



Khronos Chapter Program Overview

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1. Introduction

We're glad you're interested in starting a Khronos Chapter. Running (or helping to run) a Khronos Chapter can be a very positive experience. Not only does a Khronos Chapter provide a fantastic networking opportunity, it's fun to gather together a group of like-minded enthusiasts to exchange ideas.

The purpose of this document is to provide an overview and spell out the guidelines for running a Khronos Chapter. When you have questions about how something should be done or what to do next, this document is the first place to look. We strive to keep this program as simple as possible, and to keep it a positive and fun experience for our Chapter Leaders and their meeting participants.

2. What is a Khronos Chapter?

Khronos Chapters are local groups of Khronos API users who meet virtually or in person to expand their understanding of Khronos APIs, share their technical achievements, and inspire others through their use of Khronos technologies. Khronos' intention is that Chapters are "grassroots" organizations that meet local interests and needs.

A Khronos Chapter is a community, a platform, and a great way for local developers to share and communicate. In general, Khronos Chapters are organized around a geographic region, such as a city or state, with the goal to promote Khronos Group and its technologies by supporting the local developer community.

Each Khronos Chapter is organized and run by one or more Chapter Leaders. While this document is somewhat formal, Khronos has put these guidelines in place to provide a useful and effective structure for Chapters and to give Chapter Leaders the information they need to form and manage a Khronos Chapter.

Khronos has an elected Chapter Chair, who is a Khronos member and is the liaison between Chapter Leaders and the Khronos membership and management. This ensures Chapters Leaders have someone to contact to answer their questions and get the support they need.

3. Benefits

Khronos values its Chapters and provides them with the following benefits:

Budget. Basic funding is made available to Chapters based on budgets submitted in the annual Review and Forecast documents (RAFs) and individual project proposals. See [6.4 Finances](#) for details.

Preferred access. Chapter Leaders may be invited to join the Khronos Working Groups at certain portions of Khronos' members-only face-to-face meetings, as well as to occasional briefings and webinars with NDA-protected content.

Web presence. Khronos lists your Chapter on its roster of Khronos Chapters, including highlighting the Chapter Chair as a local contact point. <https://chapters.khronos.org>

Meetup Account. Khronos maintains a master Meetup account that you use to schedule your sessions, request RSVPs, send communications to your attendees, and more.

Upcoming Chapter meetings list. The Khronos Events page gets a lot of views, and your upcoming meetings will be listed along with Khronos' other upcoming events.
<https://www.khronos.org/news/events>

Social media promotion. Khronos holds Twitter, Facebook, and other social media accounts in which we will promote your Khronos Chapter meetings and may retweet or share your own social media content. In some cases, additional social media accounts can be formed and Chapter Leaders may be given access to communicate through it.

Promotion. As a Chapter Leader, Khronos will promote your events on its website and in social media when you send your event details to us using our [Event Form](#), being sure to specify in the title that it is a Chapter event. For special event promotion, please contact the Khronos Chapter Chair. In some cases, Khronos will also promote your meetings in their newsletter.

Event management assistance. For some special events, Khronos may provide you with assistance in planning and setting up your event, from collateral, help lining up speakers, videography services, or more. Especially for your first few events, Khronos is here to help!

Speakers program. In some cases, Khronos may be able to help you arrange for a speaker to come to your meeting. The Khronos Chapter Chair can help you find local contacts, speakers, or introduce you to other Chapter Leaders.

Khronos trademarks. You may use Khronos' trademarked logos in your meeting promotions and collateral. Logo files, usage guidelines, and information about how to use the trademarks can be found at <https://www.khronos.org/legal/trademarks/>.

Event invitations. From time to time, Chapter Leaders are invited to join Khronos at industry events, such as SIGGRAPH or GDC.

Chapter Leader email list. When a Chapter is formed, the Chapter Leaders are enrolled in the Khronos Chapter Leaders email list: chapters@khronos.org. This email includes all Chapter Leaders as well as those Khronos members who wish to sign up for it. Available only to those who are signed up for it, use this email list to share your upcoming event information, ask for suggestions or advice, share great experiences, look for speakers from the Khronos Working Groups, and more. Of course you can also always contact the Khronos Chapter Chair directly at chapterops@khronos.org.

