



Request for Proposals to Host an ICANN Meeting

August 2008

Each year ICANN holds three meetings in different regions around the world. These meetings constitute an essential part of ICANN's global consensus-building and outreach efforts. ICANN sets the regions in which it will hold its meetings. Proposals are then solicited from organisations interested in hosting the ICANN Meeting. ICANN then evaluates the proposals and selects the host for each event. Regional support for a particular proposal is an important consideration.

The specifications outlined in this document detail the anticipated minimum required elements of an ICANN meeting and the minimum responsibilities of the hosting organisation. The elements in this RFP should be seen as requirements and not just recommendations. If the hosts are going to provide anything less than the minimum level required by the specification, please state these changes in your proposal. The host is not responsible for the provision or cost of any services not listed in this specification document. The host should disclose to ICANN any local laws or customs which might conflict with this specification.

ICANN will consider all elements of a proposal in making its decision but will pay special attention to the provision of basic/minimum requirements as specified in this document. It is preferred that the meetings be held in the main hotel where the delegates reside. This will minimise time and expenses spent on local transportation. Under exceptional circumstances, ICANN will consider a separate meeting and hotel location if no alternative is available.

Elements such as convenience to international airports, personal safety of meeting participants, meeting space, network infrastructure, and ability of local hosts to meet their financial responsibilities will be considered by ICANN in making its selection. Local hosts must document in the proposal how their financial obligations will be funded.

Proposals may be submitted by e-mail to meetings@icann.org. Organisations wishing to submit paper copies of their proposal should contact ICANN at meetings@icann.org to obtain details regarding where those copies should be sent.

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I. Typical Schedule for a Meeting

- Day 0 - Staff Begins Work
- Day 1 - GAC Working Groups & GNSO Council & Task Forces Meet, RALO Meetings
- Day 2 - Board Workshop, GAC Working Groups, Regional TLD, RALO, GNSO Council & Task Force Meetings, ICANN Orientation and Tutorials
- Day 3 - Welcome Ceremony, GNSO & ICANN Public Forums
- Day 4 - Constituency Day – all GNSO Constituencies, GAC Plenary & ccNSO Members Meetings
- Day 5 - GNSO & ccNSO Council Meetings, GNSO Public Forum, ccNSO Members Meeting, GAC Plenary & ICANN Workshops
- Day 6 - ICANN Public Forum & ccTLD Technical Day
- Day 7 - ICANN Board Meeting
- Day 8 - Breakdown

The schedule above is an example of the most recent meeting structure, but this schedule is subject to change.

The local organisers must provide meeting rooms for the ICANN Meetings on these days. Supporting organisations may choose to meet on days either before or after the main ICANN meeting. If there are costs associated with providing meeting rooms other than those detailed in the specification, ICANN will be responsible for the costs. These costs must be approved by ICANN before they are incurred.

II. Meeting Venue

The ICANN meeting is traditionally held in a hotel with large conference facilities. We try to maintain this structure because it is advantageous to the meeting. By having the meeting in the hotel, we eliminate local transportation costs for the attendees, but also having the participants in the meeting venue promotes attendance, punctuality, and gives people the opportunity to casually meet in the hotel lobby, etc. without having to make formal appointments. The meeting Hotel/Venue should be conveniently located in a metropolitan area close to other hotels, restaurants, banks, public transit, and shopping areas.

The venue must permit the installation of cables and wireless access points in hallways, meeting rooms, and open areas. The ICANN staff and Board workrooms must be available for use 24 hours per day. The rooms being used for the GAC and the main meeting room must not be used for evening events during the ICANN meeting, as this will incur additional costs for the local hosts as the equipment being used for the meetings in these rooms will need to be dismantled, stored, and reassembled.

The venue should have at least one restaurant open from 7am to midnight, which is able to serve rapid meals and refreshments. It is particularly important that a restaurant that can serve lunch to large numbers of people in a quick fashion be available in the venue.

If possible, the venue should have meeting rooms where GPRS mobile phones can function effectively.

