

OASIS InterOp Demo Guidelines

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Version	Approval Date	Effective Date
Current	27 April 2005	27 April 2005
Previous	15 September 2004 <link>	15 September 2004

Overview 1

Steps to Organizing an OASIS InterOp 1

Rules for Participation 2

Promotional Opportunities 3

Logistics and Budget 4

Proposal Guidelines 4

Internal TC Interoperability Activities 5

Guidelines Feedback..... 5

Overview

OASIS Interoperability Demonstrations (InterOps) are public interoperability demonstrations that showcase multi-vendor implementations of approved OASIS work. Usually hosted in connection with a conference or trade show, OASIS InterOps are official Consortium activities, endorsed by one or more OASIS Technical Committees (TCs), and mutually supported by OASIS staff and InterOp Participants.

These Guidelines has been developed to insure fair participation, proper coordination, and maximum promotion for OASIS InterOps. Members interested in organizing an OASIS InterOp are advised to review these Guidelines and consult with the appropriate OASIS TC Chair(s) and OASIS staff.

Conference organizers interested in hosting an OASIS InterOp at an upcoming event are encouraged to explore opportunities by emailing interop@oasis-open.org.

Steps to Organizing an OASIS InterOp

- OASIS InterOps are designed to promote the adoption of approved work of one or more OASIS TCs. Specifications demonstrated, therefore, should have attained the status of OASIS Standard, OASIS Committee Specification or OASIS Committee Draft. In addition, OASIS InterOps must gain the support of the OASIS TC(s) responsible for the specification(s) to be demonstrated prior to Proposal submission. The decision to support an

- 43 InterOp and the selection of the InterOp Lead must be made by majority vote of the TC;
44 thereafter, specific decisions regarding InterOp staging and coordination will be made by
45 majority vote of the InterOp Participants.
46
- 47 2. The supporting OASIS TC(s) must select an InterOp Lead from its membership. Usually, the
48 InterOp Lead also represents a participating organization in the demonstration, but this is
49 not required. The InterOp Lead will be responsible, to the best of his or her ability, for
50 ensuring that the event is planned and executed in a fair, vendor-neutral, and professional
51 manner, appropriate to the operations of OASIS as an international standards consortium.
52
 - 53 3. The OASIS InterOp Lead must submit a [Proposal](#) to OASIS staff with a list of intended
54 participants as described in [Rules for Participation](#). The Proposal must clearly state the
55 anticipated technical requirements for participation, a rough description of anticipated
56 connectivity/networking needs, and whether any conformance or interoperability criteria will
57 apply or be tested as part of the event.
58
 - 59 4. The Proposal will be reviewed by OASIS management to ensure the InterOp meets the
60 requirements stated in these Guidelines.
61
 - 62 5. OASIS staff will assist the TC in locating an appropriate venue for the demo (if one was not
63 identified in the Proposal). The process for this varies. In some cases, a conference
64 organizer will approach OASIS staff asking for an InterOp. In other instances, a TC will
65 include a 'wish list' of venues with its Proposal, and OASIS staff will present the opportunity
66 to the identified conference organizer. When the venue is set, OASIS staff will negotiate
67 terms with the venue organizer and relay financial and logistical terms to the InterOp Team.
68 An OASIS staff member will be available to assist the InterOp Lead with logistical details.
69
 - 70 6. A list of technical and marketing contacts for each InterOp Participant will be created and
71 distributed by the InterOp Lead to all participants and to OASIS staff.
72
 - 73 7. To facilitate InterOp planning, OASIS staff will create one official e-mail list for technical
74 participants and a second list for marketing contacts. Participants may subscribe to one or
75 both lists if they wish. Archives of these email lists will be accessible by OASIS members
76 only. In addition, Participants may choose to further restrict list access only to
77 OASIS staff and the Interop Participants.
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80 Rules for Participation

81 InterOp Participants

82 Participation in an OASIS InterOp is a benefit of membership and an opportunity for OASIS
83 members to be recognized for the leadership role they play in developing standards. An InterOp
84 Participant is a Sponsor, Contributor, or Individual OASIS member that is taking part in the
85 InterOp. A Sponsor or Contributor may have more than one representative active in the InterOp,
86 but the organization itself is considered a single InterOp Participant. Once formed, the InterOp
87 Team decides on most demonstration details by majority vote, with each InterOp Participant
88 casting one vote.
89

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91 InterOp Participants who hold Individual OASIS membership must clearly represent themselves
92 and their own personal work.

93
94 Non-members of OASIS with implementations that meet the InterOp requirements are
95 encouraged to join OASIS in order to qualify as InterOp Participants.

96
97 All InterOp Participants must be confirmed by the InterOp Team no later than 20 days prior to
98 the scheduled demonstration. This lead time respects the inter-dependent nature of most
99 InterOps and ensures that all confirmed InterOp Participants meet the demonstration
100 requirements as set by the InterOp Team. Confirmation of InterOp Participants also gives
101 OASIS staff and conference organizers adequate time to prepare promotional materials,
102 (signage, collateral, etc). The InterOp Team reserves the right to extend the lead time to
103 accommodate more complex demonstration scenarios and to confirm additional InterOp
104 Participants after the deadline, provided they meet participation requirements and with the
105 understanding that their inclusion in pre-printed promotional materials may not be possible.

106 107 **Scenario Partners**

108 An InterOp Team may benefit by inviting input from one or more non-members to provide a real-
109 world context for the demonstration scenario. Ideally, these Scenario Partners should represent
110 non-commercial or not-for-profit organizations, i.e., government agencies or trade groups.

