WOO HOOO!

From: Moody, Dustin (Fed)
Sent: Monday, August 29, 2016 1:57 PM
To: Kerman, Sara J. (Fed) <sara.kerman@nist.gov>
Subject: RE: PQC Workshop - 2018

Sounds like a fun phone call!

From: Kerman, Sara J. (Fed)
Sent: Monday, August 29, 2016 1:56 PM
To: Moody, Dustin (Fed) <dustin.moody@nist.gov>
Subject: RE: PQC Workshop - 2018

I don't think it's necessary at all. We are just going to be talking about the contracting and government regs with Maria.

From: Moody, Dustin (Fed)
Sent: Monday, August 29, 2016 1:55 PM
To: Kerman, Sara J. (Fed) <sara.kerman@nist.gov>
Subject: RE: PQC Workshop - 2018

Do you want me here for the call? I was planning on working from home tomorrow, but can come in if needed.
Dustin

From: Kerman, Sara J. (Fed)
Sent: Monday, August 29, 2016 1:54 PM
To: Moody, Dustin (Fed) <dustin.moody@nist.gov>
Cc: Chen, Lily (Fed) <lily.chen@nist.gov>; Liu, Yi-Kai (Fed) <yi-kai.liu@nist.gov>
Subject: RE: PQC Workshop - 2018

As far as food regulations, we will need to have two fees: one fee that includes food functions and one without. If people choose the lower fee, they cannot partake in the food functions. Just knowing there is likely a food and beverage need (breaks) is good for the hotel to know. It usually lowers room rental costs. We can firm up lunch and dinner later.
Webcasting is typically not cheap! ☺ Unless it is done here! Let me know if any of you think of anything else that may be useful on my call.

From: Moody, Dustin (Fed)
Sent: Monday, August 29, 2016 1:50 PM
To: Kerman, Sara J. (Fed) <sara.kerman@nist.gov>
Cc: Chen, Lily (Fed) <lily.chen@nist.gov>; Liu, Yi-Kai (Fed) <yi-kai.liu@nist.gov>
Subject: RE: PQC Workshop - 2018

Sara,
Yes, I think it will be a single track meeting, so only 1 room would be needed. As for food, I'd like to do the breaks for sure if possible. I'm up in the air for lunch, and/or dinner. Are there any rules that tell us what can/can't be done? As for audio/visual needs, we will for sure want wifi, a podium with microphone, screen, projector. I don't think we'd need to rent a laptop. Couldn't we just bring one? I

don't anticipate a panel with mikes right now. For webcasting, I'd say only if the cost is really low. I can't think of anything else.

Lily, Yi-Kai, please chime in.

Dustin

From: Kerman, Sara J. (Fed)
Sent: Monday, August 29, 2016 1:45 PM
To: Moody, Dustin (Fed) <dustin.moody@nist.gov>
Cc: Chen, Lily (Fed) <lily.chen@nist.gov>; Liu, Yi-Kai (Fed) <yi-kai.liu@nist.gov>
Subject: PQC Workshop - 2018

Dustin,

In preparation for my call tomorrow with Maria to discuss hotels for the 2018 PQC Workshop, I had a couple questions (which the hotel will probably need to know for contracting):

Meeting Rooms (1 needed for our workshop):

        This is still a single-track meeting, correct? (no breakouts)

Food functions:

        Will we do AM/PM breaks?
        Lunch?
        Reception and/or dinner?

Audio/Visual Needs (all these will have associated costs)

Wifi for attendees?

Basic Needs: LCD Projector, Screen, Podium with Microphone, Panel with Mics, Laptop (rental possibility)

Webcasting? *This comes with a lot of risk depending on if they have an in-house team or contractor*

Anything additional?

Sara