

## **CALL FOR PROPOSAL TO HOST AN AFRINIC MEETING**

### **November Meeting**

#### **AFRINIC-27 Public Policy Meeting**

Tentative Dates: 25 – 30 November 2017 (six days)

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## Introduction

The African Network Information Centre (AFRINIC) is looking to partner with institutions or organisations that will be the local host for our next event, **AFRINIC-27, to be held tentatively from 25-30 November 2017.**

In this document, we have outlined what is required from a local host to have a successful event. We have also included a template to help you structure a proposal. You are encouraged to read this document and all appendices thoroughly in order to (1) prepare a complete proposal according to the template in Appendix 6, "Proposal to host an AFRINIC Meeting" and (2) send your proposal via email to [meeting@afnic.net](mailto:meeting@afnic.net) with reference CFP-AF-27 as subject line.

*Please note that only complete proposals will be taken under consideration. We are happy to answer any questions you may have about preparing your proposal via email at [meeting@afnic.net](mailto:meeting@afnic.net)*

## 1. About AFRINIC

The African Network Information Centre, AFRINIC, is the Regional Internet Registry (RIR) for Africa and is responsible for the distribution and management of Internet number resources (IPv4, IPv6 and ASNs) throughout the African and the Indian Ocean regions. AFRINIC plays a leading role in capacity building, IP Infrastructure development, and facilitates the community-driven policy development process that governs the way Internet number resources are managed and distributed in region. Find out more about AFRINIC at: [www.afrinic.net](http://www.afrinic.net)

## 2. About AFRINIC Meetings

AFRINIC holds two public policy meetings every year in various locations throughout its service region. The first meeting is held during the Africa Internet Summit (AIS) from the last week of May through the first week of June. The AIS is organised in collaboration with AfNOG and other Internet related African organisations known as the AF Stars. The second AFRINIC Meeting, held in November, is a stand-alone event.

AFRINIC meetings provide a unique opportunity for Internet-related individuals and organisations to come together to discuss the policies governing Internet number resource distribution in the African region, to share technical knowledge, and to attend workshops and tutorials. AFRINIC meetings are open to all and free to attend.

The stand-alone meeting lasts six (6) days and consists of workshops/trainings and conference plenaries. The meeting usually starts on a Saturday and ends the following Thursday. Around 180-220 delegates attend the stand-alone AFRINIC meetings.

### 2.1. Workshops and Training sessions

The workshops consist of hands-on training for participants delivered by AFRINIC Trainers and other industry experts. The Workshops/Trainings part of the meeting consists of parallel sessions and usually runs for three (3) days.

### 2.2. Conference

The conference part of the meeting usually starts on Tuesday and finishes on Thursday. It consists of a variety of sessions that are of interest to the Internet community, such as:

- Short presentations on various topics including Internet related technical and business issues.
- Birds of a Feather (BoF) meetings, which are informal gatherings where participants can exchange information and discuss new ideas.
- Open policy discussions

## 2.3. Side Events

Various social activities also take place during the meeting in the evenings, such as a Welcome Cocktail, a Gala Dinner, other Dinners (pending availability of funds). Please refer to **APPENDIX 4: Terms of Reference – Gala Dinner** and **APPENDIX 5: Terms of Reference – Opening** for further details.

For more information on previous AFRINIC meetings is available at <http://www.afrinic.net/en/community/afrinic-events/events-archive>.

