

SIPB Office Manual[†]

The Student Information Processing Board

February 26, 2016

[†]If you are willing to maintain a section of this:

1. Mail `sepherke`, `elliott`, or `mkgray`.
2. Write something at the beginning of the printed section saying so.
3. Do it. It lives in `/afs/sipb/project/doc/office-manual`. Use RCS!

Feel free to write new sections.

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Chapter 1

General Information

1.1 What is the SIPB?

The Student Information Processing Board (SIPB) is a service organization whose function is to provide easy access to computer facilities at MIT and assistance to those who use them. We provide services to the MIT computing community to aid in work productivity, computer use education, and entertainment. In short, we strive to aid the MIT computing community in whatever (legal) endeavor users may wish of the available computer resources.

There is, however, another side to the SIPB: we are also one of MIT's many student activities. The Board is composed of MIT students.¹ Expertise in computers is not assumed or required for membership, although the majority of members acquire some in time. Members will also find themselves acquiring a lot of other skills and knowledge too diverse to list here. This is not as dreary as it may sound; we generally have a very good time.

1.2 A Brief History of the SIPB

SIPB started in 1969, when it was in 39-541. Within a year or two, it relocated to 39-200. From there it moved to 11-205. There it stayed for a while, until its move to its present location to W20-557 in the summer of 1989.

From the very very very beginning, SIPB has had meetings on Monday at 7:30. That's an international constant to which the world can synchronize. SIPB meetings have even happened with a grand total of 2 prospective members showing up during Christmas break.

SIPB has changed in the more than two decades since its founding, but a look at the 1978 SIPB Office Manual reveals striking similarities:

1. What is the SIPB?

First and foremost, the Student Information Processing Board (SIPB) is a service organization whose function is to provide easy access to computer facilities at MIT, and assistance to those who use them. We provide funding from our yearly budget to members of the MIT community who would like to use a computer to assist them with a project. Such projects may be related to class work or UROP (Undergraduate Research Opportunities Program) study, or may be of only personal

¹An "associate membership" category is provided for non-students who are interested in involving themselves in our activities.

interest. It is our job to assess the value of a given user's proposal, and to provide funding based on that evaluation.

There is, however, another side to the SIPB: we are also one of MIT's many student activities. The membership of the Board is composed entirely of MIT students (Footnote: An "associate membership" mechanism is provided for those who do not fall into this category, but are still interested in involving themselves in our activities.) No knowledge of, or interest in computers is assumed or required for membership, although the majority of members acquire a little of both in time. We generally have a very good time.

Since 1975, SIPB has gone on to other things such as:

Around 1988, SIPB supported dialup service to athena. Athena has taken over this now.

SIPB supported L^AT_EX on athena because athena didn't do so at the time. Athena has taken that over too, although SIPB continues to provide support for it.

SIPB also brought discuss to athena (SIPB wrote it, actually). It was modeled after forum on multics. Athena also took over this.

Chapter 2

Membership

2.1 Responsibilities of Members

The members of the Board are expected to uphold the policies of the SIPB, and are responsible for the proper management of its yearly budget. This general statement encompasses many actual duties. SIPB members are expected to contribute some of their time and abilities towards furthering the goals of the Board. This usually entails attending the weekly meetings (Monday nights at 19:30, one of the few true universal constants), occasionally devoting irregular stretches of time (as necessary) to complete vital tasks. Some members are responsible for particular aspects of the SIPB's day-to-day existence.

The most basic, day-to-day task of a SIPB member is the assistance of users of the computer facilities at MIT. This includes answering questions, giving programming assistance, performing administrative tasks, directing users to other sources of information, and geneally trying to cut through some of the red tape associated with computing at MIT. This does not mean that every SIPB member is expected to be a highly experienced computer hacker, but rather that every member is expected to know the basic steps of helping a user, including what to do when the user needs more help than the member can give.

2.2 How to become a SIPB member

The most effective way of becoming a SIPB member is to become a prospective and hang around the office helping out so much (see below) that the members forget you aren't a member and proclaim, "WHAT? You're not a members? We'll have to fix that!"

The full, official procedure for Granting Membership is described in the By-Laws Article III section 3 amended by Section 1 of Amendment III. That document is currently available in </afs/sipb/admin/text/constitution>.

2.2.1 Becoming a Prospective

Becoming a prospective is easy. Show up in the office and express interest in SIPB and in becoming a Prospective. Then ask any member (this means you need to find out who in the office is a member) to add you to the prospective members list.

2.2.2 Being a Prospective

A prospective has virtually all the rights, privileges and responsibilities of a member. The main differences are that they cannot have a key to the office, they are not to be given the root password to any of the SIPB machines, and they do not get a vote in elections. They also may not be added to certain sipb mailing lists, although there is a mailing list (sipb-prospectives) devoted to prospectives.

A prospective is expected to:

- Learn as much about the SIPB as they can tolerate. Good ways to do this are hanging out at the office, reading SIPB documents, looking through the office and learning where resources are kept, and just plain talking to people.
- Learn who the currently active SIPB members and the current prospectives are. Becoming familiar with the expertise of these members is also useful when being helpful and answering users' questions (see below).
- Attend SIPB meetings. Attendance at at least 4 meetings is required, and thus a one month "probationary" period as a prospective is required before nomination for membership. In general, very few prospectives are membered in only 4 weeks. The only technical exception to the 4-meeting rule are non-student, associate member prospectives, but in practice everyone has a minimum "probationary period."
- Help out with SIPB functions as much as possible. This includes projects such as documentation writing, programming, teaching SIPB courses over IAP, as well as day to day functions such as answering phones and questions, cleaning parts of the office (it almost always needs this), and keeping the documentation rack supplied. The prospective need not do all these duties, of course, but is expected to help SIPB within reasonable bounds.

2.2.3 Membership Elections

Before The Elections Meeting:

1. The prospective should have followed the above instructions about how to become a prospective and how to be a prospective.
2. At a meeting at least 1 week before the election meeting, a member must move to nominate the prospective for membership, and the motion must carry a majority of full members present at that meeting.
3. An announcement of the nomination must be made to all members at least 4 days preceding the election meeting.
4. Someone, anyone, everyone should read the By-Laws Article III section 3.

At the Meeting:

1. Introduce the nominees
2. Open the floor for questions

3. Ask "The Question"
4. Kick out nonmembers
5. Open private discussion
6. Pass out ballots (get someone else to pass out ballots, tally, etc. Traditionally a nonstudent)
7. Apply formula to results
8. Let the herd in and announce results!

2.3 Frequently Asked Questions (FAQ) List for SIPB

Q. What is a prospective?

A. A prospective is someone who has an interest in becoming a member of SIPB. In other words, it is someone who is interested in helping the computer-user community of MIT.

Q. What is the SIPB?

A. According to the Bylaws, SIPB is a General Committee of the Undergraduate Association of M.I.T. The full name of this committee is the Student Information Processing Board.

Q. What is the purpose of SIPB?

A. According to Article II, Section I of the Bylaws, the principal purpose of the SIPB is to provide the M.I.T. community with improved access to computational facilities. Primarily, this will be focused on students who do not readily have access to other computers on which to further some desirable purpose. The secondary purposes of the Board include: serving as a spokesman for undergraduates to the Faculty and Administration in computer-related topics, functioning as an information center for undergraduates interested in the various computers known to the SIPB and in other topics in computer science or computing at M.I.T., as well as conducting, managing, and supporting experiments run by students to advance the techniques of organization, planning, and administration of access to computers.

