

CALL FOR PROPOSALS
AfrinIC-13 Public Policy Meeting
20 November to 26 November 2010

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HOSTING OF AFRINIC-13 EVENT

Organisations interested in hosting the AfrinIC-13 Public Policy Meeting are invited to submit proposals no later than 31 March 2010. Proposals should be sent via email to meeting@afriNIC.net. Information about AfrinIC is available at <http://www.afriNIC.net>.

Our expected dates for AfrinIC-13 are 20 November to 26 November 2010.

HOSTING REQUIREMENTS FOR AFRINIC WORKSHOP AND MEETING

Organisations wishing to host the AfrinIC Meetings should be prepared to meet the following requirements:

1. Background Information

AfrinIC is a non-governmental and not-for-profit membership based organisation. Its main role is to serve the Africa region as Regional Internet Registry (RIR), like the four other RIRs covering their respective regions.

The AfrinIC-13 includes: one day of LIR training; two days of IPv6 workshop; one day Policy Maker & Internet Governance, one day IPv6 Conference and two days for the AfrinIC Plenary and Public Policies meetings, with some of them possibly running in parallel.

Availability of the Venue

The venue must to be available at least two days before the workshop (referred to as "set-up") and one day after for "tear down." During the set-up, the technical team will lay cables, install equipment, and prepare for the event. During the tear-down, the AfrinIC team will ensure all AfrinIC equipment and meeting materials are removed from the hotel premises.

Please refer to draft agenda below for the dates of meetings and rooms requirements. Please note that this agenda is not the final and changes may be made as the meeting draws nearer. Please see <http://www.afriNIC.net/meeting/index.htm> for further information about past AfrinIC events.

2. Overview of Space Requirements For The Event

The following office, training room and conference space will be required. Later sections of this document give more detailed information about each of the rooms. Please refer to the meeting agenda for a better understanding of the room requirements.

Office-1 (Secretariat/NOC): One large office for the secretariat/NOC and the staff. This office should be a safe place. It must be available from the beginning of set up (two days prior to event) to the day after entire event. Three separate keys should be provided to AfrinIC.

Office-3 (Boardroom): One large board room style office is required for the board members to meet throughout the day, from day 4 to the end of the event.

This room will require telephone access, Internet access, privacy, accommodation for 15 participants, flipchart with stand and markers, projector and screen, power cords to plug in laptops, and air conditioning.

A registration area: An open area for participants' registration. The registration area must be able to allow queuing of registrants, to put a long table (even two so as to create an L-shape area) and banners for the event. The registration area should be as close to the meeting rooms as possible. Internet access is required for this area.

This area will then be transformed into the Member Services and help desk.

Room for LIR and IPv6 workshops: One large room, to be setup in classroom style and be able to accommodate 30 participants and 4 trainers. It should be available for 4 days (first day for set-up plus 3 days for the actual workshop). Internet access is required for this training room, projector and screen, microphones, flipcharts.

Conference room (Main Event): Large conference room to accommodate a maximum of 150 people which should be in classroom style. It should be available no later than the day before the conference begins (Day 4) and through to the end of the event. The classroom and the conference room should be as close to each other as possible to ease the logistic. Please bear in mind, that we will need an additional day (or half day) for dismantling and packing after meeting.

Working group and BoF meeting rooms: AfriNIC will need one room for BoFs and its working groups Meeting for half day. The room used for the workshops and the plenary session can also be re-used for this.

3. Infrastructure Requirements

The following infrastructure is also used during the conference.

Office (Secretariat)

The AfriNIC secretariat/ NOC room will require a large office, with the following characteristics:

- Desk space for 5 to 10 people.
- Space for Visitors, office equipment, and storage (preferably lockable) for meeting items.
- A fax machine with the ability to send and receive international fax messages.
- The telephone numbers for the office voice and fax lines should be known at least a few days before the beginning of setup; the lines should be available from the start of setup.
- Printers: 1 colour laser and 1 black laser.
- Copying facilities: Access to a high-capacity printing / copying machine (at least 35 ppm).
- Collating, stapling and duplex printing facilities would be very useful; the most useful of these is collating.
- Should be close to all the classrooms and conference rooms.
- A registration desk near the conference room with access to a room /storage space nearby is required, unless the secretariat room is close by. It would be nice if the office could also be reasonably close to the main conference room.
- Multiple electrical outlets.

