

Open Community Meetups

Overview For Organizers - 2025

Open Community Meetups

This initiative allows anyone in the Eclipse Foundation ecosystem to host **local in-person events**, while receiving **support** and **incentives** from the Eclipse Foundation, including:

- Funding ¹
- Promotional visibility
- Swag
- Badges for organizer

Build your Local Community - Connect with local peers, strengthen your network, and contribute to the global Eclipse Foundation open source community!

¹ up to 1000€ to cover food, beverage, and room rental



Benefits for EF Community Members



> What's in it for organisers?

- **Brand Association:** Enhance reputation as an innovator in open source technologies.
- **Community Engagement:** Strengthen relationships with key users, adopters, and contributors.
- **Support:** Access funding, swag, marketing, and communication resources for event success.
- **Communication Amplification:** Utilize Eclipse Foundation's outreach for pre- and post-event promotion.
- **Collaboration Opportunities:** Facilitate partnerships and align interests across organizations, with potential to generate business opportunities
- **Talent Recruitment:** Engage skilled developers and contributors, showcasing culture and innovation.
- **Recognition:** Earn a Community Day Organizer badge for leadership in the open-source community.



Benefits for EF Community Members



> What's in it for participants?

- **Networking Opportunities:** Connect with other professionals, collaborate on projects, and build valuable relationships within the open source community.
- **Thought Leadership:** Gain visibility as a thought leader by sharing knowledge with a wider audience.
- **Presentation Skills Development:** Improve public speaking skills in a supportive environment.
- **Knowledge Sharing:** Exchange insights with peers, stay updated and learn from fellow experts.
- **Professional Development:** Expand your skill set, enhance career opportunities, and stay competitive by engaging with cutting-edge topics and technologies.
- **Sense of Belonging:** Join an active, engaged community of like-minded individuals passionate about open source and innovation.



Organiser - how to start



1

Get in touch

With the Eclipse Foundation
Program Manager of the relevant
Industry collaboration - see [Contacts](#)

2

kickoff meeting

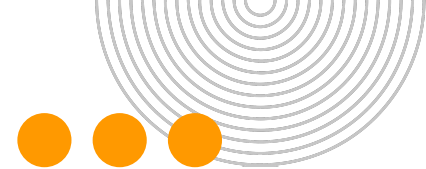
1h video call with organizer(s) + EF
PM + contact from EF Event team:
We will make sure we have all the
required information (Location,
date, spoken language...)

3

Within 2-3 weeks

Participants should be ready to
register and EF+organizers ready
to communicate and promote the
event - see [Timeline](#)

Contacts



Carmen Delgado
Adoptium Community
Manager



Thomas Froment
Program Manager,
Development Tools



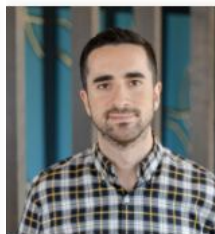
Tanja Obradovic
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Dataspace

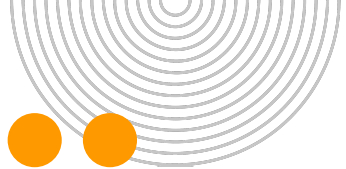




Open Community Meetups

Guidelines, Rules & Responsibilities, Timeline...

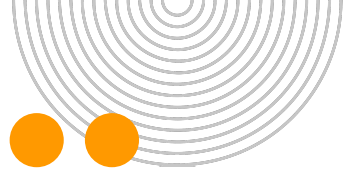
General Guidelines for Open Community Meetups



- > **The number of meetups funded is determined by each Working Group's Program Manager (PM)**
 - **Allocation must be made in the WG events budget**
- > **The organizers must use the EF's event management platform.**
- > **Organizers must apply to host the event, with applications reviewed by the responsible PM(s).**
- > Open Community Meetups can be organized by individuals or groups who are deeply involved in Eclipse open source projects, working groups, interest groups, or the broader Eclipse Foundation ecosystem.
- > Eligible organizers include contributors, committers, project leads of Eclipse projects, Eclipse Working Group members fostering collaboration in specific domains, and Eclipse Foundation members looking to engage the community and drive innovation.
- > **All Community Meetups stakeholders must adhere to the Eclipse Foundation [Community Code of Conduct](#).**
- > These are open community events, so the event must accept registrations from the general public.