Less formally, we try to help out anyone who uses computers at M.I.T. We do this by answering questions, providing services, and writing cool software.

Q. How should a prospective act?

A. It is a common saying that prospectives get membered about the time when everybody thinks they are members anyway. So, I guess this means that you should act just like a SIPB member. This means that you should answer the phone, try to answer questions, and eat a lot of Chinese food.

Q. Can I log in?

A. Yes. You are a prospective member, so go right ahead.

Q. Should I log out if a SIPB member wants to use the machine?

A. No. But remember that while logged in in the office, you should be doing member-like things: answering the phone, handling walk-ins, developing software, harassing kretch, writing documentation, etc.

Q. What is the meaning of FTGOS?

A. FTGOS stands for "Furthering The Goals Of SIPB".

Q. Is there a place for communication between prospectives?

A. Yes, there is a mailing list called sipb-prospectives. This list has contains both some members and some prospectives. The use of this list varies over time.

Q. Can I get on the sipb mailing list?

A. You can get on the general sipb list, which is a question and answer forum. However, you cannot get on sipb-members, sipb-staff, or other such lists.

Q. How do I go about starting a project for the SIPB?

A. Just Do It. Speak up during a meeting. If anyone mentions a project they are working on, volunteer to help if the topic interests you (and if you need help, don't be afraid to ask.)

Q. How do I get a copy of the minutes?

A. The minutes exist in world-readable form in the directory /afs/sipb.mit.edu/admin/minutes.

Q. What are the main things that SIPB does?

A. SIPB provides many services beyond answering questions for users. These services include maintaining NetNews, providing space for multiple discuss meetings, running servers for IRC, hearts, and mboggle, and many others.

Q. How can I learn about News administration?

A. Ask us in person for this one.

Q. What is the difference between associate members and active members?

A. According to the Bylaws, "Full membership in the SIPB is open to all students of the M.I.T. community; associate membership is open to anyone."

So, simply put, active members are students; associate members are mostly old folks. Most, but not all, associate members were at one time active members.

Q. These Bylaws you keep mentioning, where can I find them?

A. Well, unless someone has viciously ripped them down, they are posted on the bulletin board by quiche. (Don't know which machine is quiche? I suggest you find out.) Take some time to read them. They may answer many of your questions even better than this FAQ. There is also a copy in /afs/sipb/admin/text/constitution.

Q. How do I become a prospective member?

A. If you're reading this, you probably are already a prospective member. So, now, to make it official, get yourself added to the members_and_prospectives list, and come to a meeting to get your name in the minutes.

Q. Why do I want my name in the minutes?

A. So that SIPB members have an official record to show how long you've been hanging around. It is important to have this information when nominating prospectives for membership.

Q. How do I become a member?

A. First, you get nominated, then you get elected. If all goes well, you will then be a member of the SIPB.

Q. How do I get nominated?

A. First and foremost, show up at meetings. When you have attended four, you are eligible for nomination. Additionally, get to know the membership. People need to get to know you to nominate you. When you are in the office, make a point of introducing yourself and getting to know people. Finally, get involved in SIPB projects. Nothing is more likely to get you nominated than showing yourself to be a useful and productive member. Once you have been nominated, there will be an election at the next meeting at which quorum is present. You will be asked questions, the membership will consider your nomination, and hopefully, you will be elected.

Q. When are the meetings?

A. Meetings happen every Monday night at 7:30pm in the SIPB office.

Q. Do I need to know C?

A. No, you don't need to know C. (perl is nice, though) In fact, you don't need to know anything in particular. Much more important is a desire to learn things and help other people learn things that you know.

Q. Can I answer the phone?

A. Yes, in fact you are encouraged to answer it. Try to be courteous and to help the caller as much as you can. If you can't answer their questions, then see if anyone else in the office can. For many prospectives, a typical conversation may proceed... "Hello, SIPB." -"Can you help me with jblahj" "No, but one second and I'll see if anyone in the office might be able to" All the better if you can answer the question, but you're not expected to.

Q. How do I get a CokeComm account?

A. Talk to or email the Coke Pusher. For more information on what is involved with having a CokeComm account, read the poster on the Coke fridge in the back of the room.

Q. What about zephyr?

A. Yes, sipb members do use zephyr. We use instance sipb for announcements. The class 'sipb' is used for social and random conversation, saving the more public instance for more technical discussion. The conversations for the class are all kept on an instance. For example, `zwrite -c sipb -i www`. In this way the conversations are easier to keep track of. We discuss everything from bugs in our code to where we're eating dinner tonight. So, do it.

Q. Where can I find out more?

A. Just ask someone. Anybody in the office, member or prospective, will be happy to answer your questions. There is also more information in the office manual. The most online recent version is currently in `/afs/sipb/project/doc/office_manual`; read whatever sections you're interested in! If you have more in-depths questions about what SIPB members do, try the file `prospectives.tex`.

2.4 Prospectives: Questions and Answers

The following questions were asked by a prospective, and the answers were written by `abbe@mit.edu` and `svalente@mit.edu` (each section is marked appropriately). I have rearranged and edited a few things, but the text remains essentially the same as the original questions and answers. As a prospective, you may find that this elucidates some of the less trivial/obvious aspects of SIPB; it may give you a better idea of what SIPB is all about.

Question: I don't understand what SIPB members/prospects are expected to do.

(svalente) SIPB provides services to the MIT computing community. We do it because it's fun to help people. It's fun to feel useful. SIPB prospectives are expected to help people. The two most common ways are answering questions on the phone and in person, and maintaining a program in the SIPB locker. You are free to come up with new ways to be helpful. A good question to ask anyone (member, prospective, random person crossing Mass Ave, yourself) is "How can I help?"

(abbe) There's no rule that says you have to be working hard at learning something or writing some program whenever you come into the office. A lot of prospectives come into the office as a place to log in instead of in a cluster, to read mail, send zephyrs, etc. It's generally a good thing to sit in the office and try to answer questions when people ask them, too, but you don't have to answer them, or know the answers. If you're totally unwilling to ever try to help a user who comes

into the office, even when you do know how to help them, people probably would think this is bad, though.

Question: It is very noisy in the office and not possible to study the manuals for any reasonable undistracted length of time.

(abbe) Sitting in the office and studying manuals is certainly not the only thing you can do. Especially if you're like me, and don't learn much from staring at a manual, or necessarily find it very interesting. Knowing C is also not necessary. It's a useful programming language, but SIPB is not "Student group-of-people-who-like-to-read-manuals board" or "Student C-programmers-incorporated Board." There are a number of things SIPB tries to do, which are our purpose for existing. Basically, SIPB members want to improve computing at MIT by helping users, providing them with services that might not be available to them otherwise, and providing useful documentation on computing. (I'm missing lots of other specific examples. . .) For example, SIPB gave out accounts on old crufty systems back before athena existed. SIPB offered a machine you could dial up into from a modem before athena had dialup servers.

Prospectives aren't expected to be experts on anything when they become prospectives. (And members aren't expected to be experts on everything when they become members. . .) Nor are they expected to do all their learning in the SIPB office. If you want to find out how to program in C, you certainly don't have to pick up SIPB's copy of K&R, sit at a SIPB machine and read it, and write code. If, however, you wanted to learn about running linux on a PC and doing athena things on it, it might be useful to try asking one of the SIPB members who built most of athena for quiche-lorraine, the PC in the SIPB office which runs linux. The office is a resource, not an obligation.