III. Travel Requirements

Accessibility to international airports and convenience of travel to and from the meeting venue will be considered by ICANN when selecting a location for the meeting. Information regarding number and frequency of international flights to the meeting location must be provided, along with specific schedules when available.

The Proposal must indicate any restrictions on any individuals travelling from specific countries. It is important that any participant who is financially able to attend an ICANN meeting be able to obtain the required documentation from the host country. Where problems exist, the local host must indicate how these difficulties will be addressed to ensure the widest participation possible. Local hosts must indicate the assistance that will be provided to those who do not have access to the host country's consulates. It is recommended that consulates worldwide be informed of the meeting to expedite the processing of any necessary documentation. A list of the countries requiring visas for entry into the host country, as well as locations offering visa services on behalf of the host country, should be provided.

Local hosts must be prepared to assist meeting participants with local customs issues. Many participants will be travelling with electronic equipment. Additional equipment may need to be shipped to the meeting. Assistance must be provided to participants to minimise costs and delays with customs.

Whenever possible, it would be helpful for the local host to provide a welcome desk at the airport to assist the meeting participants. When feasible, local transportation from the airport to the meeting venue would be helpful.

IV. Basic Requirements

Please note that these elements are required to hold a successful meeting and are not simply recommendations. If the local host finds a need to modify these arrangements, the changes must be approved by ICANN in advance of the meeting.

A. Meeting Rooms (Set-up and Audio/Visual Requirements)

The following information is regarding the meeting venue and the rooms that are required to hold the ICANN Meeting. The information contains details regarding what meetings will be held in each room, on which days the meeting room is required, the set-up, and basic A/V requirements.

All meeting space must be booked on a 24-hour basis.

Please note: Based on the meeting space at the proposed hotel, some of the following meetings may share the same meeting room. This can only be determined after floor plans and capacity charts have been examined.

Standard Audio/Visual Package:

- LCD Projector
- Screen
- 3 table microphones
- Hybrid or Polycom for conference calls
- Power sockets for requested number of people

Room 1

- | | |
|----------------|---|
| Use: | Main Meeting Room - Welcome Ceremony, Workshops, Cross Constituency, GNSO Public Forum, GNSO Council Meeting, Board Public Forum, and Board Meeting |
| Days Required: | Day 1-7 (set up on Day 1-2, meetings on Day 3-7) |
| Set-Up: | Stage to accommodate U-Shape for 21 and Speaker Lectern
Ceiling must be at least 12 feet (3.7 meters) high
Area for technical staff to side of stage with seating for 6 people
Area in front of stage with table and seating for two (scribes) |

Technical: See [Annex 1](#)

Room 2

Use: GNSO Council, Registries, Joint Meetings
 Days Required: Day 1-6
 Set-Up: [U-Shape](#) for 35.
 Technical: Standard A/V package, plus 15 additional table microphones.

Room 3

Use: CCNSO, Regional TLD's
 Days Required: Day 2-6
 Set-Up: [Classroom](#) for 60 with 20 extra chairs for additional seating; Head table for 6.
 Technical: Standard A/V package. Plus 1 wired Internet connection, 1 wireless lapel microphone, 1 wireless handheld microphone, and an additional projector and screen required for Day 4-5.

Room 4

Use: GAC
 Days Required: Day 0-5
 Set-Up: [U-Shape](#) for 60. (10 seats at the head table and 25 seats along each side). A second row of 25 should be placed behind each of the sides of 25 and a table for 3 should be placed behind the head table.
 Technical: 2 projectors, 2 screens, 2 VGA input cables for head table, 30 conference microphones, 120 power sockets, 1 high volume copier (capable of sorting, stapling, double sided, etc.), 2 desktop computers for presentations

Room 5

Use: ICANN Staff Workroom
 Days Required: Day 0-8
 Set-Up: 2 [Boardroom](#) tables for 25. 1 extra table for printer and fax, and space inside or outside for a small buffet. (Potentially 2 smaller rooms, each for 25 people, could be used for the staff)
 Technical: 48 wired internet connections, at least 50 power sockets, 1 telephone line with handset capable of international direct dialling, 1 telephone line with fax machine capable of sending and receiving international faxes, 2 laser printers (model HP4900 or better), 3 large trash cans, 2 flipcharts, 1 shredder, 1 high volume copier (capable of sorting, stapling, double sided, etc.) and a medium or large refrigerator filled with soft drinks.