## 3. Why Host an AFRINIC Meeting

Local hosts will benefit from widespread **exposure to a local, regional and global technical audience**, will have a **unique opportunity** to meet customers, prospects and partners, build a network of stakeholders, and deliver key organisational messages to a target audience. In addition, your organisation will be seen to be supporting the development of Africa's Internet. It is the perfect event to **showcase** your organisation and **promote your business**. Local hosts benefit from:

- ✓ Welcome speech during the Opening Ceremony
- ✓ Press conference together with AFRINIC
- ✓ Name & logo appearance as local host list on meeting website
- ✓ Acknowledgement on AFRINIC's mailing lists, reaching thousands of relevant people
- ✓ Name and logo displayed in the conference hall
- ✓ Name and Logo displayed on screen in the conference hall during coffee break
- ✓ A dedicated space for promoting your products and services
- ✓ Logo printed on meeting banners
- ✓ Space for your engineers to attend training courses on IPv6, DNSSEC and INRM (number to be determined)
- ✓ Complementary invitations for the Gala Dinner (number to be determined)

## 4. Expected Contribution, Activities and Requirements

The local host is expected to contribute in the following ways:

### 4.3. Financial Support

- As registration for AFRINIC meetings are free of charge for now: AFRINIC Sponsors, and the local host cover the total cost of the meeting.
- Based on the past three events, the total cost of the meeting is around 180 000 USD. The local host will assist in raising local sponsorship funds to cover the cost of the event.

- Financial responsibilities will be negotiated and agreed upon on a case-by-case basis during and after AFRINIC's selection of the successful host bid.

## 4.2. General Support

- The host is expected to support AFRINIC in terms of human resources. Assistance is required throughout meeting preparations and during the meeting itself for many activities, including set up and registration desk administration.
- The local host will assign a meeting coordinator for exchanges, contact and administrative support. AFRINIC Secretariat will handle management of resources. However, local event coordination is greatly appreciated.
- The host will need to provide staffing that is fluent in both English and French to help at the registration desk and other places as required.

## 4.3. Meeting Venue

- **The host should propose three potential meeting venues based on the following requirements.** The final decision on which venue will be used will be made by AFRINIC:
  - The conference venue must be a 4 to 5 star-hotel with modern conferencing facilities or a fully equipped conference centre with a hotel directly attached or located within walking distance. It must be able to accommodate at least 200 people.
  - Delegates will be arriving from all over the world, so the proximity of the proposed venue to an international airport must be considered.
  - Other hotels must also be available nearby the conference venue with a wide range of price to accommodate all budgets
  - Several different rooms with different set ups and capacities are required throughout the week
  - It is strongly preferred that accommodations, classroom facilities for workshops, and plenary room for the conference, are all at the same location.
  - Internet connectivity must be available in the hotel's rooms for AFRINIC delegates

Please refer to:

- **Appendix 1.1 and 1.2: Room layout**
- **Appendix 2: Meeting Rooms - Infrastructure and Equipment requirements.**
- **Appendix 3: Rooms Requirements Day-by-Day**

The requirements documented in the three appendices above must be taken into consideration for your proposal.

#### 4.4. Internet Access

- Internet access at AFRINIC meetings is crucial and must be provided through wired e-thernet and a public wireless network. The local host must be able to **obtain a minimum of two different connectivity providers** (the 'Connectivity Sponsors') each offering a minimum of 20 mbps bandwidth.

Please refer to **Appendix 7: Technical Requirements – Local Host and Hotel Checklist** and **Appendix 8: Technical Requirements – Connectivity Sponsors Checklist** for further information. These two documents must be taken into consideration for your proposal.

#### 4.5. Venue/Suppliers contracts

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

#### 4.6. Sponsors

- The Local Host is expected to help AFRINIC find Sponsors to cover the meeting expenses such as meeting rooms, conference package, .
- AFRINIC will provide a Sponsorship brochure for the conference to approach local sponsors.
- The local host is also expected to propose two connectivity sponsors. See Appendix 8 for more details.

#### 4.7. Publicity/Press

The Local Host is encouraged to provide or assist AFRINIC Communication staff with local publicity and press/media coverage for the event (pre-event, during event, and post-event) and to help coordinate among others:

- Press conferences;
- Press Release distribution;
- Media Kit distribution;
- Advertising in local newspapers and magazines;
- Preparation of banners and posters; and,
- Finding suppliers for printing of T-shirts, caps, pens, bags and other giveaway items as requested.

Details about any giveaways that the local host plans on producing for the event must be communicated to AFRINIC at least two months before the start of the meeting.