Materials. Khronos makes a repository of presentations and other materials available for use at Chapter Meetings. The Chapter Chair will also provide you with templates for you to use.

4. Chapter Leaders

Each Chapter is organized and run by a Chapter Leader or a Chapter Leadership Team. In this document when we discuss Chapter leaders, we are referring to the individual leader or the team. Chapter Leaders ensure that their Chapters' mission and goals can be fulfilled, organize meetings, invite guest speakers, ensure that venues are paid, maintain records, and provide a social outlet to discuss and learn more about Khronos APIs. The Chapter Leader also creates and submits a new RAF to the Khronos Group each year.

While the Chapter Leader is responsible for the running the Chapter, he or she is not a representative or spokesperson of Khronos and has no authority to make agreements on Khronos' behalf. Each chapter may set its own policies and procedures for electing, replacing, or appointing a Chapter Leader.

Some typical duties of the Chapter leader includes but is not limited to:

- Set priorities for the Chapter.
- Plan, schedule, and preside over Chapter business meetings.
- Oversee Chapter operations to make sure essential tasks are getting done.
- Serve as the Chapter's primary contact with the Khronos Group.
- Act as the spokesperson for the Chapter.
- Complete the RAF.
- Maintain (or assign to someone else to maintain) the Meetup and other online presences.
- Attend Khronos meetings for Chapter Leaders.
- Prepare operating budgets and monitors spending.
- Pay venue and other bills.
- Connect with other Chapters.

We encourage Chapters to form leadership teams. In those Chapters with multiple Chapter Leaders, each of those leaders must be listed on the Khronos Chapter Application and must agree to follow the guidelines in this overview, including those spelled out in [Appendix A. Khronos Chapter Guidelines](#).

5. Forming a Chapter

A new Chapter may be established anywhere in the world that is not embargoed by United States law, as long as its boundaries does intersect with those of already established chapters. Individuals or teams looking to form a new Khronos Chapter should first ensure that there is local interest, and we encourage they engage with Khronos Member organizations in their vicinity to discuss potential sponsorship and support.

If you would like to start a Chapter in your area, first check the list of existing [Khronos Chapters](#) to make sure there is not already an active Chapter functioning in your city or region. If there is, please participate with this Khronos Chapter and contribute your ideas and experience. In especially congested geographic areas or in other special cases, Khronos may permit additional Chapters if the roles are well defined. If there is no Chapter already operating in your area, then please follow the steps below to start your own Khronos Chapter. The steps to form a chapter are:

Step 1. Print then complete a Khronos Chapter Application (see [Appendix B. Khronos Chapter Application](#)), in which you will specify your region, the Khronos APIs of interest, the Chapter Leader, your Chapter's purpose and scope, and more.

Step 2. Submit your application to the Khronos Chapter Chair at chapterops@khronos.org. The Khronos Chapter Chair will contact you if there are any questions, process your application, and will present your Chapter request to the Khronos Marketing Advisory Panel (MAP) for approval.

Step 3. If approved, then next you will be asked to provide a Review and Forecast report (RAF), which lists your goals, activity plan, and proposed budget for the first year. See [Appendix C. Annual Review and Forecast Template](#) to get started.

Step 4. Your RAF will be reviewed by the Chapter Chair and the MAP. The Chapter Chair will contact you to let you know if your Chapter is approved, arrange for each of the Chapter Leaders in your Chapter to sign a Chapter Leader NDA, and to discuss your RAF and offer assistance in setting up your first meeting.