- Stable power supply, with provision for backup generator/UPS.
- Space for several computers and specialised items of electronic equipment to be installed.
- Air conditioning is essential in view of the amount of equipment that will be used in the NOC.
- There must be provision for network cables to connect the NOC to other rooms
- (see section on network cabling).
- The Internet connection should preferably be terminated in the NOC.

A registration booth/area:

There should be an open area for participants' registration. The registration must have the following characteristics:

- It has to be in area where registrants can queue.
- It has to be organised either on a set of table or as booth.
- Allow disposal of the event banner and the banner of partners/sponsors organisations.
- To be close enough to the meeting rooms.

Internet Connectivity

- 2 Mbps of bandwidth to the Internet (Wireless backhaul is not preferred). More bandwidth would be nice.
- The Internet connection must not be subjected to any kind of firewalling or address translation (NAT or private address space).
- The workshop will require a temporary IP address allocation of at least a /24 in size. Afrinic will provide these addresses to be routed by the local connectivity provider.
- The connectivity should be available from the beginning of setup.
- Will be a plus if it is possible to have two links to the Internet, and to use BGP routing for redundancy. If anything like this is possible, it will need careful planning with the Afrinic technical team.

Network Cabling

The NOC, the office, the classrooms, and hostmaster room, will need to be connected together in a computer network. Ideally, the conference room will also be included in the network. It may be possible to do this using network cables that are already installed. Failing that, Afrinic will install temporary cables during setup week, and remove them at the end of the event.

4. Workshop Requirements

The workshop has approximately 30 students and approximately 4 instructors.

Classrooms/Labs

Each workshop track requires one medium to large room with the following characteristics.

- Floor space of approximately 8 x 12 (100 square meters - this is a minimum, larger rooms will be preferred). Multiple electrical outlets distributed throughout the room, preferably on separate circuits. Overhead lighting, preferably fluorescent tubes. Stable power supply, with provision for backup generator/UPS. Air conditioning is essential in view of the amount of equipment and the number of people in classroom.
- Classroom requires 25 tables for equipments, students, and instructors. 22 of the tables will be used for students (with two students per table), and the remaining tables will be used for instructors and additional equipment. Each table should be about 2m long and 0.8m wide, so that it can provide space for two people, one or two PCs, and several other items of equipment. The tables should be stable enough to hold this expensive equipment safely.
- Enough chairs for all the students, instructors, and a few visitors
- Projector
- Wide screen

Equipment

The host will be required to make provision for:

- Workshop Infrastructure (NOC etc): One or two PCs.
- Secretariat (2): Two PCs.
- At least 2 Managed 24 port switches with power over Ethernet.
- 2 Cisco 1810 routers
- 6 Cisco Aironet Wireless Access Points
- Toolkits

Each PC should have the following minimum specifications:

- CPU: Pentium 2GHz
- Memory: 1GB Ram
- Hard disk: 120 GB
- Network interface card: 10baseT or 100baseT Ethernet or fast Ethernet
- Serial port: at least one working serial port
- Power Bars to plug in laptops for all participants
- Power cords for additional equipment provided by AfriNIC. This equipment is used all over the world, and is often shipped without any power cords, or with power cords that are inappropriate for the destination country. At least one additional power cord per participant will be needed.
- Category-5 UTP Ethernet Cable: 1 box of 300 metres. The exact amount depends on the distances between rooms, the availability of pre-installed cables between the rooms, and the availability of ready-made cables in shorter lengths.
- RJ-45 male plugs, for making network cables: Quantity 100, depending on the availability of ready-made cables.
- Tie wraps (also known as cable ties): Large size (30 cm) quantity 100; Medium size (15 cm) quantity 200; Small size (10 cm) quantity 200.

- Gaffer tape: Approximately one large roll of 5cm-wide gaffer tape for neatly securing cables to the floor. Note that genuine gaffer tape does not leave any sticky residue when it is removed after a temporary installation.
- It is desirable for all the equipment to be available from the start of setup.

Audio/Visual

The conference, workshop rooms, and board room, will require the following:

- 2 SVGA Projector, for projecting computer output onto a screen (simultaneously same content or different content for each. e.g., Video on one and Slide or scribing on the second); (one projector for board room)
- Small public address system with support for at least 2 audio inputs and 4-6 speakers (depends on size/shape of room)
- Lapel or cordless microphone
- 2 6' x 6' projection screen with stand
- Medium size to large white board with stand and white board markers for the workshops; (not for board room)
- Flip chart with stand and markers
- Two stand-up microphones in the conference rooms or desk microphones on each table
- One Lectern (not for board room)
- Ability to connect video output to the SVGA projectors

5. BoFs and Working group meetings

In most cases, the room used for the workshop and/or the conference will be re-used for the BoF and the Working group meetings with the same Audi-visual equipments (they generally take place at the end of the day).