Room 6

Use: Board Workroom
 Days Required: Day 1-7
 Set-Up: [U-Shape](#) or [Boardroom](#) for 10-15
 Technical: 10-15 wired Internet connections and power sockets.

Room 7

Use: Board Workshops, Registrars, Joint Meetings
 Days Required: Day 2-6
 Set-Up: [U-Shape](#) for 50 with extra chairs.
 Technical: Standard A/V package, plus 22 additional table microphone.

Room 8

Use: Technical Room
 Days Required: Day 0-8
 Set-Up: Room used to hold servers and monitor the network.
 Technical: To be determined by network service provider

Room 9

Use: Press teleconferences, signings, Interviews, press workroom
 Days Required: Day 0-6
 Set-Up: [U-Shape](#) for 16 with head table for 4.
 Technical: One telephone line with handset capable of making outgoing local calls
 Polycom for conference calls

Room 10

Use: Committee and IP
 Days Required: Day 1-6
 Set-Up: [U-Shape](#) for 16 or [Theatre](#) for 20 with head table for 4.
 Technical: Standard A/V package

Room 11

Use: Breakout and ISP
 Days Required: Day 1-6
 Set-Up: [U-Shape](#) for 16 or [Theatre](#) for 20 with head table for 4.
 Technical: Standard A/V package

Room 12

Use: Joint meetings and NCUC
 Days Required: Day 2-6
 Set-Up: [U-Shape](#) for 16 or [Theatre](#) for 20 with head table for 4.
 Technical: Standard A/V package

Room 13

Use: ALAC
 Days Required: Day 2-6
 Set-Up: [U-Shape](#) for 25 with 25 extra chairs, and translation booths.
 Technical: Standard A/V package, plus additional 10 table microphones.

Room 14

Use: Office of the Ombudsman
 Days Required: Day 3-6
 Set-Up: Room with large table for 4 (a guest room could potentially be used for this purpose)
 Technical: Power sockets

Room 15

Use: Local Host Organisational Room
 Days Required: Day 0-7
 Set-Up: [Boardroom](#) for 10-20.
 Technical: To be determined by Local Host.

Internet Café (Pre-function space)

Use: Terminals for use by ICANN meeting participants
 Days Required: Day 1-7

Set-Up:	Adequate table workspace for a minimum of 20 people (number of tables and location may vary)
Technical:	Fully functional network connectivity with at least 8 PCs installed with an English language version of Windows 2000 or XP. Adequate power for 50 persons.

(For examples of room set-ups, Please see [Annex 2](#))

B. Network Infrastructure

Due to the nature of the conference and its attendees, the Network infrastructure is an essential and critical aspect of the meeting. Attendees **MUST** be able to reliably send and receive both encrypted and unencrypted data freely. The importance of adequate and reliable systems cannot be expressed enough. The network must be fully operational from Day 0 until Day 8. The following information has been included to assist the ICANN meeting staff in the solicitation of offers from IT vendors.

Bandwidth and Internet Requirements:

1. **BANDWIDTH:** External bandwidth (Internet Transit) must be in the form of dedicated circuits of at least 10mbps capacity and must include redundant paths. Preference may be given to proposals that contain higher capacity and more detailed redundancy planning.
2. **ADDRESSING:** At least a /22 (1024 addresses) of publicly routable IPv4 address space must be made available for use during the conference. Using RFC1918 space and/or NAT (Network Address Translation) has been known to cause problems and is strongly discouraged. However, if using RFC1918 or NAT space is the only way to facilitate our technical requirements, then a letter explaining IN DETAIL the issue/solution is mandatory and must be approved by the ICANN Technical Staff prior to the proposal being accepted.
3. **ADDRESSING:** Though not required, offering IPv6 addresses to the conference attendees IN ADDITION to the required IPv4 address space would be desired. Preference may be given to proposals that offer both addressing solutions.
4. **ROUTING:** The conference routers/gateways must be configured with a minimum of filters so as not to affect tunnelling software used by the conference attendees. Only filters that are required to protect the network must be in place. ICANN reserves the right to approve or disapprove any filters used at the conference. Any known filtering that will occur at the meeting should be described in your proposal.
5. **SERVICE LEVEL:** Access to high-level support by the transit provider must be available 24 hours a day for the duration of the conference by the local host support staff. Troubleshooting transit and bandwidth issues often takes place at odd times so as not to impact the conference.