(svalente) True. SIPB is a student activity a.k.a a social group. More and more often, I find myself thinking: "I'm bored, I'll go hang out in the SIPB office." I know that I can find some friends to talk to and some bad music to listen to in the office. It's not really meant for quiet study.

Question: Once I know C what should I write in it?

(svalente) Whatever you feel like. Most SIPB members have never written any programs in the SIPB locker. The few that have used this method: 1) realize there's something you'd like to see on athena. It has to interest you personally. Don't write something because other people are interested in it. 2) write it. (This step may take longer than you think.) 3) if it's useful to other people, install it in the SIPB locker. (If you don't yet know how to accomplish this step, don't worry. It's peanuts compared to the first two steps.)

Programs written through this method include discuss, nawm, and xzwrite.

Question: What is the difference between a SIPB member/prospect doing a project upon his own initiative and doing a SIPB project?

(abbe) I'll make an analogy that might help. It's along the same lines as the difference between doing an assignment in your high school physics class, and doing random physics problems in your physics textbook because you think they're fun. Your teacher isn't likely to count the random physics problems as part of your physics assignment, even if they were harder, or you found them interesting, or whatever. Nor will they let the random problems replace the ones you were asked to do.

Now, SIPB projects are not an assignment, of course. But the other difference is that a project you do on your own is something you thought was necessary, and you're responsible for. If you wrote a program, you'd keep it in your own homedirectory, etc. You wouldn't need anyone to think it was a good idea besides you. A SIPB project, on the other hand, is often something related to

a service SIPB already provides, or wants to provide. It's approved or suggested by SIPB in some way.

Hence, it's a SIPB project to offer to put information about the IAP classes SIPB is sponsoring into xmosaic, like mwhitson did. It would also be a SIPB service to say to some SIPB members, "Hey, there's this program that I've seen elsewhere that I have the source to that isn't on athena, and I think it would be cool if SIPB supported it. I'd like to compile it and maintain it." Then you could offer to do it at a meeting, and if people thought it was cool for SIPB to support it, you could work on it as a SIPB project. It would not be a SIPB project to teach a class on "Introduction to Scheme" or "A Warmup for 6.001" or "How to Type" because SIPB didn't decide that we wanted to teach a class on those things, or that they were necessarily relevant to the kinds of things SIPB wants to support. They would be your classes, not SIPB classes. This doesn't mean that we wouldn't want to sponsor a class on these topics, just that you didn't try to get us to sponsor it. (Also, classes tend to be taught by people who have already showed to SIPB members that they know the subject they're teaching on.)

Question: Whenever I enter the office the people are talking in gibberish and I do not want to be rude to stop them in the middle of their work to ask them what it means.

(abbe) Being a prospective means that you are interested in what goes on in the office, and that it IS your place to ask things, either about a conversation that's going on, or at random. If you do want to know what people are talking about, it is perfectly reasonable to ask. If it's none of your business, someone will tell you that. Or if they explain and you're totally lost, you can say you're lost. If they were talking about something important that they need to keep talking about, then they'll say "Ask me later." if they have time to explain it then, great. You'll learn something. Listening to a conversation is a contribution, even if you know nothing about it, or aren't an expert ... because YOU learn.

(svalente) I felt like that before I knew most of the members. It's not easy to jump into a conversation you don't understand with people you don't know. You don't have to. However, jumping into the conversation may be the best way to get to know the people and understand the topics.

Also, people talking in gibberish are generally not working. Generally, they're flaming about some topic that interests them, which may or may not turn out to interest you.

For example, say you walk into the SIPB office and hear the following comment: "Whoever wrote the AFS to NFS translator should be disemboweled!" Say you don't know what an "AFS to NFS translator" is, or what "disemboweled" means. Simply ask me (yes, I was the one making that statement) "what does disemboweled mean?" and I will happily waste hours of your time explaining what the "AFS to NFS translator" is and why I hate it. And you will probably never speak to me again, but that's besides the point.

Question: People seem to be working on private, secret projects and I do not feel it is my place to intrude to ask anything.

(svalente) It's certainly not easy to intrude, but it generally is your place to do so.

(abbe) As for people who seem to be working on private, secret projects — If i'm working on something at my machine, typing away, and you ask me what I'm doing, I would say something similar. If, for example, I were writing top secret code for the CIA and I'd be shot if anyone knew about it (which i don't think is the case for anyone around here), I would tell you to go away. If I was sending mail to my best friend at another college, I would say that, and you probably wouldn't be interested. If I was working on something for a SIPB project, or something you would

find interesting, I would probably say that. Or if I were working on it, and I was in the middle of getting something done and wanted to finish my train of thought, I might say that, too, and ask you to wait. None of these things are bad . . . and a lot of them might result in you finding something out. But you don't have to do anything like that. If you don't *want* to learn by asking people about random things, you don't have to. You can decide what you do want to learn, and work on learning it.

Question: I probably would not have the expertise to contribute anything worthwhile.

(svalente) SIPB members generally believe they're experts, but don't let that fool you. :-)

Question: Where is the vast amount of information you guys know written down? Which locker? Which public directory?

(abbe) Last time I checked, most people don't take everything in their minds and write it down somewhere. If they want to share specific things with people, and people always ask for them, writing them down might be a good thing, but in general, knowledge is knowledge. It doesn't need to be stored on-line, or in a book. It might be more useful that way, but if every person who knew the same things tried to write them down, we'd have a hell of a lot of duplication going around. It's not like I'm intentionally keeping a secret from you by not having a file in my public directory stating everything I can remember about my childhood, or every neat thing I remember learning in 8.02, or every UNIX command I know how to use and how it's used.

Question: How do you write a C program that digitizes microphone input on the Suns and outputs it in modified form? How do you go about obtaining the answer to that question? If from someone else in the office, where did he/she get it from (recursively)? Or is the collective body of knowledge known by SIPB members undocumented and transferred down the generations of members by word of mouth, like before they had writing. . .

(abbe) If you want to write a C program that digitizes microphone input on the Suns and outputs in in modified form, there is some knowledge you need. First, you need to know how to program in C. There are a lot of ways to learn how to do that, some of them could involve SIPB members, and lots more of them have no reason to. Your choice. You might want to find out how sun digitized sound is stored, what format, etc. You might want to start from scratch and read lots of books. You might be able to get help from SIPB members, who have seen information about Sun sound in other places, maybe read books on it, or whatever. It's not a requirement that each member learn how to do each thing that might be imaginable or possible with a computer; I don't know of anyone who has thought about this. But someone else might. The way to learn is to ask around. You might be more likely to find someone in SIPB who knows about it than to find someone randomly sitting next you in class who knows about it, but we don't guarantee knowledge. Asking where someone got a particular piece of knowledge and where it's stored is rather pointless. Like, where did you learn how to read? How do I go about learning to read? There are a lot of answers to that question. Or, "How do I learn to do research on something?" You just try. You ask other people where to start.

Question: Are members expected to dedicate their lives to the goals of SIPB, even at the expense of performance in class and the awareness of their own existence? What are these goals, anyway. . .