6. Operating a Chapter

We recognize that every Khronos Chapter will have its own way of doing things based on the personal preference of the Chapter Leader or the leadership team, the cultural norms in their area, and more. While we respect Chapters' individuality, following is the minimum expected of a Chapter:

6.1 Guidelines

This overview document includes a simple set of guidelines that spell out the basic requirements for its Chapters. All Chapter Leaders are expected to meet these guidelines in order to maintain the Chapter in good standing. See [Appendix A. Khronos Chapter Guidelines](#) for these guidelines, and also see [Chapter 7. Maintaining a Chapter in Good Standing](#).

6.2 Web presence

Chapter Leaders are asked to maintain and update their Meetup pages, not only to show upcoming activity, but also to include current information such as photos and descriptions of meetings to help motivate potential members.

6.3 Meetings

The primary activity of a Khronos Chapter is to conduct Chapter meetings. For some additional ideas for Chapter activities, see [Appendix D. Ideas for Chapter Activities](#).

- **Plan.** The general plan for all of your meetings, including the number of meetings and your budget, is in your RAF. If you want to hold additional meetings or otherwise deviate for the plans you stated in the RAF, please contact the Chapter Chair to discuss completing a Project Proposal, which will be reviewed by the MAP.

- **Frequency.** While a good meeting frequency is monthly, Chapter Leaders are free to set up whatever schedule is best for that Chapter. We require there to be at least one meeting per year, but expect that there be more.
- **Posting.** Every meeting must be listed on the Chapter's Meetup page.
- **Meeting Reports.** After your meeting, send a brief report to the Khronos Chapter Chair that includes the date and location of the meeting, the meeting agenda, the number of people who attended, and attendee feedback on the organization and content. We also appreciate receiving photos from your meetings!
- **Attendee Lists.** Khronos does not require Chapter Leaders to provide their meeting attendee lists, however we request that Chapter meetings include an invitation to participants to subscribe to the Khronos newsletter.
- **Topics.** As this is a Khronos Chapter, every meeting should focus primarily on Khronos technologies. Other technologies or topics as well as demos or presentations from non-Khronos members may also be included as long as the main focus remains on the Khronos technology.
- **Insurance.** The Khronos Group maintains an International Insurance Policy that covers those Chapters that are in good standing as defined by this document. If you need proof of insurance, such as for the purpose of securing a venue, please request this from the Chapter Chair.

6.4 Finances

As with any organization, care must be taken to manage the Chapter's finances and to keep within budget. Khronos provides some funding based on the budget established in the RAF or additional Project Proposals.

- **Budget.** The Chapter Leader submits an annual RAF that lists the meetings planned for the year along with a budget. When approved, this sets out the basic funding that the Chapter can expect from Khronos.
- **Income.** Many Chapters will not generate income, but some might. This would be in the form of fees charged to attendees, or for meeting sponsorships. If you wish to bring in income to offset the cost of your meetings, this requires prior approval by the Chapter Chair, and our preference is that you use the Khronos PayPal account to collect income. Please contact the Chapter Chair for approval and to make arrangements for you to use the Khronos PayPal account to accept payment.
- **Expenses.** Typical expenses involved with Chapter meetings include venue and AV rental, catering, printing and copying, and speaker support. These and other expenses must be taken into consideration when you develop the budgets for your meetings in your RAF.
- **Special Events.** Funding for special events not included in your RAF is available only if approved at least 90 days in advance of the event. To get approval for such funding, the Chapter Leader must submit a Project Proposal with an estimated budget to the Chapter Chair for approval. The proposal should include the event date, location and venue, budget,

topic, speaker, other sponsors (if any), expected number of attendees, the expected benefit to the Chapter or to Khronos, and any other pertinent information.

- **Expense Reimbursement.** Chapter Leaders generally pay the expenses for Chapter Meetings, and then they submit to Khronos with copies of receipts for reimbursement.
 - Khronos can work with you or your venue to arrange for payments directly for larger events that were pre-approved in your RAF.
 - Reimbursements will be made only after receipt of a report about the event. Reimbursement requests must be submitted no later than 60 days after the expenses are incurred, and must include receipts or other documentation reasonably requested by Khronos. Khronos will only reimburse for expenses that are consistent with the Chapter budget approved in its RAF.
 - Khronos will reimburse expenses in any currency as needed. We prefer to pay via PayPal, however bank transfer or US check are acceptable.
 - Please send your expenses receipt and invoice to the Chapter Chair. You may use your own expense report template, or download ours at <http://khr.io/chapterexpense>.
 - Please name the receipt and invoice files as follows: “Chapter name + event date + receipt/invoice.” Please include your bank or PayPal information on your invoice.
 - Payments are processed twice per month: please allow a few weeks for your funds.