Local Infrastructure Requirements:

1. **DIAGRAM:** In order to be considered to provide technical service to the ICANN meeting, the IT vendor must provide a diagram (JPG or PDF) to the ICANN technical staff detailing the local infrastructure for the meeting. This is to include the switched network, the wireless network, and core infrastructure (servers) that will make up the local infrastructure.
2. **DHCP:** All addressing of the attendees hosts must be accomplished through DHCP. All DHCP server(s) must reside within the local infrastructure.

3. RESERVED IP: A small range of IP addresses (32 addresses) must remain available to make static assignments if necessary. This would include any servers, printers and/or any other host (to be determined by ICANN technical staff)
4. SMTP: An SMTP server is required to allow the conference attendees to send email. Email relay must be allowed from the IP address range(s) of the conference and an IP range further specified by the ICANN staff.
5. DNS: At least two recursive (caching) DNS servers must be available. At least one of these servers must reside WITHIN the local infrastructure. The other may reside at the transit provider(s) but must be topologically close to the conference network. Reverse delegation (in-addr.arpa) must be used on the network block(s) being used at the meeting.
6. WIRELESS: 802.11(b and/or g) must be available throughout the meeting venue. This includes the main meeting room, board and staff workrooms, smaller meeting rooms, "Internet Café"/terminal room, common areas, hotel lobby and bar, etc. Where possible, wireless or high-speed wired access should be offered in guest rooms.
7. WIRELESS: The SSID of the conference MUST be ICANN and MUST NOT be WEP/WPA enabled.
8. MONITORING: Monitoring of traffic MUST be restricted to ONLY that necessary for network maintenance and diagnostics. Any monitoring tools MUST be made available upon request.
9. PROXY: ICANN requires that the IT vendor NOT use proxies in any form. If you feel that you are unable to provide services without using a proxy, please send a detailed explanation during the vendor selection process. ICANN MUST approve of the use of proxies. If the local host is aware that proxies are required in their locale, ICANN must be notified during the proposal process.
10. HARDWARE: Replaceable backups of critical services hardware should be standing by (DHCP, DNS, SMTP, etc). The ability to replace critical equipment within one hour of the problem being detected is required.
11. SERVICE LEVEL: The local hosts shall provide adequate qualified staffing for the setup, running and teardown of the network infrastructure. A technical representative MUST be onsite from 7am-9pm daily. If a problem arises, there MUST be a representative that can be contacted immediately and be onsite within 30 minutes of the initiation of the phone call during hours outside of those stated above.
12. INFRASTRUCTURE: Keep it simple. Keeping the network infrastructure as a simple, straightforward network increases the probability of network uptime and reliance.

C. Support Services

Representatives from the local host and its subcontractors must be able to be reached on a 24-hour basis. A dedicated representative from each department (host, hotel, IT, AV, Copy Machine, etc.) must be able to respond immediately to help resolve issues that may arise. It is essential to the success of the meeting that all systems are functional, reliable, and have back up equipment and service. We would like to emphasise the importance of this element of the requirements. When one element is not working properly, it affects the productivity and success of the entire meeting.

D. Communications

The local host will provide ICANN with 3 local mobile phones for use during the meeting. These phones must be capable of making and receiving international phone calls. The primary purpose of these phones is for local contact with the host, staff, and contractors. This has proved essential for the facilitation of the meeting. ICANN will pay for the costs of these phones.

E. Accommodations

Accommodations must be available for 700 participants. Hotels should be available in a variety of price ranges to accommodate those travelling on a limited budget. These hotels should be located close to the meeting hotel. The attendees must be able to make their reservations directly with the hotels, not with a central service. We have found that centralised reservations do not fit the needs of our community.

