



CUG Members' Handbook

March 31, 2016

Revisions 4/26/06

ToC add chapter 6

page 1 add xd1, xt3, and x1 list server info

page 2 add xt3 and xd1 as eligible systems in section 1.2.1

page 4 replace old Program structure text and list with text and list from cug.org/organization

page 9 add privacy policy from cug.org

repagination

Revisions 4/29/06

Page 1: Unbold the commas and "and" in "xd1, xt3, and x1@cug.org" so they look less like part of the address. Capitalized the system names in the following sentence: "Lists moderated by xd1, xt3, and x1 SIG Chairs." Added period to end of last sentence on the page.

Page 2: Removed "-" in "X-1 series".

Removed

1.1.1 Removed High Performance equipment from SGI (eligible through December 2004):

- Origin 2000 series

- Origin 3000 series

Page 4: Use "Systems and Integration" instead of "System & Integration."

Revisions 10/13/07

Moved location of Revision notes

Removed high end graphics from focus of the organization in the Preface

Updated list of qualifying systems (1.2) – NEEDS VERIFICATION BY CRAY

Clarified Regional Directors as an organizational preference not Bylaw-mandated (2.0, 4.5.1)

Global replace of "associated Vendor(s)" to "Associated Vendor(s)"

Replaced two business sessions with one (4.21)

Removed paper ballot (4.4.4)

Added pledge of site support to the Nomination by Petition acceptance clause

Revisions 1/15/08

This version contains many minor edits to the 4/29/06 Handbook. Major changes are

1.2 Removed list of vendor products and replaced with a general statement.

2.0 and 4.5 Change Director to Director-at-Large and explained geographic regions.

3.0 Program structure reverted to technical area alignment rather than product alignment based on Vendor product consolidation.

Revisions 1/19/08

Change 4.4.4 The Board may submit the resolution to the entire membership for consideration via mail ballot in which case the resolution and voting instructions will be mailed to each Installation Delegate pursuant to Sections 5.7 and 5.9 of the Bylaws.

To: 4.4.4 The Board may submit the resolution to the entire membership for consideration via **mail or e-mail and voting instructions will be mailed or e-mailed** to each Installation Delegate pursuant to Sections 5.7 and 5.9 of the Bylaws.

Revisions 5/3/09

Improved section formatting throughout and corrected pagination problem starting on page 5

Added new section 3.0 on Membership

4.0 (was 3.0) Added Xtreme Systems SIG

5.2.1 (was 4.2.1) split into two sections: General Meeting and Business Meeting

5.9 (was 4.9) Add to second bullet that *Proceedings* papers will be published on the password protected region of the CUG web site.

5.9 (was 4.9) Remove last bullet about separate publication

Revisions 1/23/10

Updated CUG Office address

Revisions 2/16/10

Updated CUG Office address in Appendix A

Revisions 2/26/13

Updated CUG Logo on Cover Page
Updated CUG Office address on page 1
Updated CUG Office address and CUG Logo in Appendix A
Added qualifying statement to paragraph 1.2
Deleted references to the CUG Office Manager throughout
Clarified Xtreme SIG in Section 4

Removed reference to creating and distributing a CD of the Proceedings in Section 5.9
Removed specifics about the original CUG logo from Section 5.11

Revisions 5/6/2015

Updated office address
Updated email reflector definitions
Updated organizational structure
Revised SIG descriptions
Added Section 3.5 on continuity of membership
Updated Section 5.1 on CUG visitors
Removed Section 5.3 on Smoking, prohibited by all event venues now.
Removed Section 5.5.1 regarding Director-at-Large positions as redundant and no longer applicable
Updated Section 5.9 regarding publication policy
Updated Section 6.1.1 regarding Installation delegate role, technical, operations, and user services roles are deprecated.

Revisions 3/8/2016

Updated Section 3.5 on continuity of membership to note non-refundable fees
Updated XTreme SIG membership details in section 3
Updated Sections 5 and 6 with the correct terminology for site delegates that coincides with the bylaws
Updated Appendix B Nomination by petition form
Updated Appendix C Substitute voting form

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Preface

The Cray User Group (CUG) is an independent, volunteer organized, international corporation of member organizations that own, operate, or utilize Cray Inc. High Performance Computer systems with emphasis on high-performance and technical computing. High performance computer systems are defined as "the most powerful computers, or collections of computers acting together, available at a given time." According to the CUG Bylaws, the precise definitions of Associated Vendor(s) and High Performance Computer systems (HPC) in the CUG related surroundings are given in Section 1 of this Handbook.