6.5 Keeping in Touch

In addition to occasional emails, the Khronos Chapter Chair will keep in touch with the Chapter Leaders through conference calls held every one or two months, depending on how busy everyone is. Chapter Leaders also keep in touch using the email list, which all Chapter Leaders can use to send a message to all the other leaders as well as to the Chapter Chair.

6.6 Photos

Please take photos at your Chapter meeting when possible, ensuring that individuals have given their permission to be photographed, and upload your photos to the Chapter Meetup account.

6.7 Confidentiality

“Confidential Information” will include (a) any information disclosed by Khronos that is marked confidential or with a similar legend, (b) information disclosed orally by Khronos that is identified as confidential when disclosed, (c) other information disclosed by Khronos that a reasonable observer would understand to be confidential due to objective facts and circumstances, (d) passwords and related access control information associated with Khronos computer systems and social media tools, and (d) Khronos email lists. A Chapter Leader shall not disclose any Confidential Information in whole or in part in any manner or to any person, firm, enterprise, organization, or corporation other than Khronos unless authorized in advance by Khronos. The Chapter Leader shall receive and hold such information in the strictest confidence, and will use the the Chapter Leader’s best efforts to protect the confidentiality of such Confidential Information.

7. Maintaining a Chapter in Good Standing

In addition to operating your Chapter and meeting Khronos Chapter Guidelines, you need to keep your Chapter current and maintain it in good standing. To do this, you need to hold to a minimum number of meetings per year as stated in your RAF, and submit an RAF every year.

7.1 Meetings

A Chapter must hold meetings as planned in its RAF, using the Meetup web portal at a minimum to promote them. After each meeting, a report about the meeting must be submitted to the Khronos Chapter Chair.

7.2 Annual Review and Forecast (RAF)

Part of the process of forming a Chapter is to submit an initial RAF that sets out the goals and high-level plans for the meetings they will have in the coming 12-month period. At the end of each subsequent year, based on the anniversary of the Chapter formation date, the Chapter Leader will submit an annual RAF that includes a summary report of the meetings held in the previous year, plus a plan for the upcoming year. The RAF must be approved by the Chapter Chair. Submitting the annual RAF and conforming to the plans documented in it are requirements for maintaining a Chapter in good standing.

See [Appendix C. Annual Review and Forecast Template](#) for more information and for a template. The Chapter Chair can provide you with MS Word versions of these templates for your use.

8. Discontinuation of Chapters

Chapters that become inactive, that do not follow the plans in its RAF, have vacating leadership, or which violate Khronos Chapter Guidelines may be reassigned or dissolved at the discretion of Khronos. The Chapter Chair will always start by attempting to help a Chapter get back on track, but if that effort fails, the Chapter will be reassigned or dissolved.

- **Reassigned.** The leadership of the Chapter will be transferred to a Chapter Leader from a different Chapter, or a new Chapter Leader from within the ranks of the Chapter's regular participants.
- **Dissolved.** Participants are contacted and invited to get involved with other Chapters in their area. Dissolved Chapters may be reactivated at the discretion of Khronos by following the process as if starting a new Chapter.

In all cases of reassignment or dissolution, the Khronos Group reserves the right to assign additional organizers to the [meetup.com](#) group and to designate a different official interim Leader. The current organizer agrees to assist the new organizer as possible with mailing lists, venue information, and to provide any other Chapter-specific information collected during past meet-ups.