## 4.8. Travel

The local host is 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, and all other health related needs for travel
- ✓ Providing information regarding local visa requirements; this may require the facilitation of group visas, visa delivery on arrival, providing Invitation Letters for visa purposes and assistance with general immigration issues of host country
- ✓ Arranging to welcome delegates at the airport (airport desk) and if feasible, to provide round trip shuttle service from the airport to the meeting venue for all delegates

## 4.9. Full Assistance For Import And Re-Export Procedures

- If the AFRINIC Meeting takes place outside of Mauritius, AFRINIC will ship technical equipment, stationery, promotional gifts, and printed materials to the host country before the meeting.
- AFRINIC's technical equipment will need to be re-exported to Mauritius after the meeting. The local host will be required to pay any refundable import duty deposit that may be required by the host country. The local host will also be required to provide full assistance with import and re-export procedures and provide secure storage areas for shipped boxes.
- AFRINIC staff brings materials as excess luggage during their trip to the host country; the local host is expected to seek exemption of taxes for all AFRINIC materials (sent by freight company and also materials brought directly by staff).
- Some sponsors will also want to bring marketing materials to include in conference bags or to place in exhibition area of conference venue. Local host will also be required to facilitate import of these materials as well

## 4.10. Transport

The local host is required to coordinate local transport arrangements for participants including:

- Transportation to and from the meeting venue to pre-selected hotels that are accommodating delegates
- Arrange transport to and from the airport for delegates
- Arrange transportation to any of the side events – dinners, cocktails, social events – for all delegates
- Arrange transportation for AFRINIC staff during event for any necessary errands that need to be conducted off-site.



#### 4.11. Suppliers

The local host is required to provide local assistance for all suppliers required for the event including support to identify local providers:

- Translation Services for the Meeting
- Video Streaming company for the Meeting
- Technical equipment suppliers for the Meeting
- Local entertainment for the social events
- Official Photographer for the conference and social events

#### 4.12. Onsite Assistance

The local host is expected to provide staff assistance for the meeting. Staffing requirements are:

- One (1) French/English bilingual person for secretariat assistance
- At least three (3) Technical staff to assist during the event. These individuals may be required to manage the local technical helpdesk for meeting delegates that have technical problems during the event.
- At least four (4) people at all times to assist with
  - The registration desk
  - Meeting room setup
  - Interaction with hotel staff
  - Liaison with local suppliers as and when needed
  - Helping in general with day-to-day duties in the secretariat

#### 4.13. Catering

- **Menus**  
Conference catering must include a buffet lunch, morning and afternoon coffee breaks (this can be sponsored). The hotel should provide the menu for the lunch, breaks, and any dinners in advance for discussion and agreement.
- **Timetable**
  - Lunch is served between 13:00 and 14:00
  - Morning coffee/tea breaks are served between 10:30 and 11:00
  - Afternoon coffee/tea breaks are served between 16:00 and 16:30
  - Lunch and Coffee breaks must be ready 15 minutes prior

*Please note that lunch and break schedules may be subject to change depending on the programme.*

#### **4.14. Accommodation**

Most attendees will opt to stay in the meeting venue or a nearby hotel. It is crucial that affordable accommodation options be available within close proximity of the meeting venue. The local host must provide a list of alternative accommodation options. It is expected that each "official" meeting hotel will provide group discounts for block bookings. The host will assist with negotiations where necessary.

#### **4.15. Travel Security**

AFRINIC is concerned with the well-being and safety of meeting participants, so security issues will be considered when selecting the meeting location. AFRINIC recommends that the local host include a security assessment in the intended city or area in the proposal.

#### **4.16. Side Events**

The local host is expected to help AFRINIC organise attractive, high quality welcome cocktail and gala dinner. The aim is to provide a relaxing, enjoyable atmosphere where delegates can unwind and socialise. Such events also provide good networking opportunities for participants. The local host or a local sponsor is welcome to sponsor such events.