CUG's mission is to provide the high performance computing community with leadership and information exchange to enable the development and effective use of computational tools in achieving the business and research objectives of CUG Members.

The purpose of this CUG Member's Handbook is to provide descriptions of the organization of the Corporation, its Bylaws, policies, guidelines, and other general information.

Contact Information

The e-mail address for the organization is cug@cug.org.

You may also contact the CUG Office.

CUG Office

CUG Secretary
1 Cyclotron Road
Mail Stop 943-256
c/o Tina Declerck
Berkeley, CA 94720
Phone: +1 510-486-7662 Fax: On request
secretary@cug.org

Email Reflector Definitions

board@cug.org Board of Directors
cug20XY@cug.org board@cug.org, and local arrangements committee (LAC) for current conference year
plc@cug.org Program Lead Committee: VP, SIG Chairs and deputies, Tutorials Chair, Associated Vendor Program Liaison(s), volunteer reviewers for submissions
ac@cug.org Advisory Council: **board@cug.org**, **plc@cug.org**, LAC for current conference
SIG Lists Members may subscribe to individual special interest group (SIG) lists at <https://cug.org/SIG-chairs>

1 Cray User Group, Incorporated Bylaws

The Official Bylaws are linked from the CUG home page, <http://www.cug.org>

1.1 Associated Vendors

1.1.1 Current Associated Vendors

The current Associated Vendors, as of May 2003

- Cray, Inc (Cray)

1.1.2 Historic Associated Vendors

From inception until Spring 1996

- Cray Research, Inc.

From Spring 1996 to March 2000

- SGI

From March 2000 to May 2003

- Cray, Inc.
- SGI

1.2 High Performance Computer Systems

At this time, a CUG Member must own, operate, or utilize a high performance system, a legacy system, or product developed and provided by the associated vendor.

2 Organizational Structure

2.1 Board of Directors

The CUG Board of Directors (BoD) consists of the following Officers and Directors:

Officers

- President
- Vice-President
- Secretary
- Treasurer

Directors

Four (4) Director-at-Large positions, one of which is filled by the past-President for a 2-year term or appointed by the board if there's no past President.

2.2 Advisory Council

The Advisory Council (AC) gives advice on technical and administrative matters that come before the organization. The Advisory Council meets at each General Meeting often before and during the conference.

The CUG Vice President serves as Chair of the Advisory Council. The CUG Secretary appoints the Advisory Council Secretary. The Advisory Council Secretary is responsible for the minutes, which are to be prepared and distributed to the Advisory Council members after each meeting.

Membership on the Advisory Council includes the following:

- Board of Directors
- Special Interest Group (SIG) Chairs and deputy chairs
- Associated Vendor Liaison(s)
- AC Secretary

Participation may also come from the following groups:

- Recent Past BoD members
- Current reviewers that have helped with the conference program
- Past, Current, and Next Local Arrangements Chairs (LAC)

2.3 Program Lead Committee (PLC)

The Program Lead Committee is responsible for the Program of the General Meeting and for ensuring that all necessary arrangements are in place. It consists of the following members:

Vice President (VP) (Program Chair)

Responsible for entire program: call-for-participation, general layout, General Sessions, coordination with the CUG Office for proofing/printing programs and other materials, and guidance for, and coordination with, all Program Committee Chairs. Note: The Program Chair may call upon other members of the Program Committee as appropriate.

Best Paper Chair

Responsible for coordinating the best paper award review process; coordinates with the VP and other Program Committee members.

Associated Vendor Program Liaison

Responsible for assisting with the coordination of talks and presentations by Associated Vendor participants. Particularly assists the VP with the General Session(s) featuring Associated Vendor presentations. Reviews submissions from the Associated Vendor.

Special Interest Group Chairs

Responsible for coordinating presentations within their interest group into sessions for the General Meeting. Assists VP in obtaining presentations for the General Meeting. Reviews all technical program submissions. The SIG Chairs may solicit additional reviewers in coordination with the VP for help with the peer-review process.