Should a Chapter be reassigned or dissolved, contact the Chapter Chair to arrange return of any Khronos funds or materials. Chapter Leaders must submit any outstanding expense reimbursement claims within 10 days of reassignment or dissolution. All rights granted under these guidelines to use

any Khronos trademarks or service marks terminate upon reassignment or dissolution. All obligations associated with Confidential Information survive.

8.1 Inactive Chapters

If a Chapter fails to submit its Annual Review and Forecast, even after being reminded, or does not hold meetings, listed on Meetup, as expected based on the Annual Review and Forecast, then it may be deemed to be inactive. An inactive Chapter may no longer hold events, and may be removed from public listings at the discretion of the MAP, and may be reassigned or deactivated.

8.2 Vacating Leadership

There are many valid reasons that a Chapter Leader may need to vacate his or her role with the Chapter, such as relocating or a change in employment. Notification of withdrawal should be communicated to the Khronos Chapter Chair with as much notice as possible, and Khronos will assist in reassigning the Chapter.

8.3 Violation of Chapter Guidelines

A chapter may also be reassigned or dissolved if it is found to have violated Khronos Chapter Guidelines as stated in this document, including [Appendix A. Khronos Chapter Guidelines](#), or if there are legal or other complaints are made against the Chapter.

Appendix A. Khronos Chapter Guidelines

It is the responsibility of the Chapter Leader to ensure that all Khronos Chapters operate in accordance with the overview in this document, including the following Khronos Chapter Guidelines. These guidelines are listed here in alphabetic order.

Acceptable Behavior. Chapter meetings and events must be conducted in a way that promotes acceptable behavior while discouraging unacceptable behavior, including harassment. Harassment is unwelcome or hostile behavior, including speech that intimidates, creates discomfort, or interferes with a person's participation or opportunity for participation, in a conference, event or program. Harassment in any form, including but not limited to harassment based on alienage or citizenship, age, color, creed, disability, marital status, military status, national origin, pregnancy, childbirth- and pregnancy-related medical conditions, race, religion, sex, gender, veteran status, sexual orientation or any other status protected by laws in which the chapter meeting or chapter event is being held, will not be tolerated. Harassment includes the use of abusive or degrading language, intimidation, stalking, harassing photography or recording, inappropriate physical contact, sexual imagery and unwelcome sexual attention. A response that the participant was “just joking,” or “teasing,” or being “playful,” will not be accepted. More details on acceptable available is available on Khronos' Conference Code of Conduct page at www.khronos.org/news/events/code-of-conduct.

Code of Conduct. See *Acceptable Behavior*.

Confidentiality and Non-Disclosure. In accordance with Section 6.7 of the Program Overview, any pre-release information or other Confidential Information provided to a Chapter Leader under NDA cannot be disclosed, even to members of the Chapter, until the official release date of that information.

Inclusion. Chapter participation and attendance should be open, without discrimination, to all individuals and organizations that are within the defined area or region of a proposed Chapter.

Khronos Giveaways. Giveaways such as stickers, shirts, and reference guides are available in certain cases with 5 weeks of notice. To request giveaways, contact the Khronos Chapter Chair with a description of why you need the giveaways, the number you need, the date by which you need them, and a shipping address with phone number. The giveaways will be provided free of charge, however the Chapter will pay for shipping.

Reputation. Chapter Leaders and Khronos Chapters must take no action which is intended, or would reasonably be expected, to harm the reputation of Khronos or its members, or which would reasonably be expected to lead to unwanted or unfavorable publicity for Khronos or its members.

Leadership. Each Chapter governs itself in a way that they think best, but there should be some form of leadership. Organizations benefit from periodically changing its leadership through elections or other means. We encourage this practice, but it is not required.

Legality. All Chapter promotions and events must be conducted in a manner that meets legal requirements for the geographic area in which the meeting is held.

Permission. Meeting attendees must be notified that they may be included in a photograph or video. Please include such a notice at the beginning of your presentations.

Photography. If a Chapter provides Khronos with a photo taken at a Chapter event, Khronos may use the photo for promotional or other purposes. Also see *Permission*.