The main hotel must be priced reasonably. This is difficult to define as costs vary from city to city, but past hotels have ranged from USD\$130.00 to USD\$210.00. ICANN will negotiate special non-commissionable rates for all attendees and have the hotel guarantee the lowest possible price. ICANN will help to arrange that guests may reserve directly with the hotel and be eligible for the ICANN rate.

F. Emergency Contact

The host will arrange for an Emergency Contact. This must be a telephone number with a representative available 24/7 to assist in the event of an emergency. The telephone number must be a local number. The emergency contact can be one person or several persons working in shifts. The person responsible should be someone local and familiar with the city, speak fluent English as well as the local language, and be familiar with and be able to assist in obtaining medical, police, legal, or other types of emergency assistance. This information should be included on the back of the badges provided to all registrants.

G. Badges

ICANN will provide badges for all attendees.

H. Registration

The local hosts will assist ICANN to engage staff to handle registration duties at the venue. The registration desk at the meeting venue should be staffed by a minimum of 3 people to prepare badges and distribute registration packets and meeting information to the participants. The registration desk should be staffed from 07:00-18:00 from Day 0-7 of the meeting. It is recommended that on Day 1 and Day 2, the registration desk be staffed by at least 5 persons. ICANN will setup and manage the registration website. The registration data is the property of ICANN. It is not permissible to use the registration data from the ICANN meeting for any purpose other than to predict attendance at the ICANN meeting.

I. Safety and Security

The personal safety and security of the participants at the ICANN meeting will be considered when selecting the meeting location. Steps that the local organisers plan to take regarding safety and security MUST be detailed in the proposal. Security will be defined in two parts; Attendee and Asset Protection.

Safety:

On-site medical personnel are required for meeting attendees. This has typically consisted of a qualified medical individual with a room set aside for simple medical services. The medical staff should be on-site from 09:00 to 18:00 from Day 2 to Day 6.

Any medical information required to enter the country MUST be provided with the proposal.

Attendee Security:

A reasonable amount of security **MUST** be provided during the meeting hours (08:00 – 18:00 daily). This security should be a non-intrusive measure to ensure the safety of the participants.

Any security information about the local area in relation to attendee safety **MUST** be provided with the proposal. This should cover a general overview of the area surrounding the venue, taxi safety, city safety, etc.

Asset Protection:

A significant amount of equipment will be on-site during the meeting. This includes items such as routers, switches, wireless access points, audio/visual equipment, webcasting equipment and the “Internet Café” computers. Security **MUST** be provided to protect this equipment during the hours of 18:00 – 08:00 daily. Typically, two security personnel are sufficient to perform this function, but the actual number will depend on the venue layout. New locks may be required on rooms containing computer equipment.

J. Sponsorship

Local hosts may solicit local sponsors to meet their financial responsibilities. They must, however, submit the names of their sponsors to ICANN to ensure that the mission and activities of sponsors does not conflict with ICANN policies. ICANN will be accepting sponsorship from traditional ICANN stakeholders to offset the meeting expenses for which ICANN is responsible. Inquiries regarding sponsorship from ICANN stakeholders should be referred to the ICANN meeting organisers.

Sponsorship acknowledgment will be prominently displayed at the venue as well as on the host website. Designated space will be provided for sponsors to distribute company materials, depending upon the amount of their sponsorship. Since this meeting is not a trade show, an organisation that is not a sponsor will not be permitted to distribute commercial materials in the meeting area. ICANN reserves the right not to accept sponsorships from organisations whose missions and activities conflict with ICANN policies.

K. Website

Whereas past ICANN meeting information has been provided both on the ICANN meeting website as well as the local host website, all pertinent meeting details and information shall be provided on the ICANN meeting website. Local host will provide ICANN with links and information for travellers, such as currency rates, weather, visa and customs requirements, local transportation, and social events. ICANN will post this information in addition to the schedule of meeting events and pre-registration on the ICANN meeting site. To avoid confusion, the local host should not provide any additional website.