(abbe) I tried to give you a general idea of the goals of SIPB before. Of course people aren't expected to dedicate their lives to SIPB. They aren't even expected to dedicate n hours a week to it. It's your own choice. If you don't seem to want to devote anything at all to SIPB, it's likely that you probably won't become a member anyway. And if you don't have time to devote for a

while, you might become inactive if you are already a member, or wait a while to be considered for membership if you're a prospective. You'd still be a member or a prospective, you just would not be considered someone who's currently doing much with SIPB. As for "at the expense of performance in class", there are a decent number of people in SIPB who think that doing things for SIPB and other random computer things are more fun than their classes, and *let* this take a toll on their classes. This is a bad thing, though. It's not a requirement for membership in SIPB, and most SIPB members try to encourage each other to go home and tool when they need to.

Question: Is this supposed to be fun? I suppose it can be, but knowing where to find the information can be difficult.

(abbe) If you don't enjoy helping people or learning about things, then there's not much SIPB can do about it. Don't try to be a prospective if you don't enjoy what you're doing, maybe you're making the wrong decision.

I hope that this answers some of your questions; and I hope the length of it hasn't kept you from reading it. I don't claim to represent the opinions of all of SIPB, or to know everything about SIPB, but this is about how I see it.

(svalente) I consider the SIPB office to be one of the fun places on campus to kill some time. But then again, I'm weird.

Hope this helped. We are, after all, here to help.

Chapter 3

Meetings

3.1 When and Where?

The SIPB's meetings are held weekly on Mondays at 7:30pm in the Office. They are open to the MIT community, and members and prospective members are encouraged to attend.

3.2 Why

Meetings (and post-meeting hanging out) is a time when you can find out what the activities the SIPB is involved in, and perhaps volunteer to help out with those activities. You can also learn who's in the SIPB, and let them learn who you are.

3.3 What Happens at Meetings

Weekly meetings are divided up into the following reports. Meetings can be as short as fifteen minutes if there's not much to discuss, or can go several hours for contentious issues or time consuming matters like elections. Most meetings are under well under an hour.

Treasurer's Report. The purpose of this report is to discuss the financial status of the SIPB. Typical questions are "how much money do we have left in budget foo" or "when is the end of the fiscal year?"

Chairman's Report. This report is for discussing any organizational matters of the SIPB. These include the election of officers and prospectives, and making changes to SIPB policies.

Office Report. Here we discuss most things to do with the office. For example, we report on new machines or changes to machine configurations, or make motions to allocate money to buy new things for the office.

Office Cleaning Report. Every Friday at 4 pm we have an office cleaning hour in which people wipe down the desks and tables, recycle or throw out cruft left in the office, and take down bottles and cans. In this report someone who was around reports on how it went.

MIT Computing Report. In this report people mention computing events at MIT. For example, MITnet outages, new Athena releases or problems, etc.

Computer Services. This report is for discussing the services that SIPB provides. For example, our web and news servers and the AFS cell.

SIPB Backup Report. Here someone who knows should announce the status of our weekly AFS or UFS backups (whether they've been done, or are in progress, or who is going to do them).

Publications Report. The SIPB provides a number of print publications to the MIT community, which are available by the door to the office. In this report we discuss any new publications or revisions to old publications, and deal with making motions to allocate money for publications we are short on.

R/O Report. This report is for discussing SIPB activities during the R/O time period. These include the Activities Midway and the SIPB Computer Tours.

IAP Report. This report is for discussing SIPB activities during IAP. Typically the SIPB sponsors a number of computer-related classes run by SIPB members, prospectives, and friends during IAP.

CokeComm. In this report, we mention the status of our soda and candy supply (which resides in the back of the office).

Other. This report is for any SIPB-related issues that don't fit into the other reports.

Other Other. This report is for everything else, including personal and social announcements, or computer-related comments not pertaining to the SIPB.

3.4 Minutes of the Meetings

The minutes for all past meetings are kept in or below the directory `/afs/sipb/admin/minutes/`. Each week's minutes are also distributed to the mailing list `sipb-minutes@mit.edu` (feel free to ask to be added to this list).

Chapter 4

The Office

4.1 Etiquette

SIPB tends to have various machines which are useful because they are fast or unique in some way. They are usually set up so that they can be shared by members. This is considered a privilege, and an earned one at that — being a SIPB member carries responsibilities as well as benefits.

Please be polite about sharing machines. Among members, the person sitting in front of a machine has some amount of priority — it is inappropriate to log in remotely and then use up all of the swap space on a machine thus blowing away the X server — remember that the person in the office is there answering questions in person and on the phone, and is thus doing something productive.

This is not to say remote usage is not helpful; for example, using the various sipb machines to compile all versions of a given program for the SIPB locker is a reasonable thing to do. Just don't be annoying about it.

4.2 Toner Cartridges

The office has, at points, ordered two kinds of cartridges. Both can be recycled. Currently, Nashua cartridges are easier to deal with since they are one of the standard Office Depot items. For completeness, information about both is listed below.

The easiest way to recycle cartridges is through Office Depot. They will recycle any cartridge they sell. Just send email to officedepot@mit.edu letting them know where the empty toner cartridges are, and they will send someone by to pick them up. This is the fastest method; others are listed below for completeness.

4.2.1 HP Cartridges

The HP toner cartridges should not be thrown away. They should be recycled. To recycle them, put them in a box and slap a UPS label on it. The UPS label can be found in one of three ways:

- 1) Look in the manual inside the box. There is one there.
- 2) If there is no manual inside the box, then look in the office drawer (where the machine room keycard is kept) and take one from there.
- 3) If there are none there or you can't find them, then call HP at 1-800-752-0900 Ext. 1872 and talk to the nice lady there. She will send you some labels.

After you have slapped the label on, call UPS and ask them to come pick up. Or check with the Campus Activities Complex. They might be able to work it into their UPS stuff.

4.2.2 Nashua Cartridges

The Nashua toner cartridges should not be thrown away. When one is used up, remove it from the printer, without spilling and making a mess, and place it in the bag that comes with the cartridge. Seal the bag shut. Put a new cartridge in the printer and put the old cartridge in the box so that it can be recycled. Be sure to label the box USED or DEAD so that people can tell when it's time to reorder toner cartridges. The toner cartridges can be returned in sets of four by calling 1-800-333-3439. They will ask for an address to send a shipping label to. Once you get a shipping label, you can return all four of the cartridges at once.

New toner cartridges can be ordered through Office Depot. The item is on the check-off order form under Toner Cartridges-Nashua, 92291A Recycled. Get the appropriate people to sign the form, and then send the form in to Office Depot.

4.3 Recycling

There are four blue bins at the back of the office devoted to (non-soda can) recyclables. Items without a deposit go in the bins with the recycling logo on them. Items with a bottle/can deposit go in the bins with the dollar sign (\$) on them. Non-deposit items may be recycled by leaving them in the big rolling bins near the W20 loading dock.

The latest guidelines (as of February 2002):

[[FIXME: Is this part correct?

Glass (clear and colored), aluminum, tin and plastics (#1 & #2 only) can be mixed together. These items need to be rinsed first.]]

Newspaper and white paper can be put into the large bin near the front of the office.

The empty deposit soda cans should be sorted by maker (Coca Cola or whatever) into cardboard flats, and then taken down to La Verde's. A set of five flats should be six dollars of deposit refund. Leave the deposit in the CokeComm can in the 'fridge. The current CokeComm is rewarding people who do this with a free can of soda for every five flats.

Empty deposit bottles, in the blue bins with the dollar sign (\$), should also be taken to La Verde's when the bins get full.