*Please note: SDV Community Meetups pre-date this initiative and are excluded from this program

General Guidelines for Open Community Meetups



- > The event can be hosted at a company location, but access must be granted to all participants.
- > Organizers are free to use the spoken language of their choice during the event and on the registration website, encouraging participation from those who may not feel comfortable using English.
- > **Pre- and post-event communications on social networks must be available in English.**
- > Diversity in the final program is encouraged and expected, including gender diversity and participation from different organizations.
- > Organizers may recruit sponsorship for the event, with sponsors acknowledged on the event site. The EF reserves the right to vet the sponsorship process and the list of sponsors for the event, and retains the right to disallow any sponsor or a particular sponsor.
- > Community Meetups are not intended for individual or corporate profit.
- > **Registration fees should be set to make the event attractive and accessible.**
 - **Standard tickets are recommended to be set at a minimum of €20¹, aligning with similar community events. Fees could be waived with PM approval.** Any proceeds would go towards the WG's initiatives.
 - **Free tickets are available for students, academics, freelancers, and the unemployed.**
- > Organizers are encouraged to seek out local partnerships to reduce organizational costs.

¹ This amount may vary and be set differently, in agreement with the Program Manager.

Organizers: Rules & Responsibilities



- **Responsibilities:**
 - Mandatory
 - Venue (Site, Room(s))
 - Agenda
 - **Must be shared with EF staff within sixty days of your event:**
 - For the purposes of communication on social media: some pictures & videos taken during the event ¹
 - Reimbursement form, and receipts
 - If necessary: Catering, and AV
- **Organizers requirements**
 - **Must include one Eclipse Committer**
 - Must be over 18 years old
 - Have a genuine interest in Eclipse's technologies
 - Have a technical background
 - Have experience with event planning
 - Have some connection to the local developer community
 - Have a passion for giving back to the community



¹ The organizer is responsible for ensuring the image rights of the photos they have provided for public communication purposes

Eclipse Foundation: Rules & Responsibilities




- Responsibilities:

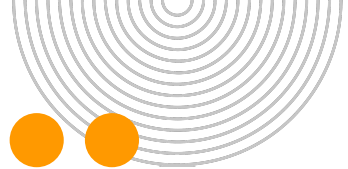
- Branding: we provide a visual for registration site and social network posts
- Communication and Marketing actions, we will:
 - Make pre and post communication on social networks,
 - Give visibility through mailing to targeted audience (country, industry collaboration & community) when applicable
 - Give visibility on [EF website \(https://www.eclipse.org/events/\)](https://www.eclipse.org/events/)
 - Send a post event feedback form to participants
- For each meetup, the Eclipse Foundation will **reimburse organizers toward the cost of food, beverages, and room rental up to 1000€**
- (Upon your request) we will send the presentation deck(s) for the relevant industry collaboration(s).
- EF Cvent registration site (including billing of participants and reminder(s) sent to participants)



Timeline (before the event)



Time from Event	Action	Owner
D-DAY - 90 days	Request for event creation	Organizer
D-DAY - 75 days	Confirmation of event approval	Eclipse Foundation
D-DAY - 60 days	<ul style="list-style-type: none"> - All mandatory information is now defined (location, event date & time are confirmed, incl. draft agenda & speaker list) - Organizer agreement is signed 	Eclipse Foundation & Organizer
D-DAY - 30 days	<ul style="list-style-type: none"> - Event registration website created, - Event visible on EF website and social channels - Social posts announcing event & date - Swag sent to organizers 	Eclipse Foundation with input from organizer
D-DAY - 7 days	<ul style="list-style-type: none"> - Send final checklist of actions to organizers 	Eclipse Foundation
D-DAY - 7 days D-DAY - 1 day	<ul style="list-style-type: none"> - General reminder sent to participants - Reminder sent to participants 	Eclipse Foundation
D-DAY	EVENT DAY	Organizer

Timeline (after the event)



Time from Event	Action	Owner
D-DAY	EVENT DAY	Organizer
D-DAY + 1 day	<ul style="list-style-type: none"> - Social Post (EN) thanking attendees and speakers - Send list of attendees (show/no show) to EF 	Organizer
D-DAY + 7 day	<ul style="list-style-type: none"> - Send post event feedback form to participants - Update website(s) to reflect completion 	Eclipse Foundation
Within 2 weeks	<ul style="list-style-type: none"> - Share the results of the feedback form with organizers - Send a Community Day Organizer badge to the organizer(s) 	Eclipse Foundation
Within 2 months	Send reimbursement form, and receipts to EF 	Organizer

Thank you!