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113 **Promotional Opportunities**

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115 OASIS staff will coordinate all promotional activities relating to the InterOp, with support from
116 participants or their organizations' designates. Such promotion may include the following:

- 117
- 118 a. At least two announcements about the InterOp will be made in editions of [OASIS News](#),
119 listing the Sponsor members that are participating.
 - 120 b. An announcement will be placed on the OASIS homepage.
 - 121 c. An entry will be placed on the [OASIS Events](#) and [XML.org Events](#) calendars.
 - 122 d. A press release may be created and distributed by OASIS staff in coordination with the
123 InterOp marketing contacts and the venue organizers. In order for a press release to be
124 issued, at least three OASIS Foundational Sponsor or Sponsor-level members must
125 participate in the InterOp. Only Foundational Sponsor and Sponsor-level members are
126 eligible for OASIS promotional benefits, thus, those will be the only organizations named
127 and quoted in an OASIS InterOp press release. Contributors may upgrade their
128 membership to take advantage of this benefit. See [OASIS Membership Categories](#) for
129 more information on membership benefits and levels.
 - 130 e. A promotional flyer may be created by OASIS staff in coordination with InterOp
131 Participants describing the demo and the applicable OASIS Standard or Committee
132 Draft.
 - 133 f. An onsite press event may be coordinated by OASIS staff depending on venue. The
134 InterOp Lead or designate will serve as spokesperson for this event.
 - 135 g. Participants will have the opportunity to distribute their own datasheet describing their
136 product or implementation used in the demonstration.

137

138 *Note: The [OASIS Media Relations Guidelines](#) will apply to materials and statements generated*
139 *for the event, and among other things, may require OASIS staff review and clearance of official*
140 *statements regarding the specification and the relevant Technical Committee.*

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143 **Logistics and Budget**

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145 OASIS InterOps are designed to be self-supporting and not revenue-generating. To offset
146 expenses, each OASIS InterOp Participant contributes 750 USD.

147

148 As InterOp expenses vary based on venue, equipment requirements, event size, and number of
149 Participants, it is not possible to determine, at the time an InterOp is organized, a participation
150 fee based on actual costs/number of participants. The flat fee of 750 USD provides all
151 Committee members with a clear idea of the requirements upfront.

152

153 Each InterOp Participant must remit payment of the participation fee or provide a company
154 purchase order to OASIS at least 10 days prior to the event in order to participate.

155

156 Participation fees are used to cover production, shipping, drayage, rental fees, and staff
157 coordination time required for:

158

- 159 • booth signage
- 160 • InterOp flyer, TC datasheets and/or other handout materials
- 161 • audio-visual equipment
- 162 • connectivity (internet/intranet)
- 163 • hardware
- 164 • presentation equipment, furniture
- 165 • media relations
- 166 • promotion
- 167 • other expenses

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169

170 One or more InterOp Participants or OASIS Member Sections may offer to co-sponsor the
171 InterOp by underwriting expenses or making a major donation or equipment or services. If the
172 InterOp Team agrees to accept such contributions, the donors will be recognized as co-
173 sponsors in InterOp promotional materials.

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176 **Proposal Guidelines**

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178 Ideas for OASIS InterOps should be submitted to interop@oasis-open.org as early as possible
179 in the planning stage. Long lead times (up to a year) are often necessary to secure space at
180 major conferences. Draft Proposals must be received by OASIS staff at least 60 days prior to
181 the scheduled InterOp and final Proposals with all confirmed participants must be received by
182 OASIS staff at least 20 days prior to the scheduled InterOp. Proposals must include the
183 following information:

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185 **Sponsoring OASIS Technical Committee(s):**

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- 186 • TC Name(s)
- 187 • OASIS Standard(s) or OASIS Committee Draft(s) to be demonstrated (including version #)

188

189 InterOp Lead:

- 190 • Name
- 191 • Job Title
- 192 • Affiliation
- 193 • Contact Information, including phone, mobile, email

194

195 Abstract:

- 196 • InterOp Title
- 197 • Brief InterOp Description (no more than one paragraph)
- 198 • InterOp Abstract (500 words or more)
- 199 • Audience Level

200

201 Logistics:

- 202 • Group Technical Requirements, e.g., audio visual, internet connectivity, computer rental, etc.
- 203 • Participant Requirements, i.e., equipment to be provided by each participating organization
- 204 • Amount of Time Needed for Demo
- 205 • Proposed Date (if available)
- 206 • Proposed Venue (if identified)

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208 InterOp Participants:

- 209 • Name of Each OASIS Member Participating

210

211 Scenario Partner (if any):

- 212 • Name of Organization or Individual
- 213 • Description of Value Added by Their Participation

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216 Internal TC Interoperability Activities

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218 OASIS recognizes that some TCs find value in internally testing specifications through non-
219 promotional, informal, proof-of-concept activities (plug fests, etc.). The results of these activities
220 are primarily intended to benefit further specification development. OASIS TC chairs are asked
221 to notify interop@oasis-open.org of intentions to organize an internal TC proof-of-concept,
222 however, formal InterOp Proposals are not required and the InterOp requirements stated in
223 these Guidelines do not apply.

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226 Guidelines Feedback

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228 Suggestions that improve upon the above procedures or which seek to add value to the overall
229 OASIS InterOp Guidelines are welcomed. Please send comments to interop@oasis-open.org.

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