3 Membership

3.1 Classes of membership

There are two classes of membership: **Installation Site Membership** and **Associate Site Membership**. Normally there will be only one membership per site, but more than one Membership may exist within the same organization with the approval of the Board of Directors.

3.2 Installation Site Membership

Installation Site Membership is the traditional form of membership of the CUG for organizations that own or operate high performance computer system(s) from an Associated Vendor.

3.3 Associate Site Membership

Associate Site Membership was added to allow organizations responsible for utilizing a significant portion of one or more HPC systems normally at an Installation Site to become CUG members in their own right. An application for an Associate Site Membership requires approval from the associated Installation Site. In the event that the site to which the association is being made is not a CUG Installation Site, the application must be presented to the CUG Board of Directors.

3.4 Benefits of Membership

3.4.1 CUG members may take part in the CUG General Meeting, attend all sessions of the meeting (unless otherwise stated in the program) and submit papers. CUG members may also attend Special Meetings when called by the Board of Directors.

3.4.2 Employees of CUG members may stand for election or be appointed to the Board of Directors.

3.4.3 CUG members may nominate a Site Delegate who has the right to vote in elections of officials and in all other votes called for at the annual CUG business meeting.

3.4.4 CUG members have access to the members-only region of the CUG web site.

3.5 Continuity of Membership

Member sites that have not paid or made arrangements to pay by the end of the CUG annual General Meeting will be considered “lapsed” and the Secretary shall initiate out-processing. Members in good standing will automatically receive the regular rate for the following year. Lapsed members will be required to pay an additional \$500 processing fee if they renew for the year immediately subsequent to the year when they lapsed. Memberships which lapse two or

more years will be required to reapply. Member sites that withdraw from the organization voluntarily or involuntarily are not entitled to a refund of any membership fees.

4 Program Structure

The Program at each General Meeting currently consists of General Sessions, appropriate parallel tracks, SIG/Focus Group meetings, and Interactive Sessions. It includes presentations that represent a balanced view of the interests of the membership.

Program Topics

Currently, there are three Special Interest Groups (SIGs) defined within CUG, representing areas of interest to our members regardless of the supported hardware platform. The XTreme group requires that member sites hold a current Non-Disclosure Agreement with Cray, Inc.

The current Special Interest Groups, together with their primary areas of interest, are:

PROGRAMMING ENVIRONMENTS, APPLICATIONS, AND DOCUMENTATION

Programming Environment
Compilers
Libraries
Tools
Third Party Applications
User Code Optimization
Account Administration
Consulting
Documentation
Training

SYSTEMS SUPPORT

Operations
Environmental Monitoring
Facilities and Site Preparation
Tuning and OS Optimization
System Operations
Architecture
Mass Storage
Networking

XTREME

Forward-looking, non-binding advisory SIG for future Cray systems and software..

As discussions are under Non-Disclosure Agreement membership is limited. Interested members must submit a separate application to the XTreme SIG chair in order to join this SIG.

Notes:

- Each SIG should have one or more official Associated Vendor Liaison.
- SIG Chairs and Deputy Chairs will be elected and will stand for re-election every two terms (4 years maximum).
- Chairs not performing their specified duties will be replaced by the Board of Directors as needed.

5 Policies and Procedures

5.1 Policies with regard to CUG Meeting Visitors

The Board of Directors has the authority to approve visitor attendance at CUG meetings. CUG is *not* open to observers due to the relationship with the Associated Vendor(s) (the fact is that they have been generally free with information and open to product criticism). Visitors have always had some connection with the Associated Vendor(s). Reasons for visitor attendance include:

- An Associated Vendor has requested the guest's attendance.

- A site considering purchasing a high end system has been invited as courtesy to both the site and the Associated Vendor.
- CUG has a special interest in having the person attend; for example, he/she was presenting a paper but the site was not a CUG member site.

5.1.1 Provisions within the Bylaws

A visitor is described in Bylaw **Section 3.8** as "Any individual who is not a Site Representative and who is invited to attend a specific function of the Corporation by a Site Representative, Officer or Board of Directors member and whose attendance at such function shall have the prior approval of the Board of Directors."