L. Outreach

ICANN encourages participation of the local Internet community in ICANN meetings. Please detail your plans to achieve regional outreach to the local community to encourage attendance at the ICANN meeting.

V. Local Hosts Responsibility:

The local host will be responsible for the following items:

- Assisting ICANN in locating a suitable venue

- Locating vendors to provide required services
- Planning, hosting and paying for gala event
- Assisting with immigration and customs problems of ICANN meeting participants

VI. Financial Responsibility

Location Costs: ICANN will assume financial responsibility for the meeting room costs, the technical specifications, and the audiovisual requirements. The local host is asked to provide assistance to ICANN with regard to selecting the location of the meeting. Typical requirements of the meeting site are located in this RFP. The local host's approach to the hotel should be investigative only. The local host is NOT responsible for negotiating the contract with the hotel; the ICANN meeting organisers will handle these arrangements. The local hosts will be asked to assist in identifying vendors where needed. All requests for meeting rooms and equipment other than those stated in the specification will be coordinated by ICANN to minimise additional charges.

Catering: The local host will not be responsible for providing any catering other than the social events described below.

Gala Event: The local host will be responsible for organising and paying for a gala event for all participants. Plans for this event must be coordinated with the ICANN staff. The event should take place on Day 4 or 5.

Travel & Accommodation: All participants, or their respective sponsors, are responsible for arranging and financing their own travel and accommodations.

Changes: The ICANN staff may request changes to the above specifications. The changes will be the responsibility of ICANN, unless they are of de minimis cost to the host.

Cancellation: To date, an ICANN meeting has never been cancelled. Cancellation costs and penalties for cancellation for any meeting costs including the meeting location and hotels should be detailed in the proposal. Should the circumstances arise where the ICANN Board cancels the meeting, ICANN will be responsible only for cancellation costs that are detailed in the proposal.

Insurance: ICANN will require the local host to obtain insurance for the items in the RFP for which they are responsible. Specific requirements can be discussed with ICANN staff as these vary from location to location.

VII. Additional Information

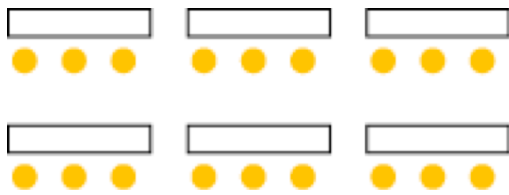
The creation of this specification does not create any obligation on ICANN to select the recipient or any applicant/host for an ICANN Meeting. ICANN's selection will be based upon pricing, location, and other factors that may or may not be disclosed to the applicants. All decisions relating to the location and selection of hosts of any ICANN meeting remain at all times solely within ICANN's discretion.

ANNEX 1

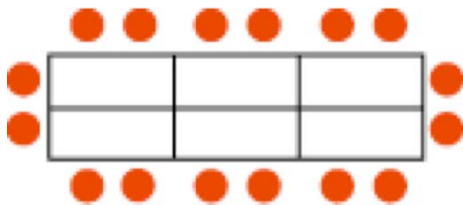
Power sockets and necessary extension cords	80
10/100Mb Internet connections and cabling	30
Conference Microphones	11
Standing Microphone	1
Wireless Microphones	2
19" LCD Monitors	24
VGA splitters/amps (15 ports)	2
VGA Switch (4+ ports) (4 input / 1 output)	1
VGA Extension cables (15')	26
VGA Projectors	2
Projection Screens (12' +)	2
Podium/Lectern (with microphone)	1
Telephone and telephone line	1
Table for coffee and water set up – available to ICANN Board and Staff Members only	1

ANNEX 2

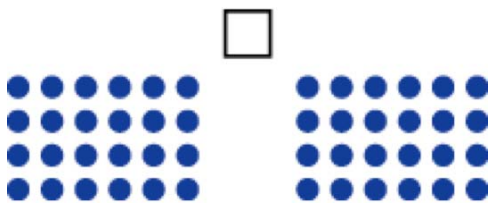
Classroom Style



Boardroom Style



Theatre Style



U-Shape Style