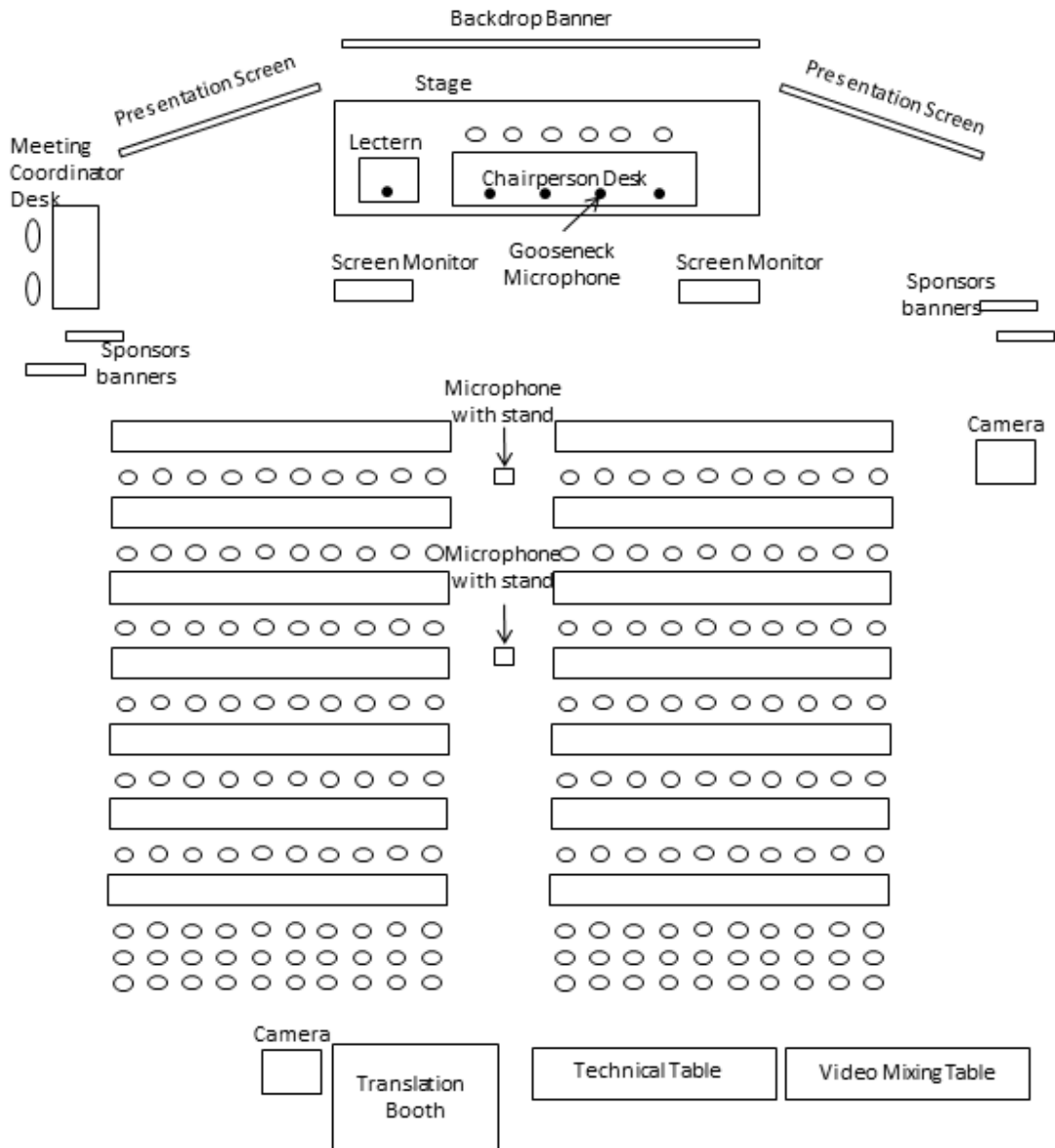
#### **4.17. Other Assistance**

The local host is also expected to assist with all other meeting-related activities, such as a preliminary site visit by AFRINIC staff and sourcing promotional items locally.

