eGee

Enabling Grids for E-science in Europe

EGEE NA3 Third parties roles and responsibilities

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Objectives of this session

- Tasks and courses assignments
- Course Schedule
- Administrative tasks
- Site requirements

Overview of courses

	Q1 '05	Q2 '05	Q3 '05	Q4 '05 - Q1 '06	
Grid Introduction (1 day)		NTUA (Ath) NTUA (CY) CERTH		NTUA(Ath)	
EGEE Induction (2 days)		NTUA(Ath) CERTH		NTUA(CY) CERTH UniPi	UoI UoC UPatras
Application Developers (40 hours)		NOA		AUEB	
Access Grid (1 day)				CERTH	

Courses are mostly concentrated in the timeline of the project

GRNET will provide:

- Training material (collected from EGEE) per course
- Trainers' training (if you can see this, you are already in)
  - Second meeting September 2005 to plan all remaining courses
- Course information collecting and reporting to EGEE NA3
- Translations (optional)
- Technical support (in cooperation with SA1 ROC)
- Administrative guidelines
- Web site maintenance (http://www.egee-see.org)

Administrative tasks before the course

- Announcement 2 months before (BBs/web)
- Public Tel./Fax/Email for information, inquiries
- Questionnaire for participants (1 month before the course)
  - Provided by GRNET
- Registration database (or Excel file) with a waiting list if needed
- Final programme announcement 15 days in advance
- Prepare training material (cooperation with GRNET)
- Find and RESERVE a classroom with:
  - Facilities for participants' laptops (desks are strongly preferred)
  - Enough network connections for all participants (Wired and optionally wireless) – a local switch can be very useful – DHCP, public IP addresses, SSH (TCP 22) outgoing
  - Video/data projector and optional audio, if too big
  - Easy access for participants (public or private transportation)
  - Easy access to cafeteria/restaurant for the breaks
  - Sufficient lighting and ventilation
- All classroom requirements are IMPORTANT. More modest requirements for "Grid introduction" courses.

Administrative tasks during the course

- 2 presenters (preferably a person who will mainly speak/present and another who will mostly provide technical support)

- Collect participant's data (Name, email, institution, etc.)

- Distribute questionnaires, strongly encourage the participants to fill them in (prizes and bribes are allowed ☺), and collect them in the end.
  - These will be provided by GRNET

Administrative tasks after the course

- Prepare a report for the event (in Greek and a summary in English)

- Collect participant's data in an Excel file (in Greek and English)
  - Template provided by GRNET

- Retain all information regarding the course for 2 years

- Send periodical updates and announcements to the participants
  - This should be agreed to by the participants as part of the registration procedure
  - It will not exceed one message per month

Let's get it on !!!

- Comments ?
- Discussion….
- Coming up next: sample course and training material