| # | Date | Status | Applies To | Description |
| --- | --- | --- | --- | --- |
|  | 15 June 2016 | DONE | Kay | Order Electricity. 20KW for 24hr service. |
|  | 8 July 2016 | DONE | All Platinum | Preliminary ICD Files due for each device taking part in the interoperability demonstration. [See latest IED Configuration Guidelines Document.](http://www.ucaiug.org/Meetings/CIGRE2016/Interoperability%20Demo/Forms/AllItems.aspx) |
|  | **8 July 2016** | **In Process** | **All Platinum All Gold** | **Presentation titles, abstracts, author name and author titles due for use in public information page on the interoperability demonstration. Post** [**HERE**](http://www.ucaiug.org/Meetings/CIGRE2016/Booth%20Presentations/Forms/AllItems.aspx)**. Missing TMW, DNV-GL, SUBNET. At a minimum give Ralph speaker name and presentation Title. (UPDTAE: Cisco uploaded a presentation, not an abstract so that is OK).** |
|  | 8 July 2016 | DONE | ALL SPONSORS | Corporate logos uploaded to SharePoint site [HERE](http://www.ucaiug.org/Meetings/CIGRE2016/Booth%20Logistics%20Documents/Forms/AllItems.aspx). |
|  | 8 July 2016 | DONE | Ralph | Post presentation schedule |
|  | 14 July 2016 | DONE | All Platinum  All Gold | Platinum and Gold sponsors submit their presentation slot preferences to [ralph@sisconet.com](mailto:ralph@sisconet.com) |
|  | 15 July 2016 | DONE | Ralph and Kay | Public information page on-line |
|  | 18 July 2016 | DONE | EFACEC | Preliminary SCD files for import into ICT. |
|  | 22 July 2016 | DONE | Ralph | Execute lottery and assign presentation slots |
|  | 22 July 2016 | DONE | Ralph | Identify booth layout positions for simulators, networking equipment, etc. |
|  | 22 July 2016 | DONE | All Platinum  All Gold  All | Participant Sign Graphics submitted to SharePoint site [HERE](http://www.ucaiug.org/Meetings/CIGRE2016/Booth%20Logistics%20Documents/Forms/AllItems.aspx). |
|  | 22 July 2016 | DONE | Ralph, Henny  & Interested Sponsors | Complete booth graphic design |
|  | 25 July 2016 | DONE | All Platinum | Final ICD Files Due for each device taking part in the interoperability demonstration. . [See latest IED Configuration Guidelines Document.](http://www.ucaiug.org/Meetings/CIGRE2016/Interoperability%20Demo/Forms/AllItems.aspx) |
|  | **12 August** | **In Process** | **ALL SPONSORS** | **Submit USB Stick contents to the appropriate folder on SharePoint Site** [**HERE**](http://www.ucaiug.org/Meetings/CIGRE2016/USB%20Promo%20Content/Forms/AllItems.aspx)**. Missing NR Electric** |
|  | 27 July 2016 | Done | Henny | Sign and booth graphics submitted for production. Booth position assignments finalized and submitted to I&G. |
|  | 12 August 2016 | In Process | Kay/Henny | Order USB Sticks |
|  | 12 August 2016 | In Process | EFACEC | Final SCD file available for testing and demonstration. |
|  | 8 August 2016 | DONE | Henny and Kay | Order food and beverage service |
|  | 8 August 2016 | DONE | Henny and Kay | Order security service |
|  | 15 August 2016 | DONE | Henny and Kay | Order lead tracking |
|  | 8 August 2016 | DONE | All Platinum | Order LCD Screen Rentals via UCAIug shopping cart |
|  | 8 August 2016 | DONE | All Platinum | Enter up to 2 names for exhibitor badges to the web site at the [Exhibitor Badge List](http://www.ucaiug.org/Meetings/CIGRE2016/Lists/Exhibit%20Badge%20Registration/AllItems.aspx). |
|  | 18 August 2016 | In Process | Ralph and Kay | Finish Literature (presentation and demo) and UCAIug screens for looping presentation. |
|  | **12 August 2016** | **In Process** | **All Sponsors** | **Submit slides for looping presentation to the** [**SharePoint site**](http://www.ucaiug.org/Meetings/CIGRE2016/Looping%20Presentation%20Files/Forms/AllItems.aspx)**.** |
|  | 20 August 2016 |  | Henny, Kay, Ralph and I&G Events | Complete booth construction by 14:00 CEST |
|  | 21 August 2016 |  | All Platinum | Complete Interoperability Demonstration Startup by 17:00 CEST |
|  | 22 August 2016 |  | ALL | Show Opens |
|  | 26 August 2016 |  | All Platinum, Kay and Ralph | Show Closes. Tear Down Begins at 16:00 CEST |
|  | TBD |  | Ralph plus interested parties | Develop article on the demonstration |
|  | 30 September 2016 |  | Ralph | Post pictures and update site for historical archive |