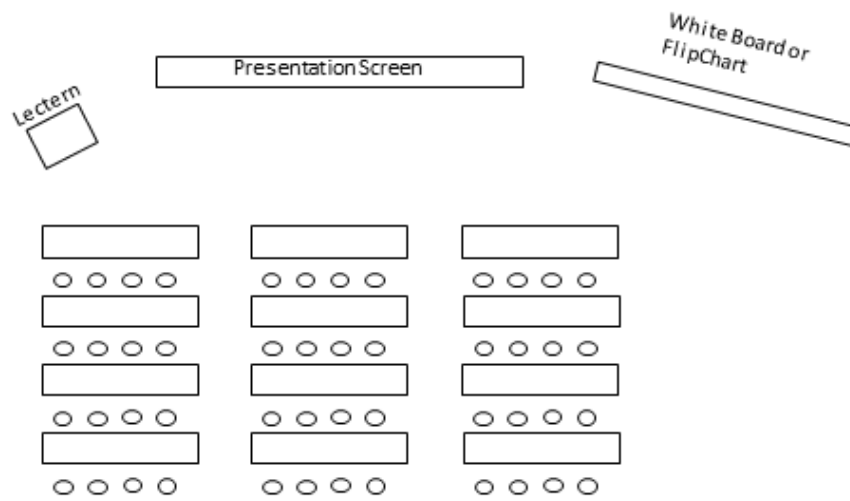
## 5. Appendices

- Appendix 1.1: Conference Plenary Room Layout
- Appendix 1.2: Workshops/Trainings Room Layout
- Appendix 2: Meeting Rooms: Infrastructure And Equipment Requirements
- Appendix 3: Room Requirements Day By Day
- Appendix 4: Terms of References – Gala Dinner
- Appendix 5: Terms of References – Opening
- Appendix 6: “Proposal To Host An AFRINIC Meeting” Template
- Appendix 7: Technical Requirement: Local Host And Hotel Checklist
- Appendix 8: Technical Requirement: Connectivity Sponsors Checklist

## 5.1. Appendix 1.1: Conference Plenary Room Layout



## 5.2. Appendix 1.2: Workshops/Trainings Room Layout



### 5.2.1. Appendix 2: Meeting Rooms - Infrastructure And Equipment Requirements

The following facilities are required during the conference.

#### 5.2.2. AFRINIC SECRETARIAT

The AFRINIC Secretariat will need a secure room to serve as an office with the following requirements:

##### INFRASTRUCTURE

- Desk space for 10 -15 people Board room style;
- Space for office equipment, and storage (preferably lockable) for meeting items;
- 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 ideal if the office could also be reasonably close to the main conference room;
- Space for several computers and specialised items of electronic equipment to be installed;

##### EQUIPMENT

- The telephone numbers for the office voice and fax lines should be known at least 3 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;
- Multiple electrical outlets;
- Stable power supply, with provision for backup generator/ups;
- Three separate keys should be provided to AFRINIC.
- 1 white board – or 1 flipchart with stand.
- 5 markers – different colours

##### MISCELLANEOUS

- Bottles of water must always be available and included.
- Air conditioning.

### 5.2.3. OFFICE 2 (NOC)

The AFRINIC Network Operating Center (NOC) will need to be a large office with the following requirements:

##### INFRASTRUCTURE

- Desk space for 10 people (set up specified onsite according to cabling needs)
- Office equipment, and lockable storage for meeting items;
- Close to all the classrooms and conference rooms.