4.4 General Office Cleanliness

4.4.1 Office Cleaning Hour

Office Cleaning hour happens once a week, and is announced on the sipb zephyr class. During this time, people in the office should pickup and clean up around the office. If there are any dirty keyboards, please make sure to clean them too.

4.4.2 Trash and Recycling

When you are done with your can of soda, rinse it out and put it in the cardboard soda flats at the back of the office. When you are done with your food, throw the wrappings away. Remember,

do not throw anything dangerously sharp into the trash.

4.4.3 Disasters

In case of major disaster, there is a SIPB bucket, sponges, and cleanser on the refrigerator at the back of the room.

4.5 The Fridge

Officially, anything not maintained by CokeComm may be thrown out of the fridge. Unofficially, anything not named and dated may be thrown out, *especially* if it starts smelling bad (at which time it should definitely be thrown out).

The last known thorough fridge cleaning occurred in June of 1998, when the office carpet was replaced. If you clean the fridge out, do not forget to empty the water-collection tray located beneath it. Feel free to use the gloves, sponges, bucket and cleanser located on the fridge.

4.6 Hostnames in the Office

This section was last updated on August 11th, 1999.

Hostname	IP Address	Company/Model/Operating System	Role
x15-cruise-basselope	18.187.1.160	Sun/ULTRA-10/SunOS	Hotseat
snorklewacker	18.187.1.63	Dell/Pentium II/NetBSD	Spare for anti-snork
oliver	18.187.1.64	SGI/O2/IRIX	Hotseat
mary-kay-commandos	18.187.1.61	Sun/SPARC-5/Solaris	Hotseat
steve-dallas	18.187.1.65	SGI/INDY/IRIX	Hotseat
bobbi-harlow	18.187.1.81	Sun/SPARC-4/Solaris	
opus	18.187.1.75	SGI/INDY/IRIX	
cutter-john	18.187.1.62	PC/Pentium/Linux	Linux builds
portnoy	18.187.1.68	Sun/SPARC-5/Solaris	Backups
lola-granola	18.187.1.76	Dell/Pentium III/NetBSD	Scanner
bart-savagewood	18.187.1.77	Sun/SPARC-CLASSIC/SOLARIS	
planet-zorp	18.187.1.84	Dell/Pentium/NetBSD-1.2	
yaz-pistachio	18.187.1.70	DEC/DECSTATION-5000.25/ULTRIX	Ultrix
milquetoast	18.187.1.131	Apple/PowerPC/MacOS (plus others)	Mac for users
zygorthian-space-raiders	18.187.1.80	PC/Pentium/NetBSD	
bill-the-cat	18.187.1.67	Sun/SPARC-CLASSIC/Solaris	
hodge-podge	18.187.1.128	DEC/DECSTATION-3100/Ultrix	
pickled-herring	18.187.1.73	IBM/RS6000/AIX	AIX
w-a-thornhump-III	18.187.1.78	HP/?/HPUX	HPUX
milo	18.187.1.127	NeXT/NeXTcube/NeXTstep or NetBSD	NeXT
binkley	18.187.1.66	DEC/VAXSTATION-3100/Ultrix	www load monitor
quiche-lorraine	18.187.1.71	PC/Pentium III/Linux	
lying-naked-in-the-periwinkle	18.187.1.74	DEC/DECSTATION-5000.25/Ultrix	cvview

4.7 Machines

It's very important that machine hardware be kept in a proper state. This means that all connectors should be screwed into the machine where possible. The cables should also be tucked out of the way so that they don't get accidentally tugged. Power cables should be connected to a power bar mounted on the underside of the table or desk. Ethernet cables should be connected to the nearest

ethernet transceiver, also mounted on the bottom of a desk. All slack cable should be coiled up and cable-tied to keep it off the floor, so that the floor can be clean. Finally, laptop drop cables should be kept nicely coiled, and clipped and velcroed onto a desk.

Chapter 5

Guest Accounts

There are two types of guests accounts. In a normal guest account, we sponsor a user to have an account (usually placed in the sipb afs cell), and we make a request to athena accounts to create all the data necessary to support the account. The home directory will reside on a sipb machine.

5.1 Normal

These guest accounts are given to people who are doing work which we feel helps out in the goals of SIPB. These accounts are temporary, generally a term or a year, and each account's existence re-evaluated at the end that term or year.

The policy with these accounts was determined at the 11/25/91 meeting:

SIPB-sponsored Athena account policy

There are concerns which prevent the SIPB from sponsoring guest accounts for anyone who asks for them. These concerns include:

- **Licensing.** Some software available on Athena are licensed to the MIT community, and there are therefore some legal problems with giving people who are not currently members of the MIT community access to them.
- **Policy.** Clearly, Athena/IS believes that deactivating accounts is a necessary thing, and giving deactivated accounts back to anyone who asks might be considered a subversion of that policy.
- **Resources.** The amount of resources available for Athena accounts is limited. Large-scale granting of guest accounts might tax both Athena's resources and the SIPB's.
- **Nepotism.** The SIPB does not wish to become known as an organization that uses grease to make life better for its friends, while not serving the user community as a whole, as its charter intended.

Furthermore, much of the functionality obtained through an Athena account is available on public-access systems that can legitimately give out accounts to anyone who asks and is willing to pay the (usually not very high) fees.

Therefore, the SIPB chooses to restrict account sponsorship to two classes of people:

- SIPB members.
- Individuals who will use their accounts to further the goals of the SIPB (FTGOS).

SIPB members are entitled to sponsored accounts if for no other reason than because “membership has its privileges.” Furthermore, SIPB members are elected only when the membership feels that they will be a worthwhile addition to the SIPB and help to FTGOS. Therefore, sponsoring accounts for members is considered a worthwhile investment.

Unfortunately, what is and is not “FTGOS” is currently somewhat undetermined. The mechanism for creating guest accounts currently leaves that decision to the discretion of the member sponsoring the account, although the SIPB Executive Committee (EC) may choose to override a member’s decision to sponsor an account.

When a SIPB member wishes to sponsor an account for a non-member, he or she (the “or she” is assumed from this point forward) should contact the EC through E-mail to the sipb-ec mailing list or through some other channel, providing the following information:

1. The full real name of the sponsoree, including middle initial.
2. The social security number, MIT ID or some other 9-digit number which may be used by the sponsoree when he registers for his account.
3. The desired username for the account.
4. The address to which E-mail should be forwarded, if it should not be left on an Athena post office.
5. The FTGOS purpose(s) for which the account will be used.
6. If possible, a date after which the account will no longer be needed.

Note that if the account being sponsored is the reactivation of a deactivated Athena account, items 1 and 2 are not necessary, and the username provided in item 3 is the username of the deactivated account.

The sponsor should then wait at least three full business days after the message has been delivered to the EC. In that time, any SIPB member may choose to respond to the sponsorship request, asking for more details about the purpose of the account or questioning the sufficiency of the reasons given.

If someone questions the account, the sponsor can argue with him, or bring it up at a meeting, or whatever. Among other things, the EC has the authority to request that the sponsor or sponsoree come to a meeting and justify the need for the account. The final decision about whether or not to grant the account is left to the EC.

When/if the account has been approved, the sponsor should send E-mail to `accounts` with the information from items 1, 2, 3, 4 and 6 above. If no expiration date was specified, then the date given should be registration day of the term following the term following the current term (e.g. an account sponsored in November should expire by default around the beginning of the following September). The message should be carbon-copied to the EC. Furthermore, if a home directory in the SIPB AFS cell is necessary, the message should be carbon-copied to the sipb-afsreq mailing list.