6. AfrinIC Meeting Requirements

The conference will require a meeting room with sufficient seating capacity and audio-visual equipment, as well as simultaneous translation between the English and French languages.

Meeting/Conference Room

- Must comfortably seat 150 people, classroom style
- The room's height should be more than 2m high
- The panel of presenters, Chair person and observer should be on a stage (not more than 80 cms high) – It is preferable that speakers be on a stage also. We suggest that one same stage be used.
- We should be able to dim out the lights when doing presentations
- Public Address system to which an audio feed can be removed;
- Lectern with space to fit a laptop and cabling to the SVGA projector as well as microphone
- Translation booth (AfrinIC is prepared to pay for this)

- Entry, exits and access pathways
- Air-conditioned, especially in hotter climates
- It is essential that the conference room has sufficient electrical outlets, because many of the conference attendees will want to connect their laptop computers; at least one outlet per attendee should be available.
- Wireless Internet coverage in the meeting rooms. For this to be possible, the conference room will also have to be included in the network cabling that connects the NOC, office and classrooms.

Translation Facilities

- Translation booth
- Translators capable of simultaneous translation of technical discussions in the English and French languages

Audio/Visual

- 2 SVGA Projector, for projecting computer and/or video output onto a screen
- Public address system of sufficient power to cover entire hall
- Lapel or cordless microphone (one for speaker)
- Cordless microphone (2-3 for audience)
- Desk microphones for panel and main table (8)
- 6' x 6' projection screen with stand (2 of them may be required)
- Two microphones on stand to be installed in the middle of the rooms; and, (or desk microphones on each table)
- As AfriNIC records the meeting on audio (and probably video), access will be required to the meeting room's audio/video system.
- Standby sound technician who speaks English.

7. Security

All rooms (i.e. classrooms, NOC and Office, board meeting room) must be lockable. Each room should have two/ three keys available for use by AfriNIC staff. Keys must be available from the beginning of setup. In view of the value of the specialised equipment, it is desirable for the area to be patrolled by security guards. The same team of security guards is required from the beginning till the end. An official presentation of the security staff should be done to the events coordinator, giving their names and contact details.

8. Accommodation

It is preferred that the accommodation, the classroom facilities for the workshop, and the meeting room for the conference, all be provided at the same location. For the meeting/conference part of the event a 4-5 star hotel is requested. Internet connectivity in the rooms of AfriNIC delegates is mandatory.

The hotel should provide the menu of the lunch and dinner far in advance for discussion and agreement. The menu should have a variety of menu options including special food for vegetarians. Please note that lunch is served at 13:00, and that we do include coffee/tea breaks during our training and workshops.

Additional hotel capacity to accommodate conference attendees is essential. The expected total number of staff, workshop participants and conference attendees is expected to be around 70.

It is imperative that a contract be signed with the hotel / conference venue and any supplier well in advance of the start of the event. In some cases the contracts shall be signed between the supplier and the local host representing AfriNIC. The different parties must have a copy of the signed agreement. The contract negotiation should be done in cooperation with AfriNIC meeting coordinators.

9. Travel

The local host will from time to time be required to provide local coordination for travel arrangements for participants. This may involve:

- Providing information regarding travel regulations to the host country, such as health.
- Restrictions, recommended vaccines, tips on pre-travel medication.
- Providing information regarding local visa requirements, this may include the facilitation of group visas, visa delivery upon entry etc; and, letter of invitation - Providing Letters of Invitation for visa and passport purposes and assist with immigration problems.
- Arranging the meeting of delegates at the airport and if possible a shuttle service at the airport for all delegates.

10. Assist with Local Logistics

The local hosting organisation should also be prepared to:

- Visit hotels or conference centres in the selected city well in advance of the conference and recommend several meeting location options to AfriNIC. The names of the locations should be included in the proposal sent as well as the costs.
- Assist AfriNIC staff to consult and / or visit the hotel and make the final site selection.
- Provide logistical support during the meeting, including staffing (at least 4 people at all times) for the registration desk, meeting room setup, interaction with hotel staff, and helping in general with day-to-day duties in the secretariat, etc.
- Handle Internet connectivity to the hotel or conference centre.
- Seek local sponsors for the event; i.e. sending of letters and making follow-ups with the required organisations. The local host should not request for sponsorship without informing the meeting organisers beforehand.