- Space for several computers and specialised items of electronic equipment to be installed;

#### **EQUIPMENT**

- Multiple electrical outlets;
- Stable power supply, with provision for backup generator/UPS;
- 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.
- Telephone

#### **MISCELLANEOUS**

- Bottles of water must always be available and included
- Air conditioning is essential in view of the amount of equipment that will be used in the NOC

### **5.2.4. BOARDROOM**

#### **INFRASTRUCTURE**

- One large boardroom style office is required for the board members to meet throughout the day.
- Accommodation for at least 15 to 20 participants – Boardroom Style or U-shape set up
- Sufficient lighting
- Privacy – should be a room that is isolated from other rooms in order to preserve non-disclosure

#### **EQUIPMENT**

- Telephone access for teleconference capabilities
- Internet access point
- 2 flipcharts with stand or a big white board
- 5 markers – different colours
- Projector Screen
- Enough power bars and extension to plug in Laptops
- 1 SVGA projector, for projecting computer output onto a screen
- Ability to connect video output to the SVGA projectors

#### **MISCELLANEOUS**

- Air conditioning is essential
- Telephone numbers for the boardroom lines should be known at least a few days before the beginning of setup; the lines should be available from the start of setup;

### **5.2.5. REGISTRATION AREA:**

There will be an open area for participant registration. The registration area must have the following features:

- Should be in an open area with easy access for participants' registration

- The registration area must 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
- Enough power bars and extension cords to plug in laptops and printers
- Allow display of event banners and the banners of partners/sponsors organisations

#### **5.2.6. SPONSORS BOOTHS AREA**

- The booths must be within the conference area
- The sponsors' booth area should be close to the coffee break area
- Must allow banners and marketing materials
- Each booth is composed of 1 desk and 2 chairs – provided by venue
- The sponsors' booth area should allow for approx. 10 booths
- Internet access is required for this area

#### **5.2.7. WORKSHOP/TRAINING ROOM**

##### **INFRASTRUCTURE**

- One large room, to be setup in classroom style to accommodate 40 participants and four (4) trainers
- Internet access
- Floor space of approximately 8 x 12 (100 square meters - this is a minimum, larger rooms are preferable)
- Overhead lighting, preferably fluorescent tubes
- Classroom requires 25 tables for equipment, participants and instructors. Twenty-two (22) of the tables will be used for participants (with two participants 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 equipment safely

##### **EQUIPMENT**

- Multiple electrical outlets distributed throughout the room, preferably on separate circuits
- Stable power supply, with provision for backup generator/ups
- Projector screen
- Medium to large size white board with stand and white board markers for the workshops
- 1 SVGA projector, for projecting computer output onto a screen
- Ability to connect video output to the SVGA projectors
- 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
- Flip chart with stand and markers (different colours)
- One lectern (podium)
- Lapel or cordless microphone



## MISCELLANEOUS

- Air conditioning is essential in view of the amount of equipment and the number of people in the room;

## AUDIO/VISUAL

The conference, workshop rooms, and boardroom 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;
- 6' x 6' projection screen with stand
- Medium-size to large-size 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 (none for board room)
- Ability to connect video output to the svga projectors

### 5.2.8. BOFS AND WORKING GROUP MEETINGS

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

### 5.2.9. PLENARY ROOM

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.

## INFRASTRUCTURE

- Must comfortably seat 200-250 people, classroom/theatre style (please see Appendix 1.1).
- The room's height should be more than 2m high.
- The panel of presenters, chairperson 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. The stage must be covered.
- We should be able to dim the lights during presentations.
- Entry, exits and access pathways.
- Public address system to which an audio feed can be generated.

## EQUIPMENT

- Lectern with space to fit a laptop and cabling to the SVGA projector as well as microphone.

- Space for translation booths.
- Space for video streaming material.
- 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.

#### **MISCELLANEOUS**

- Air conditioning is essential in view of the amount of equipment and the number of people in the room;

#### **TRANSLATION FACILITIES**

- Translation booths.
- Translators capable of simultaneous translation of technical discussions in the English and French languages.
- Headsets to cater for at least 250 participants

#### **VIDEO STREAMING**

- Cameras
- Mixing Table
- Minimum of 4mbps for connectivity

#### **AUDIO/VISUAL**

- 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);
- Ability to connect video output to the SVGA projectors
- Two large plasma screens/monitors for presentations.
- Public address system with support for at least 2 audio inputs and 4-6 speakers (depends on size/shape of room)
- Public address system with sufficient power to cover the 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 to four microphones on stand to be installed in the middle of the rooms.
- As AFRINIC keeps audio and video records the meeting access will be required to the meeting room's audio/video system.
- Standby sound technician who speaks English.