When an account is about to expire, the sponsoree must ask the sponsor to responsor it, once again stating how it will be used to FTGOS, or he must find a new sponsor for the account.

The Secretary of the SIPB will be responsible for keeping records of currently sponsored guest accounts, including their expiration dates, as well as for sending out notices when accounts are about to expire (if Athena doesn't start doing so).

Notes:

- Approval is not required from the EC before creation of an account for a SIPB member. Furthermore, such accounts need no expiration date.
- Some scheme will have to be devised for incorporating current guest accounts into this system.

5.2 Temporary (`sipbn`) accounts

There are 10 SIPB temporary accounts named `sipb[0-9]`. `sipb0` should never be given out. The others may be given out to whomever may need temporary access to the net or athena or whatever. The policy about these accounts is described here, taken from `/afs/sipb/project/guests/admin/HOW_TO_USE`.

- Decide that the person really does need a SIPB guest account. This is Athena; if he only wants to log in once to read mail, consider logging him in as `sipb0` in the office (but don't give him the password). There aren't any real hard-and-fast rules about use of SIPB guest accounts, so just use your best judgment.
- Choose an unused account from the list in the accounts file. `sipb0` is normally reserved for testing, etc.
- Check out the accounts file with RCS. Using RCS insures we have a log of who has been using the guest accounts and why.
- Write down the user's real name, local contact (phone), permanent email address if s/he has one, how long s/he will be using the account, why the account is being given out, the current date and your username. The easiest way to do this is to copy the information for `sipb0` and replace it with the correct info. (Temporary accounts should be restricted to two weeks.) Then ask for a password, and change the password of the account to this password. Record all this information (including the temporary password) in the accounts file. It's a good idea to make sure nobody has accidentally left the admin directory world-readable or writeable.
- check in the accounts file with RCS.
- When the user is done, change the password back to the canonical password, and email to `sipb-afsreq` to clean up the account.
- The script `clean_dir.csh` needs to be run to clean the directory out. It needs to be run with `system:administrators` tokens in the `sipb` cell. The argument is the account name. The person who cleans the account should then remove the information from the accounts file, signifying this account is no longer being used, and can be given out again.

5.3 MITVMA and Bitnet accounts

SIPB currently sponsors MITVMA accounts to supply the community with bitnet access. This is primarily used for real time talk using the *tell* command on VMA. This service of providing a \$50 account to whomever asks for one will hopefully soon go away and be replaced by an MITSIPB bitnet node. With this, users can send *tell* commands from athena workstations through the node to the Bitnet.

5.3.1 Athena ↔ Bitnet

bwrite

bfinger

5.3.2 How to give out a VMA account

The VMA account forms are currently in the lower left drawer of the front left desk in the office. Pull out the draw and fiddle around for a hanging folder labeled MITVMA. The instructions below are also included in the front page of the contents of that folder:

1. Find a "Person Registration - IBM System" form, form 8. If you don't know where they are, then ask someone. You should fill out the form yourself, getting the necessary information from the user and getting his address from his student ID. If you use the second to last form, make ten or so copies of the last one as soon as possible after you give out the account.
2. Check off VM/CMS under system required.
3. Printed output can be mailed to users who are using the system remotely and can't get to the Information Systems Dispatch desk to pick it up. Of course, there is a charge for this service.
4. The user should get one cylinder for CMS. The virtual address for CMS is 191.
5. Dollar limit is \$50. This should last for a while, and if it runs out, the user can come in and request more money if he wants it. If the account is for a particular project, place the end date of the project in the "End Date" blank. If it is just an account for general use, ask the user when he plans to graduate and use that as the end date. Write "SIPB" and your initials or username in the "Approved by" blank.
6. The project number is M30010.
7. To determine the userid, look in the table of already assigned numbers and use the next one sequentially, i.e. if the last number assigned is "S20037," then use the number "S20038." *Neatly* write in the userid table the new userid, your initials or username, the name of the person to whom you are giving the account, the date on which the account was assigned, and the end date.
8. The "Destination" blank should be filled in with a 30. Tell the user that his printouts will be placed in bin 30 (one of the hanging bins) at the IS Dispatch Desk, unless he is having them mailed.

9. Tell the user to take the registration form to the Information Systems User Accounts office, room 11-205, and to give it to them. User Accounts will process the application; this should take about a day.
10. If a user who already has an account comes in to ask for more money, check to make sure that his account has not expired (Look in the userid table.). If it has not, then write a dated note to User Accounts, with the userid and permission to give the user another \$50. Sign the note, print your name and write "For SIPB" underneath it. Send them down to User Accounts with the note, and place a hash mark next to their name in the userid table. Send the treasurer mail, telling him/her what you've done.
11. Leave security group blank.

Chapter 6

General Mailing Lists

6.1 SIPB mailing lists

Name	Owner	Public	Purpose
sipb	sipb-members	semi ¹	External address for the public to use.
sipb-minutes	gsipb	semi	Minutes of SIPB meetings are sent here.
sipb-office	sipb-acl	n/a	For announcements for prospectives and members in the area.
sipb-all	gsipb	n/a	Reaches everyone , including out of area members.
sipb-prospectives	sipb-members	semi	List of sipb prospectives; on sipb-office, sipb-all..
sipb-staff	sipb-acl	no	SIPB members interested in the daily operations; on sipb-office.
sipb-members	sipb-acl	no	All SIPB members, including out of area ones; on sipb-all.
sipb-discussion	gsipb	semi	For discussion of random SIPB issues.
sipb-ec	sipb-ec	no	SIPB ExecComm mailing list.
whither-sipb	sipb-acl	yes	Discussing the future direction of the SIPB.
sipb-soc	sipb-staff	semi	Social mailing list for SIPB.
bug-sipb	gsipb	semi	For problems/questions with SIPB supported software.
sipb-afsreq	sipb-acl	no	AFS requests for sipb.mit.edu cell
sipb-doc	gsipb	yes	List for the discussion of SIPB documentation.
sipb-irc-maintainers	sipb-acl	no	IRC maintainers on Charon
bug-tcl	sipb-acl	no	bugs for the tcl locker
sipb-athena	sipb-acl	n/a	sipb-athena source tree discussion; cointains linux-dev, netbsd-dev
linux-dev	sipb-acl	no	Linux development
netbsd-dev	sipb-acl	semi	NetBSD development

Except when otherwise noted, the contact list for a service (the best place to send questions or requests) is the same as the maintenance list (the place where maintainers send mail after making changes to the service).

Discuss meetings archive these mailing lists. Please see the iDiscuss document for more information on what Discuss is.

Chapter 7

Buying Stuff

Spending money isn't that hard. This describes the process. If you have any confusion, don't hesitate to ask anyone in SIPB, or the Treasurer in particular.

7.1 Motion to buy stuff

The protocol for deciding to buy stuff is simple:

1. Decide what to buy and why.
2. Convince people to vote for it at a meeting. For a small thing, like a book, just show up at the meeting and make a motion. For a larger thing, like a workstation, sending email to sipb-office beforehand will give people a chance to think about it and make counter-proposals.
3. Once the SIPB approves the purchase, you get to go buy it.

Note: If a purchase is made without prior approval, that purchase will be considered a personal purchase by the individual.