AfriNIC organises an opening cocktail event the first day of its meeting. The local host will help identify the venue and arrange for this event for all delegates (max 150). The opening cocktail event can be sponsored in part or in total by one of the sponsors.

The event shall include but not be limited to the following:

- Welcome Drink
- Finger buffet and drinks
- Music in background

AfriNIC organises a social event the first day of the plenary session. The local host will help identify the venue and arrange transportation to the social event for all delegates (max 150). The social event can be sponsored in part or in total by one of the sponsors. The sponsor is allowed to display marketing materials at the venue of the social event. AfriNIC will also display its own banners and other marketing materials.

The social event shall include but not be limited to the following:

- Welcome Drink
- Cultural Display
- Dinner
- Music and entertainment

11. Financial

The local host is encouraged to provide financial support in terms of sponsorship towards the costs of running the AfriNIC event. This can be provided in-kind. Besides direct financial assistance, the Local Host may be expected to provide budgetary figures for:

- Accommodation and facilities
- Travel and visas
- Rental of Computer, Audio and Video equipment
- Local transportation; shuttle hire, vehicle rentals, fuel expenses, etc.

12. Publicity/Public Relations

The local host is also encouraged to provide or assist AfriNIC communication staff for local publicity and press/media coverage for the event (pre-event, during event and post-event) and to coordinate among others:

- Press conferences
- Press Releases distribution
- Media Kits distribution
- Advertising in local newspapers and magazines
- Preparation of banners and posters
- Printing of T-shirts, caps, pens and other "take away" items if requested by AfriNIC

The local host should inform AfriNIC well in advance (two months) in the event that a VIP will be giving the opening speech.

The details about any giveaways which the local host is planned to produce must be communicated to the organisers (AfriNIC), at least two months in advance.

13. Commercial Interests

The AfriNIC workshop and meeting are non-commercial, technical, education, collaboration and community oriented activities. It is therefore expected that the local host will refrain from using the hosting opportunity for commercial purposes. This also applies to supporting/sponsoring vendors.

Any use of the event for advertising or marketing by sponsors must be approved in advance by AfriNIC management and must not detract from the non-commercial atmosphere. For example, having a sponsor's logo on pens or writing pads would probably be permitted and small meeting marketing materials should be approved by AfriNIC, while having an exhibition of a sponsor's equipment would probably not be permitted.

14. Final Selection of Host

The final selection of the host country/organisation will be made by the AfriNIC Management whose decision is final. Preference will be given to countries where the impact of an AfriNIC meeting would be greatest. Preference will also be given to regions other than the immediately previous hosting location. Strong preference will be given to hosts that are familiar with the AfriNIC meeting requirements (through active participation to the previous AfriNIC workshop/events).

15. Memorandum of Understanding

It is expected that after assessment of the hosting proposal by the AfriNIC Management team, there will be signing of a MoU between AfriNIC and the hosting organisations, which clearly outlines the roles and responsibilities of each party. This is expected to be done at least four months prior to the event.

The budget Excel sheet should also be filled as part of the proposal (see excel document).

16. Time Line for activities requiring input from Local Host

Proposed Time line - Afrinic-13

Task	Ref	Start date	End date	Duration - no. Of days
Agreement as LOC for Af-13	1	21/06/10	25/06/10	5
Site visit	2	01/07/10	06/07/10	6
Sponsors	3	12/07/10	31/08/10	50
Signature of MoU	4	15/07/10	16/07/10	2
Selection of Hotel and TOR	5	15/07/10	19/07/10	5
Signature of contract	6	19/07/10	19/07/10	1
Finalise catering	7	19/07/10	23/08/10	5
Finalise rooms	8	15/07/10	15/11/10	4 months
Finalise social events	9	15/07/10	30/07/10	15
Reservation code	10	20/07/10	21/07/10	2
Letters of invitation	11	25/07/10	26/07/10	2
Shuttle arrangements	12	16/08/10	26/11/10	
Finalise outsource suppliers : Translators and security	13	30/08/10	15/09/10	15
Finalise sponsors	14	31/08/10	15/09/10	15
Media coverage	15	01/10/10	28/11/10	48
Finalise equipment and material	16	08/10/10	18/11/10	42
Set-up	17	18/11/10	19/11/10	2
Staff to help	18	20/11/10	26/11/10	7
Press conference	19	20/11/10	20/11/10	1
Meetings	20	20/11/10	26/11/10	7