#### **5.2.10. MISCELLANEOUS**

Please note that all tables (and chairs if necessary) must be covered with linens.

Regular material will be required: bottles of water, pens, notepads, etc. in all meeting rooms, including the Boardroom. Bottles of water are required in the NOC and Secretariat (as previously mentioned)

All rooms must be usable at least 1 hour in advance and must be cleaned twice a day: once before the first morning session and once before the first afternoon session.

#### **5.2.11. 1.10 SET-UP AND BREAKDOWN**

The venue must be available at least two days before the event and the breaking down will happen on the very last day right after the last sessions.

A secure place will be at our disposition for keeping all our equipment safely.

During the set-up, the technical team will lay cables, install equipment and prepare for the event.

During the breakdown, the AFRINIC team will ensure that all AFRINIC equipment and meeting materials are removed from the meeting premises.

Please refer to <http://www.afrinic.net/meeting/index.htm> for further information about past AFRINIC events.

### 5.3. Appendix 3: Room Requirements Day-by-Day

This document will help you to give accurate information to the venue so they can provide accurate quotes.

*This information is based on previous AFRINIC meetings and can be subject to minor changes.*

#### **Minus 3 days (Set-up)**

NOC – 10 people U shape

#### **Minus 2 days (Set-up)**

NOC – 10 people U shape  
Secretariat – 15 people U shape  
Boardroom – 15 people round table  
Training 1 – 40 people classroom style  
Training 2 – 40 people classroom style  
Training 3 – 40 people classroom style

#### **Minus 1 day (Set-up)**

NOC – 10 people U shape  
Secretariat – 15 people U shape  
Boardroom – 15 people round table  
Training 1 – 40 people classroom style  
Training 2 – 40 people classroom style  
Training 3 – 40 people classroom style

#### **D-DAY**

NOC – 10 people U shape  
Secretariat – 15 people U shape  
Boardroom – 15 people round table  
Training 1 – 40 people classroom style  
Training 2 – 40 people classroom style  
Training 3 – 40 people classroom style  
Exhibition area – 5 to 6 desks with 2 chairs  
Registration area – 3 desks with 2 chairs

#### **Day +1**

NOC – 10 people U shape  
Secretariat – 15 people U shape  
Boardroom – 15 people round table  
Training 1 – 40 people classroom style  
Training 2 – 40 people classroom style  
Training 3 – 40 people classroom style  
Exhibition area – 5 to 6 desks with 2 chairs  
Registration area – 3 desks with 2 chairs

#### **Day +2**

NOC – 10 people U shape  
Secretariat – 15 people U shape  
Boardroom – 15 people round table  
Training 1 – 40 people classroom style  
Training 2 – 40 people classroom style  
Training 3 – 40 people classroom style

Exhibition area – 5 to 6 desks with 2 chairs per desk  
Registration area – 3 desks with 2 chairs

#### **Day +3**

NOC – 10 people U shape  
Secretariat – 15 people U shape  
Boardroom – 15 people round table  
Training 1 – 40 people classroom style  
Training 2 – 40 people classroom style  
Training 3 – 40 people classroom style  
Exhibition area – 5 to 6 desks with 2 chairs  
Registration area – 3 desks with 2 chairs

*Please note that if the plenary room is not a combination of the training rooms we will need it for set-up 2 days before the first day of the plenary sessions.*

#### **Day +4**

NOC – 10 people U shape  
Secretariat – 15 people U shape  
Boardroom – 15 people round table  
Plenary room – 220 people classroom style  
Exhibition area – 5 to 6 desks with 2 chairs  
Registration area – 3 desks with 2 chairs