7.2 Actually buying stuff

There are several options for how to buy stuff.

7.2.1 MIT E-Cat

The MIT E-Cat, <http://web.mit.edu/ecat/>, is a collection of vendors who can deal directly with the MIT billing system. You will need web certs to look through their catalogs. Any officer should be able to make a purchase for your through the E-Cat, just send mail with what to buy, preferably with a product number.

7.2.2 Buy It Yourself

You can buy the item yourself, then file a receipt with the treasurer and get a reimbursement check. This can take a while, but gets you the item quickly.

If you buy the item yourself, be aware that MIT does not reimburse for sales tax. You will want to give the vendor MIT's tax id number, which you can get from the treasurer drawer and give to the vendor.

7.2.3 Jane

Jane Trull is an IS employee who is very helpful to SIPB. She can help you deal with various vendors, when you don't understand how to get them a PO or whatever. She can also buy things on an IS credit card, which is sometimes convenient.

We need to be nice to Jane, because we aren't part of her main responsibilities. It is best to go through the Treasurer when you think that Jane is the best way to deal with a purchase.

7.2.4 Quantum Books

If you are buying a book, go get it at Quantum. Get our Quantum PO number out of the Treasurers drawer. Tell them you have an MIT PO and give the number. You will have to sign for it.

7.2.5 Copytech

SIPB is in the Copytech book. Our page number is 68, I think.

7.3 Dealing With Something When It Arrives

When something is delivered to the SIPB office, put the packing slip in the treasurers drawer and send mail to the treasurer. Also try to send mail to the person who ordered it, or to sipb-office in general.

Chapter 8

Documentation

The SIPB provides a variety of documentaion to users. Some we've purchased, some we've copied out of other manuals, and some are from

8.1 SIPB-Written Documents

The Board has written several introductory documents, all of which are given free to users who need them.

An Inessential Quick Reference to Athena is a one sheet manual that contains the least you need to know to use Athena. For more detail, see *Getting Started on Athena*, available at Graphic Arts for free.

The *Inessential Guide to Athena* provides a catalog of the less-publicized commands and capabilities of the Athena system of people who have learned the basics of Unix. This document is for more experienced Unix users. Beginners should refer to *An Essential Guide to Athena*.

Inessential L^AT_EX is a short guide to the more commonly used features of this typesetting system. Currently, L^AT_EX is one of the two supported text-processing systems, and the only one both powerfull and stable enough for thesis work. Athena itself provides several documents on L^AT_EX through Graphic Arts, and full manuals are available in the office.

Netnews: A One-Page Guide to the Usenet is intended to provide the absolute minimum information required to keep things working smoothly for users of the Usenet. For more details, you should see the newsgroup `news.announce.newusers`.

How to Use Xdvi is a short guide to using the program `xdvi`, which can be used to view DVI files such as those produced by L^AT_EX.

Discuss - Using Discuss is a guide to using Discuss, a networked electronic conferencing system. For more details, see the office manual under `em Discuss`.

Inessential AFS describes the Andrew File System and how it is used. AFS is a network file system or a distributed file system. This means that the files you gain access to through AFS do not actually reside on the workstation you are using.

8.2 How to Make More Documentation

If you want to write a new SIPB document, simply tell people (so as to avoid duplicating work, and possibly get suggestions) and start doing it. Once you've got a draft, `/afs/sipb/project/doc`

is a good place to put it (usually in its own subdirectory.) Be sure to put draft copies around the office so that people “bleed” on them, ie. scribble on them with comments one what they think is wrong, poor, or badly typeset. (Don’t get discouraged by it – would you rather have thousands of users notice instead?)

Once a document is useful enough to be handed out to people, we need to make sure copies exist. Survey of in-stock documents is done during the “Documentation Report” section of the weekly meeting: the document racks at the front of the office are checked first, and if there’s none (or little) there, the documentation drawer in one of the filing cabinets at the back of the office is checked for extras. If anything is critically low, make a motion of the form “Move to allocate up to x dollars for y copies of *foo*,” and volunteer to deal. To deal, take a newly printed double-sided copy of the document to CopyTech (11-004). There you will need to fill out a Monthly Account form. The monthly account number is 68, and copies should be double-sided and stapled. (Make sure you specify the number of copies and that copies should be delivered to the SIPB office, W20-557.)

We also stock some Athena documentation such as cluster cards, Athena reference cards, and Emacs reference cards. To restock these, just send mail to sendpubs requesting what you want, and cc: sipb-office so that people know the documentation is on the way.

Chapter 9

Annual Events

In addition to services, SIPB hosts a series of yearly events. They range from Orientation and IAP activities to casual Computer Tours.

9.1 Rush Pamphlets

SIPB includes the one pager about SIPB in the summer mailing distribution. SIPB also distributes this page in the Activities Midway.

9.2 Activities Midway

The Midway sucker's checklist by sepherke

Hello, and welcome to the iMidway checklist. This will tell you step by step what you need to do to attract as many frosh to SIPB during Orientation. I don't mind if you copy any of the examples that you see here; just be sure to read through everything carefully so that you don't make a silly mistake!

1. You'll usually get appointed sometime in the spring, so when that happens checkout the asa web page for how to reserve a booth for SIPB. The asa web page is located here: <http://web.mit.edu/asa/www> (This is subject to change by year) See appendix A for details.

Booth req's

- . We need net drops!
- . 1 or 2 tables, 2 or 4 chairs. (2 tables work better.
- . No, we don't need audio/visual equipment.
- . Put your name and sipb's office phone as the contacts.
- . Ask if anyone wants an early return.
- . Keep a hard copy of the booth req's that you submitted via the web incase there are any later disputes.

2. Send mail (See appendix B) reminding people about the midway 2.5 weeks in advance. Mention that you have a sign-up sheet. (See appendix C - Don't blindly copy this, as the times might be different each year) You choose to post in the office or put it in your Public directory for people to add themselves to. If nobody signs up in 1 week, be sure to resend mail, as you have a week left before the midway.

3. Let everyone know you're the sucker at a SIPB meeting at least 2 weeks minimum ****before**** the actual midway. During this meeting, post a sign up sheet - see appendix C. Also ask linux-dev and netBSD-dev what machines they'll let you take to the midway. Traditionally we've taken 1 linux machine and 1 netBSD machine.

4. Mention at the last meeting before the midway when the midway is, and when you need help, if you still do. This past year, if groups were not set up by 5:50pm they were fined \$25 dollars. So be sure to let people in sipb know this. Check before the midway where your tables are located. They should be shown on the asa web page.

5. Pre Midway Check-off list.

What you need for the midway:

- . Duck tape.
- . ~200 copies of 1 page intro to SIPB.
- . ~200 copies of 1 page NetBSD-athena install.
- . ~200 copies of 1 page Linux-athena install.
- . 1 linux-athena machine
- . 1 netBSD-athena machine
- . Some pens and paper for a frosh sign up sheet.
- . 1 giant poster that can be pinned up on the curtain behind sipb's booth or down in front of the booth.
- . A couple of postscript signs about SIPB. 8 1/2 x 11 inch to put on the table. There are some that say "the hacker is in." Look inside /afs/sipb/admin/text/bboard/

If you don't have a giant poster, then make one at APO, it'll only cost a few bucks, and they have poster paper and paint for you to make a SIPB sign. Having a giant sign helps a lot with publicity. Plus, people can SIPB from far away. Get reimbursed by sipb if you're going to do this.

