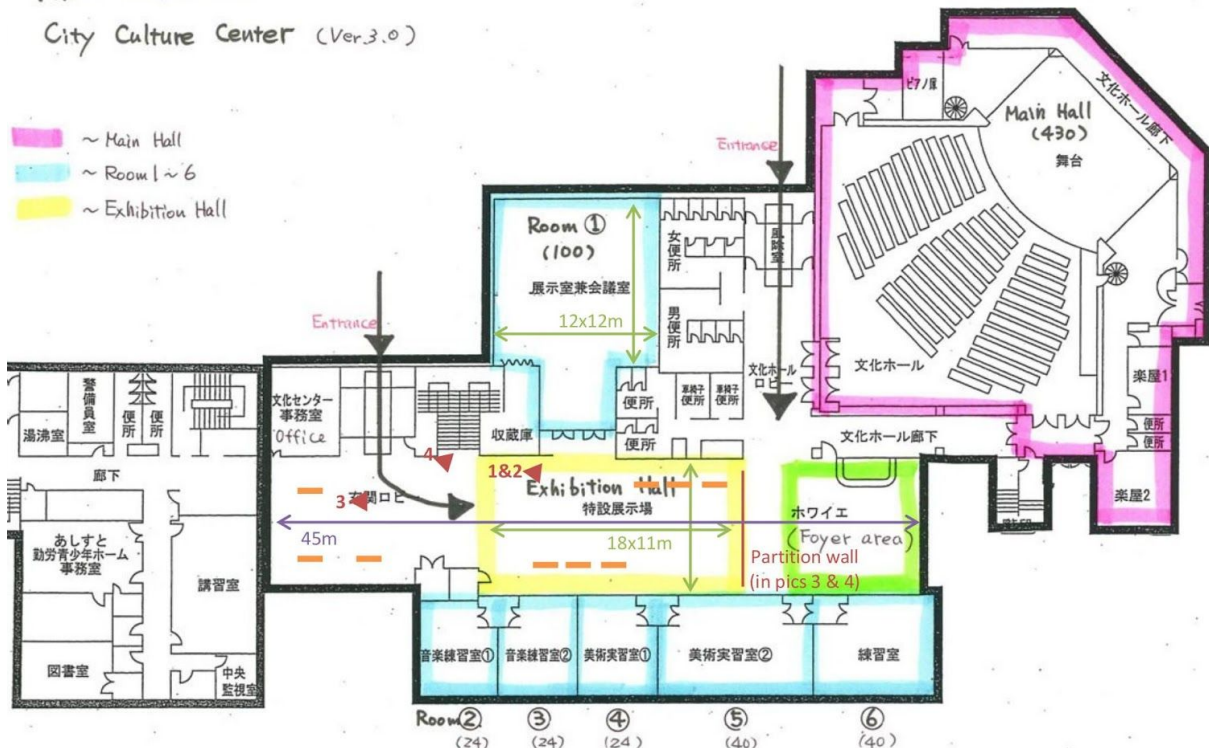
The venue

- Venue: Aizu Wakamatsu City Culture Center ([map](#), [pictures](#)), In Aizu, (city of 125,000 inhabitants) Fukushima region.
- Rooms (note, we do not have the Main Hall on Sunday, currently Thursday is a preparation day):

	Thursday	Friday	Saturday	Sunday
Room 1 (100 people)	X	X	X	X
Room 2 (24 people)	X	X	X	X
Room 3 (24 people)	X	X	X	X
Room 4 (24 people)	X	X	X	X
Room 5 (40 people)	X	X	X	X
Room 6 (40 people)	X	X	X	X
Exhibition space	X	X	X	X
Foyer	X	X	X	No

Main hall (430 people)	X	X	X	No
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Aizu Wakamatsu
City Culture Center (Ver.3.0)



- I have annotated the plan with the location of the 4 images of the exhibition hall ([here](#)), sizes and example locations of tables (orange).
- On Sunday the Foyer area will not be available to us. A partition wall (as seen in pictures 3 & 4) can/will be set up.
- For rooms 1 to 6 we will need to sort out our own projector (check).
- On Sunday the Main Hall is not available. This limits us to a capacity of 252 people in the rooms plus up to 200 more in the 33m exhibition space (up to the partition wall).
- We should not have any issues fitting 10 exhibition tables in.
- Culture Center does not have a cafeteria.

The format

- Thursday:
 - This is a discounted rate preparation day. We have the whole venue.
 - I suggest making this the hack day / inviting others to run informal events.
- Friday and Saturday:
 - A traditional 2 track event using the Main Hall and Room 1 (20 minute talks and 5 minute “lightning” talks).
 - Sponsor exhibition booths in the Exhibition Hall (could have 10 of these).
 - Other rooms can be used for informal meetings (“Birds of a Feather”

- sessions).
- Tracks will be run in English as the primary language. According to our policy we will allow talks in Japanese but we do not envisage a full Japanese track (just a few talks).
- “bento-box” lunch and beverages will be provided (the bento-style boxed lunch is unique to Japan). Eating in the Main hall is prohibited.
- Sunday:
 - We do not have access to the Main Hall.
 - The rooms are used for workshops (60 to 90 minutes).
 - Spare rooms (e.g. 2) are for further informal meetings (“Birds of a Feather” sessions).

Scholarship

- We would like to run a scholarship program to provide financial support to those who would not normally be able to attend.
- An initial aim is to support similar numbers as SotM 2016 (13 paid scholars + 6 paid or by HOT + 10 free from a local university). Given no HOT Summit the actual numbers may be slightly lower.
- As this will require obtaining Travel Visas it is essential that we understand the Japanese visa process.
- We are planning to ask for local volunteers (other than the OSM community member) for help setting up the venue, preparing lunch, catering etc. We may be able to recruit 10 to 20 student volunteers in Fukushima.

Other

- We would like to have a social event where we try to keep the whole group together. This would require a large venue able to cater for 400 people. It could be on Friday evening or Saturday evening.

Hotel

- If it is possible to do a deal with a hotel (either direct or via a booking partner) then we will do this.