Privacy. While member lists and email address are shared with the Khronos Group, the Chapter (and Khronos) may not sell, lend, reveal, or give this information to third parties.

Promotion. Promotion of Chapter events must be conducted in a professional manner and must not cast Khronos in a negative light, such as with spam or association with material that would violate Khronos' code of conduct.

Social Media. Khronos actively maintains several social media channels with which it frequently communicates. Any social media channel with the name Khronos should be owned and maintained by the Khronos Group, however Khronos will, in many cases, grant Chapter Leaders administrative access to post directly to these channels and to grant their co-leaders access.

Sponsors. Chapters may line up sponsors for their events. When sponsorship opportunities are available Khronos members must be given the opportunity to participate.

Technologies. See *Topics*.

Topics. As this is a Khronos Chapter, every meeting should focus primarily on Khronos technologies. Other technologies or topics, and demos or presentations from non-Khronos members may also be included as long as the main focus remains on the Khronos technology.

Venues. The Chapter shall hold meetings only in places that are open, safe, and accessible. There may be additional local government requirements about openness to the public and accessibility for the handicapped. The venues used for Khronos Chapter meetings are up to the discretion of the Chapter Leader, however no venue that promotes illegal activities may be used. For example, meeting at a casino or other gambling establishment is only permissible in geographic where such activities are allowed by law. When meeting in a casino, bar, or other location that has legal age limits, it is the responsibility of the Chapter Leader to ensure that all attendees meet the legal age requirement.

Videos. If a Chapter provides Khronos with a video taken at a Chapter event, Khronos may use the photo for promotional or other purposes. Also see *Permission*.

Appendix B. Khronos Chapter Application

Please print this form, complete it, sign and date it, and then send it to the Khronos Chapter Chair at chapterops@khronos.org. Or complete this form online at chapters.khronos.org/locations/start.

Desired Region *(Chapters must serve a defined region not currently served by another Chapter.)*

Intent of Chapter *(Describe what you intend to accomplish with this Chapter.)*

Local Interest *(Describe the local interest in this Chapter and how you determined that it exists.)*

Khronos Member Involvement *(Indicate the name, company, and email address of a Khronos Member in your area who has interest in or who will provide support for your Chapter. This is optional, but highly encouraged.)*

Describe the types of activities planned for this Chapter *(meetings, workshops, publications, etc.)*

Khronos Technology Focus *(List the Khronos technologies on which you plan to focus.)*

(FORM CONTINUED ON NEXT PAGE)



Chapter Leaders

This page must be completed, signed, and dated by each Chapter Leader. Please attach additional pages as necessary.

Chapter Leader Contact Information

Name: _____

Email: _____

Phone: _____

Address: _____

Number of Chapter Leaders forming this Chapter: _____

Agreement and Non-Disclosure Agreement

By signing below, the Chapter Leader requests to form a Khronos Chapter. If accepted by Khronos, each Chapter Leader agrees to operate the Chapter in accordance with the guidelines set forth in the Khronos Chapter Program Guidelines document, including (without limitation) the terms associated with Confidential Information described in Section 6.7.

_____	_____
Chapter Leader Signature	Khronos Contact Signature
_____	_____
Chapter Contact Name	Khronos Contact Name
_____	_____
Chapter Contact Title	Khronos Contact Title
_____	_____
Signature Date	Signature Date

Email a completed, signed, and dated agreement for each Chapter Leader to chapterops@khronos.org, or mail it to the address below. A countersigned agreement for each Chapter Leader will be sent to you.

The Khronos Group, 14525 SW Millikan Way #45043, Beaverton, OR 97005-2343, USA

Appendix C. Annual Review and Forecast Template

Every Khronos Chapter must submit an annual Review and Forecast (RAF) in order to form a Chapter and maintain its status as a current Chapter. The chapter is activated and may be re-certified for an additional year upon approval of the RAF by the Khronos Marketing Advisory Panel (MAP) via the Khronos Chapter Chair.