Attention is also drawn to **Article II** of the Bylaws which states "The principal purposes of the Corporation shall be to provide an open forum to promote the free interchange of information and ideas which are of mutual interest and value to users of high performance computers produced by the Associated Vendor(s) as defined in the handbook, and to provide a formal communications channel between members of the Corporation and members of the high performance computing vendor community."

5.1.2 CUG Meeting Visitor Authorization Process

5.1.2.1 The Board delegates authority to the Secretary, in combination with either the President or Vice President, to review and approve the attendance of CUG meeting visitors at CUG activities subject to the satisfaction of the Board.

5.1.2.2 Visitors may be limited as to which session(s) they may attend and/or in which they may participate. It is the responsibility of the inviting Site Representative, Officer or Board Member to inform the visitor of his/her rights and responsibilities and to ensure proper conduct of the visitor. In addition, the content of formal presentations by such visitors will require advance approval by the appropriate Committee Chair.

5.1.3 Recommended Guidelines

Three categories of CUG meeting visitors can be considered. Other categories can be considered at the discretion of the Board, on a case-by-case basis.

Current categories are:

- Independent experts. These may come from either academia or from reputable consultancies. Provided they are truly independent and their presence can contribute to the purposes of CUG, then agreement should be given for them to attend some or all of the sessions. As a matter of courtesy and to avoid any embarrassment, it is recommended that the Associated Vendor(s) be advised of the intention to invite these experts.
- CUG Sponsors. Employees of commercial organizations with manufacturing or marketing agreements or other close association with the Associated Vendor(s) or who provide products to be used in conjunction with the Associated Vendor(s) products. For these organizations, there may be mutual benefit in permitting them to make presentations or attend selected sessions of General Meetings. It is recommended that the Associated Vendor(s) be consulted before invitations are finalized to ensure that there is no serious conflict of interest.
- The Associated Vendor(s), or their subsidiaries, might ask to send a visitor to a CUG meeting. In this case the visitor may be considered as Associated Vendor personnel if so desired by the Associated Vendor(s), or as a regular visitor sponsored by a CUG Member site. In either case, the Board of Directors (and the member site's Delegate) must be informed.

5.2 General Meetings

5.2.1 General Meetings

A General Meeting will be held at least once a year and will last a minimum of three working days, preceded by one or two days (as necessary) of committee and Board of Directors meetings.

5.2.2 Business Meetings

At least one session at each General Meeting shall be scheduled for transacting the business of the Corporation. Where appropriate and feasible, this session shall be held on Wednesday and will include the election of Officers to the Board of Directors

5.3 Future Meetings

The President shall appoint a member of the Board of Directors to be responsible for the following tasks relating to future General Meetings.

The appointee shall locate future meeting sites and dates through negotiation with potential hosts for such meetings. This may be done either in reaction to offers or through solicitations of offers. The appointee shall negotiate appropriate accommodations, dates and arrangements with various potential hosts and shall maintain contingency sites for the next three years. In recommending sites, careful consideration should be given to travel arrangements, hotel accommodations, and physical meeting facilities. The general principle should be to have a balance, which reflects the location of the member sites. Final approval is given by the Board of Directors; the President writes the final letter or contract.

5.4 CUG Resolutions

5.4.1 Any Installation Representative who desires to place a resolution before the membership at a General Meeting will submit a copy of the proposed resolution to the Secretary, for consideration by the Board of Directors, at least 24 hours prior to the scheduled plenary session.

5.4.2 The Board will submit the resolution to the membership for discussion at the plenary session together with the Board's recommendations.

5.4.3 The Board may defer action on the resolution pending further investigation by a CUG Committee or the Board. When such action occurs, the submitter is expected to participate in any committee activities relative to that resolution.

5.4.4 The Board may submit the resolution to the entire membership for consideration via mail or e-mail and voting instructions will be mailed or e-mailed to each Site Delegate pursuant to **Sections 5.8 and 5.10** of the Bylaws.

5.4.5 Resolutions considered by the Board will be published in the minutes of the Board Meeting. Action taken with regard to resolutions referred to committees will be published in reports prepared by those committees.

