

## 1. Support Proposals

The African Network Information Centre (AFRINIC) is looking to partner with institutions or organizations that are willing to be the local host for our next AFRINIC Meeting. Interested parties are requested to fill in the application below and to send the complete form via the [meeting@afnic.net](mailto:meeting@afnic.net)

The AFRINIC meeting team will be happy to guide you through the process and answer any questions you may have with regards to submitting the hosting proposal.

### 1.1 Application Form

AFRINIC invites the Internet Technology organizations and IT stakeholders within the AFRINIC service region (Africa and Indian Ocean) to submit their interest in hosting the AFRINIC meeting.

AFRINIC holds two public policy meetings every year. The first meeting is the Africa Internet Summit which is run jointly with the Africa Network Operator's Group (AfNOG) and the other AF\* organizations held in May and the second one is the AFRINIC stand-alone held in November.

You may wish to find more details at >> [https://afnic.net/images/Guide\\_to\\_hosting\\_AFRINIC\\_meetings.pdf](https://afnic.net/images/Guide_to_hosting_AFRINIC_meetings.pdf)

## Conference proposal Form

Please fill in the form below with the support you are willing to provide.

Organization name:

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Contact name:

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Contact phone number:

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Contact email:

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Country:

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Please indicate which year you would like to host the AFRINIC stand alone Policy Meeting :

Type of institutions:

Government

Regulatory Body

AFRINIC Member

A past sponsor

A NOG member

Internet Service Providers/ Mobile Operators

An active member of the Internet community- Please specify

Educational/Academic Institutions

Our organization has worked with AFRINIC/AFNOG or similar organizations by

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General Overview:

Has your organization/province ever hosted a conference similar to the Africa Internet Summit and/or AFRINIC stand-alone meeting?

Yes, please specify

No

Have there been any recent attacks against foreign interests (Embassies, hotels, shopping malls) in your city?

## Your involvement & support in organizing the event

Please confirm by ticking what the organisation is willing to provide:

The organisation is able to provide financial support to the conference.

Please specify the amount

The organisation is able to help in raising additional funding through sponsorship locally.

Estimate amount

The organisation is able to sponsor side events like the Welcome cocktail or the Gala dinner.

Comments

The organisation can assist in the events operations below with:

- Conference venues recommendations
- Overflow hotels for delegates
- Budget hotel for students
- Identification of local suppliers (Interpretation, transport, marketing materials)
- Negotiation with local suppliers for discounted price
- Visa formalities assistance (visa fees, visa letters)
- Event's marketing campaigns
- Assistance in coordinating with the media partners
- Raising sponsorship for local students to attend the AfNOG workshops

Comments

### Your Assistance in Meeting Logistics:

Our organisation is able to:

Provide at least two (2) different quotes for the conference venue

Provide a list of recommended hotels (from 3-5 stars) for accommodation

Propose at least two (2) different venues for side events (Gala dinner, Opening dinner)

Provide Internet connectivity and network access

Provide technical assistance to setup the connectivity

Provide staff for on-site duties for registration, conference setup, technical assistance throughout the conference

Boost local participation for the event

### Your Assistance in managing COVID-19 Protocols:

Our organisation is able to:

Provide a list of recommended hotels (from 3-5 stars) that will accommodate the expected number of delegates while maintaining social distancing

Provide a list of recommended hotels (from 3-5 stars) that are responsible in checking temperatures on a daily basis, providing hand sanitizers in all meeting rooms and entrance of the hotel

Provide antigen tests to delegates

Provide masks to delegates

Provide health assistance to COVID-19 tested positive delegates

Is it compulsory to be vaccinated to be allowed into the country?

Yes

No

Restaurants and hotels are able to:

Manage delegates/guests for lunch and coffee breaks in batches to avoid crowding.

Ensure social distancing in lunch and coffee break areas (if needed).

Ensure that delegates and restaurants/hotels staff wear gloves, masks at all times around the serving area (if needed).