Khronos understands that it is not always possible to accurately forecast events. If a Chapter would like to hold meetings or events that are not included in its RAF, they may submit a Project Proposal at least 90 days in advance.

C. 1 Review

The Review part of the RAF document, which is absent when the Chapter is first formed, reports on the Chapter's activities in the previous 12-month period. This section describes not only what the Chapter did, but reports on how well the Chapter met the goals stated on that year's forecast in the previous year's RAF. The review includes the following information as applicable:

- Chapter Name, submission date, and period covered by the RAF.
- The goals from the previous year's RAF, and a description of how those goals were achieved.
- Number of regular attendees at the beginning of the year, and at the end of the year.
- A list of all Chapter events held (e.g.: meetings, workshops, etc.), including for each event:
 - Name or type of event, date, and location
 - Khronos technology focus
 - Sponsors and Khronos member participation (if applicable)
 - Agendas
 - Number of attendees
 - Participant feedback on organization and content
 - Planned and actual budget
- A list of the industry events in which the Chapter participated. For each industry event:
 - The date and location of the industry event
 - A description of the activities participated in
 - The Khronos technology focus
 - Planned and actual budget
- Khronos member companies with which the Chapter associated, including:
 - Member name
 - The activities or opportunities
- The total budgeted spend planned for the year and the actual spending.

C. 2 Forecast

The Forecast part of the RAF sets out an overview of the Chapter's goals for the coming year along with its intended process to meet those goals. Include the following information as applicable:

- Chapter Name, submission date, and period covered by the RAF.
- Top one or two goals, and how progress toward meeting them will be measured.
- The types of events planned for the year, e.g.: panels, presentations, workshops, etc.
- A rough schedule of planned activities for the coming year, including for each event:
 - Approximate date
 - Location, if known
 - Type of event, e.g.: panel, presentation, workshop, etc.
 - Expected/targeted number of attendees
 - The Khronos technology focus
 - Goal of the event, e.g.: educate, recruit members, planning meeting, social, etc., and how progress toward meeting the goal will be measured
 - Budget
- (Optional) Industry events in which the Chapter plans to participate. For each event:
 - The date and location
 - The activities or opportunities planned
 - A description of how this event participation would benefit the Chapter
 - The Khronos technology focus
 - Budget
- (Optional) Khronos member companies with which the Chapter plans to or would like to associate. For each member company:
 - The activities or opportunities planned
 - A description of how this association would benefit the Chapter
 - The Khronos technology focus
 - The budget
- The total budgeted spend planned for the year.

Appendix D. Ideas for Chapter Activities

This list of ideas for Chapter activities draws heavily on the list that the Association for Computing Machinery (www.acm.org) recommends for its participants.

The kinds of activities a chapter can undertake are endless, depending on the creativity and interest of each group. But here are a few examples of social and professional activities that may be of interest to your group. Note that meetings and presentations may be held in person or remotely.

Khronos Speaker Talks. Invite one of Khronos' speakers to present to your chapter on a topic of your choice. Plan the event with other local organizations and publicize it well to recruit a big audience or even new chapter members.

Panel Discussions and Roundtables. Invite three or four people from the technology workforce or organize the event with participants from your Chapter. This will encourage discussions and exchange of ideas and opinions.

Screenings. Screening of Khronos event videos or webinars. Original presentations and other materials from these events and webinars can usually be made available to you as well.

How-to Presentations. Have an expert in a specific field demonstrate and teach about how to do something pertaining to Khronos technologies, such as programming a GPU, optimizing threads, or more.

App Workshops. There are many apps available in the app market and the numbers are ever increasing. What apps utilize Khronos technologies? What makes an app good, and how can we quantify that? Host a talk that explores these questions, and use example apps to illustrate relevant features.

Seminars. Seminars bring together small groups for recurring meetings, focusing each time on some particular subject, in which everyone present is requested to actively participate. This is often accomplished through an ongoing dialog with a seminar leader or instructor, or through a more formal presentation of research. They are essentially a place where assigned readings are discussed, questions can be raised and debates can be conducted. They are relatively informal.