5.5 Board of Directors

It is the policy of the Corporation that every effort will be made to ensure that the Board of Directors is truly representative. In particular, every effort will be made to ensure that not more than two members of the Board are from the same organization. In addition, effort will be made to ensure that at least two Board members are from organizations within the United States and at least two Board members are from organizations outside the United States.

5.5.1 It is the policy of the Board to limit service on the Board to two consecutive terms in a single position except when another viable candidate cannot be found. The Secretary and the Treasurer are exempted from this limitation because they have administrative functions that are served well by long-term continuity.

5.5.2 The Board shall meet at least twice each year for the purpose of receiving reports from committees, and transacting any Board business that may arise. In general, one of these meetings will take place immediately prior to the General Meeting. Additional meetings of the Board of Directors will be arranged as required.

5.6 Travel Policy

CUG Board members, through their organizations, are expected to cover their own travel expenses while on CUG business. On occasion, a board member may require travel assistance and it is the policy of the Corporation to reimburse them for any pre-approved travel expenses incurred in conjunction with activities on behalf of the Corporation. Travel expense funding is regarded as the exception and not the rule. When needed, the cheapest form of travel should be

used where possible. Expenses incurred by persons acting in their own name(s) or in the names of their parent organization shall not be reimbursed.

5.7 Special Devices at Meetings

5.7.1 Recording Devices

Recording devices that capture and record presentations and/or sound may not be employed at any of the open or closed meetings of the Corporation without the specific prior approval of the Board of Directors.

5.7.2 Cell Phones

The use of cell phones is not permitted in any session of the meeting. Cell phones must be switched off, or moved to silent alarm, during sessions as a courtesy to the presenters and other attendees.

5.8 Definition of an Installation

It is the policy of the Corporation that there should not be more than one Installation Membership per high performance computer site. Where more than one organization could qualify for membership on the basis of a single high performance computer system, the conflict will be resolved by the Board of Directors. The CUG Board may, in unusual circumstances, grant an exception to this policy. For non-CUG members, and non-paid CUG members, valid CUG membership can be restored by paying dues and updating the membership form subject to section 3.5 regarding continuity of membership.

5.9 Publications

A subcommittee of the Board of Directors may be formed to oversee the production of documents for the corporation. This shall be known as the Publications Committee.

CUG publishes the *Proceedings* of its General Meeting according to the following policy:

- The *Proceedings'* table of contents and abstracts of papers will be published on the CUG public web site, www.cug.org.
- *Proceedings* papers will be published on the password protected region of the CUG web site, www.cug.org.
- Unless prior arrangements are made by contributors all CUG papers and presentations will be released to the public approximately six (6) months after the General Meeting to coincide with the annual US Supercomputing Conference.

5.10 Election Procedures

5.10.1 The list of candidates for each office including those proposed by the nominating committee and those nominated early by petition will be made available to the members at least thirty days before the election. Nominations by petition are accepted until 6:00 p.m. two days prior to the election.

5.10.2 The final list of candidates and their statements will be posted on the conference notice board from not later than 6:30 PM on the day preceding the election.

5.10.3 A candidate for office is entitled to make a written statement of maximum 400 words, which will be posted on the notice board. This statement may contain information about the candidate's background, his or her participation in CUG and plans when in office.

5.10.4 All persons running for office are entitled to address the General Meeting for not more than three minutes immediately before the election.

5.10.5 The CUG President conducts the election unless he/she is running for an office. If the President is unable to run the election, the Vice-President conducts the election. If the Vice-President is unable to preside, the Board of Directors chooses one of its members, who are not running for office, to conduct the election. If this is not possible, the Chair of the Nominating Committee will conduct the election.

5.10.6 The CUG Secretary, who is responsible for distributing the ballots, should ensure they are prepared properly and that the procedure for selecting the voting members is correct. The person conducting the election should appoint two persons to count the ballots.

5.10.7 All ballots should be retained for 30 days.

5.11 The CUG Logo

5.11.1 The Board of Directors shall provide a logo. The original logo has been replaced with the official logo reflected on the front cover of this document, and stored for download on the website.

6 Site Representation

6.1 The Role of a Site Delegate

6.1.1 The Site Delegate is the official spokesperson for the site. He/she informs the CUG Secretary when the Delegate, or the Billing Contact changes. He/she is responsible for ensuring dues are paid to the Corporation.