6. On the day or day before the midway, you'll need to get the APO cart from the 4th floor to help move the machines. Be sure to go get this cart ***Early*** as APO might need it themselves for the midway. If this happens, then you might have to move machines at 4pm instead of 5pm.

During the Midway:

7. Grab people from the SIPB office if there aren't enough hands to help out. Get people to talk to frosh actively, although this will likely happen anyhow.

Post Mortem:

8. When the midway is over, get the APO cart, and pack up everything back to sipb.

9. Last thing! The frosh mailing. We'll only send this out *****once***** to everyone who signed up. Have them come into the office if they really want to sign up for sipb mailing lists and become a prospective. See Appendix D for last year's mailing. Just type in all the addresses for this mailing, keep the actual list for reference. Be sure to cc a copy of the mail to the chairman and vice chair.

10. Finally, don't forget to send a Thank You note to everyone who helped out. See appendix D for the one I sent out. Be sure to reply to any mail that frosh send you, since they'll probably reply to you first.

11. You're done! Congrats, and now you're ready to continue with the

rest of Orientation.

Appendix A - Here's a copy of web form mail to ASA last year.

=====
From: septherke@mit.edu
To: asa-forms@MIT.EDU
Subject: ASA Midway Request : SIPB (Student Information Processing Board)
Errors-To: asa-admin@MIT.EDU

Group : SIPB (Student Information Processing Board)

Summer Contact Name : Christina Chu
Summer Contact Address : w20-557
Summer Contact Address2 :
Summer Contact Email : septherke@mit.edu
Summer Contact Phone : x37788

Tables : 2

Chairs : 4

Electricity : Yes
For Computer demo

Music : No

Ethernet : Yes
About two machines for netbsd/linux demos

AudioVisual :

Groups to be near to :

Groups to be away from :

Early Return Name :
Early Return Address :
Early Return Address2 :
Early Return Email :
Early Return Phone :

Description :

Handouts about what SIPB is all about. Demo for how
to get athena on your PC in a dorm, etc..

NOTE: This message was sent using a WWW form. The address septherke@mit.edu
was typed manually, and may easily be incorrect.

cgiemail 1.3

Appendix B - First mail sent to sipb for help request

=====
To: sipb-members@MIT.EDU, sipb-prospectives@MIT.EDU
Subject: Help Needed! O/R Activities Midway, Sept 1st

Date: Sat, 22 Aug 1998 17:29:40 EDT
From: sepherke <sepherke@MIT.EDU>

Hi all,

The Activities Midway is coming up really soon, and I would much appreciate your help and presence at this event which draws hundreds of freshmen each year. The Activities Midway this year will be on Sept 1st.

We probably need at least 2-3 people to help move computers down to the Athletic Center and bring them back when the midway is over. I've set up a sign up sheet -- feel free to add yourself to it -- it's in /mit/sepherke/Public/midway. The file is in RCS, so don't forget to use that. =) Hours for the Midway are from 5:00pm to 9:00pm.

Remember, the more people we have the better, so even if all the slots are filled up, don't hesitate to add your name!

--sepherke

Appendix C - Sign up sheet.

=====

4:30-5:00 pm -ish setup booth and machines.

6:00 pm (Midway starts at 6:30 pm)

7:00 pm

8:00 pm

9:00 pm Break down and bring stuff back to SIPB

Appendix D - Frosh mailing should go out asap after the midway
=====

To:
cc:
Subject: How to get started in SIPB, now that you've signed up...
Mime-Version: 1.0
Content-Type: text/plain

Hi all,

Now that you signed up on our list at the Activities Midway, you probably want to know how to get started in SIPB.

1. Come into the office and say that you'd like to be a prospective; this way we know what you look like and you'll be put on all the right mailing lists. The SIPB office is located on the 5th floor of the student center in room w20-557. It's the office that's perpetually open next to the athena cluster.

2. Come to a SIPB meeting. SIPB meetings are at 7:30 pm every Monday in the SIPB office.

3. Come hang out in the SIPB office! Talk to people about how to get started in a SIPB project that you might be interested in. The best way to do this is tap someone on the shoulder and ask because that's what were here for. Even if you don't have time for a project right now, come in and start getting to know what SIPB is about.

If you have any questions, please feel free to reply to this mail. We'll be happy to answer any of your questions.

Finally, this is the last mail you'll receive unless you take action.

Thank you for your interest, and we hope to see you around the office.

Christina Chu
SIPB member.

Appendix E - A final Thank You note.
=====

To: sipb-staff@MIT.EDU

Cc: sipb-prospectives@MIT.EDU
Subject: Activities Midway -Thanks Everyone!
Date: Tue, 01 Sep 1998 21:45:40 EDT
From: seppherke <seppherke@MIT.EDU>

Special thanks to everyone who helped out with the midway who helped make it a success! We generated over three lists of interested people in the SIPB, and distributed a lot of flyers. Now that it's over, what a relief! =)

If people have time, they might consider helping out Laura Dean with tours next week on the 10th of September. Have a great rest of o/r!

9.3 Computer Tours

The SIPB Computer Tours are held every year, just after R/O week. Their purpose is to give people who are new to MIT a chance to see some of the uses of computers around MIT. (As well as a chance for people around MIT to show off their stuff, and perhaps recruit new people.)

Information from old tours is kept in `/afs/sipb/admin/text/tours/`, sorted by year; they are well organized and looking at them gives a good idea of the things that need to be done.

Tours are typically run by a member or prospective, who finds the tour stops and guest speaker. This person usually recruits other members and prospectives to help as tour guides, getting food, etc.

For publicity, we give out a flier along with the other information at the Activities Midway, put posters up on MIT bulletin boards and in all the Athena clusters, and send e-mail to any new prospectives from the Activities Midway. Things we haven't done but could think about doing are taking out an ad in the Tech, or a slide at LSC.

We usually try to have about five to ten stops, with at least a couple at each of the Media Lab and the AI Lab/LCS. We also try to include some IS related stops, like the help desk, or an Athena demo. Jeff Schiller has been our guest speaker for a number of years, and is very good at it. Prepare a short speech to tell people about SIPB (what we do, how to join) and to introduce the speaker.

Planning for the tours needs to start around the beginning of August, with an initial e-mail asking for tour stops.

9.4 IAP Courses

9.4.1 What sort of IAP courses are there?

SIPB sponsors a number of IAP courses each year with computing related topics. Courses vary as people volunteer to teach them. In 1999, we offered the following courses:

- Athena: How it Works
- Automating Software Portability With autoconf
- Crash Course in C
- Caffeinated Crash Course In C

- Customizing GNU Emacs, With a Brief Introduction to Emacs Lisp
- Advanced Internet Topics
- Introduction to Java
- Deep Magic with lex and yacc
- Setting-up Your Personal NetBSD-Athena Workstation on MITnet
- Introduction to Perl
- Programming in PostScript
- Practical Security Using Cryptography
- UNIX Shell Scripting With the Bourne Shell
- SQL and Relational Databases
- Rapid GUIs Using tcl and the tk Toolkit
- Introduction to UNIX Software Development
- A Brief Introduction to XML

9.4.2 How to start a SIPB sponsored IAP activity

Since this procedure differs each year, you should mention that you want to start a SIPB sponsored IAP activity at a SIPB meeting.

9.5 Officer and EC Elections

under construction