6.1.2 The Site Delegate is the official CUG contact for an installation and is responsible for forwarding CUG information to the interested members of his/her organization. The delegate will receive information concerning CUG meetings, changes in the CUG organization, special technical documents, and ballots for scheduled elections.

6.1.3 The purpose of CUG is best served if all installations take an active part in different activities. The Site Delegate should, at a minimum, attend General Meetings on a regular basis.

6.2 Voting

6.2.1 The Site Delegate has the exclusive right to cast the vote for his/her site on all general matters of the Corporation. (See Bylaws Sections 3.5 and 5.6–5.10 for voting procedures.)

6.3 Nominations

6.3.1 The Site Delegate can, together with at least one other Site Delegate, nominate candidates for any office.

7 Cray User Group Privacy Policy

The Cray User Group, Incorporated (CUG) takes your privacy very seriously. We do not, and have never, sold or disseminated personal information to any parties outside of CUG. Information you provide is used to create and maintain individual accounts, to contact you to respond to inquiries, for statistical purposes, to administer our systems, to conduct surveys, to support CUG conferences, and to provide technical support.

CUG Members' Handbook, Appendix A



**Membership Application
and
Change Request Form**

Please complete this form and send it to:

CUG Secretary
1 Cyclotron Road
Mail Stop 943-256
c/o Tina Declerck
Berkeley, CA 94720
Phone: +1 510-486-7662 Fax: On request
secretary@cug.org

Any institution that owns or operates a Cray high performance system as defined in the handbook may apply to join CUG and become a member site. Any institutions that use a significant portion of another organization's Cray high performance system as defined in the handbook may apply to join CUG and become an Associate Member site. Each site designates an Installation Delegate who votes for that site in CUG elections and on other issues. The Installation Delegate is the principal point of contact for the site's ongoing relationship with CUG and with CUG members, and assures that membership records are correct and fees are paid in a timely manner. The annual site membership fee is \$750 (USD). (A bill will be sent upon acceptance of the application).

Instructions: **Please print clearly in block letters, or complete electronically, then print and sign.**

- To apply for membership, complete all items below.
- To change information for an active CUG Member, complete only those items that have changed.
- Contact the CUG Secretary for assistance.

Please choose whether you are applying to be a Member or an Associate Member site.

If applying to be a member site, please provide the name, CUG site code, phone number and e-mail address for your Cray Inc.

Sales Representative _____
Phone _____ E-mail _____

If applying to be an associate member site, please provide the name, phone number and e-mail address of the Installation Delegate from a member site at which you use significant HPC resource(s).

Your Organization _____
Installation Delegate _____

Phone _____ E-mail _____

Please describe the makes and models of high performance computer systems your organization owns, operates or uses:

Installation Delegate _____

Street Address _____

City _____ State _____ Postal Code _____

Country _____ E-mail _____

Note: For phone and fax numbers, please include country code, city/area code, and phone number.

Phone _____ Fax _____

Please provide a second contact point who can respond to administrative and billing queries below.

Billing Addressee

Street Address _____

City _____ State _____ Postal Code _____

Country _____ E-mail _____

Phone _____ Fax _____

Installation Delegate Signature _____

Date _____



Nomination by Petition

We the undersigned, being the Installation Delegates of the stated CUG Member Organizations, do hereby nominate:

(Nominee's full name) _____

being a bona fide employee of (organization) _____

for the office or Board of Directors position of _____

for the election being held on (date) _____

1. Name _____ Site Code _____ Signature _____ Date _____

2. Name _____ Site Code _____ Signature _____ Date _____

Optional

3. Name _____ Site Code _____ Signature _____ Date _____

Nomination Acceptance

I hereby declare that if I am duly elected to the above position I will diligently perform the duties of the office or the position on the Board of Directors for which nominated during the term thereof. I have the support of my organization to accept nomination and to serve if elected.

Signature _____ Date _____

CUG Members Handbook, Appendix C

NOTE: If you use the substitute voting form, please bring it with you to the conference. Do not send it to the CUG Office.

SUBSTITUTE VOTING FORM

CUG SITE CODE _____

SITE NAME _____

SUBSTITUTE

Signature

Name (print)

SITE DELEGATE

Signature

Name (print)

Date



CUG

Cray

User

Group