#### **Day +5**

NOC – 10 people U shape  
Secretariat – 15 people U shape  
Boardroom – 15 people round table  
Plenary room – 220 people classroom style  
Exhibition area – 5 to 6 desks with 2 chairs  
Registration area – 3 desks with 2 chairs

#### **Day +6**

NOC – 10 people U shape  
Secretariat – 15 people U shape  
Boardroom – 15 people round table  
Plenary room – 220 people classroom style  
Exhibition area – 5 to 6 desks with 2 chairs  
Registration area – 3 desks with 2 chairs

## 5.4. Appendix 4: Terms of Reference – Gala Dinner

*This is based on previous AFRINIC meetings and can be subject to change.*

Venue: Outdoor area – At least for the Pre-Dinner cocktail

# Guests: Approx. 180-220 people

Transport: depends on the venue's location

Welcoming cocktail: 19h30 -20h15

Entertainment: 19h00- 23h00

Dinner: 20h30-22h30

### REQUIREMENTS

- Cocktail area should be identified in the same venue to welcome the guests before the dinner, catering for finger food platters and welcoming drinks. Must be outdoors.
- 4 sets of entertainment during the event:
  - During the welcoming cocktail – light entertainment (e.g. local music)
  - Before the dinner – ideally an interactive entertainment (e.g. local dance)
  - During the dinner – Live band (e.g. local music)
  - After the dinner: DJ music for dancing
- The dinner should be served in a buffet style. We will need different type of food to suite all delegates: Halal food, vegetarian food etc. We also require local food.
- Drinks- should be on an open bar basis for 3h: cocktails should be provided.
- The decoration should be typical local night type, with flowers, candles and fairy lights in the plants and torchlights, lighting the pathways to the reception area.
- Space for a speech and prize giving: A PA system for speeches and music will be provided.
- Dancing area.
- Please note that we will brand the venue accordingly.

*\*Please also note that the above programme is subject to minor changes*

## 5.5. Appendix 5: Terms of References – Opening Cocktail

*This is based on previous AFRINIC meetings and can be subject to changes.*

Venue: Outdoor area of the conference venue

# Guests: Approx. 180 - 220 people

Time: 19h30 -21h30

### Requirements

- ✓ Take place outside if weather allow
- ✓ Must have a plan B inside – Free of Charge
- ✓ PA system provided by the venue
- ✓ Light Background Music provided by the venue
- ✓ Cordless Microphone provided by the venue
- ✓ Decoration (lights, flowers, torch etc.) provided by the venue
- ✓ Cocktail Tables with linen for 170 pax provided by the venue
- ✓ AFRINIC will brand the cocktail area accordingly
- ✓ Finger Buffet
- ✓ At least 3 different buffet stations are required
- ✓ Pass-around are required
- ✓ The menu should have a variety of menu options including special food for vegetarians, halal etc.
- ✓ The menus should contain local food
- ✓ Beverages
- ✓ Must be ready 1:00 before the beginning

The menus will be decided in advance.

*\*Please note that the above programme is subject to minor changes*

## 5.6. Appendix 6: “Proposal to Host an AFRINIC Meeting” Template

### 1. Conference host details

- 1.2 Organisation name
- 1.3 Contact person's details

### 2. Overview

- 2.1 Why would you like to host an AFRINIC meeting and what will be the benefit?
- 2.2 Organisation's background
- 2.3 Local Internet industry history

### 3. Implementation outline

This section should provide information (in compliance with our meeting requirements as described in the document above and its appendices) about the proposed venue, catering plan, opening reception and social event plans, accommodations, and transportation. Please also provide estimated costs in \$US for the venue and catering in the table in section 4 below as well as confirmation of the proposed venue's availability:

1. Conference venue
2. Meeting rooms
3. Internet access
4. In-room equipment
5. Catering
6. Accommodations
7. Travel security
8. Side events

### 4. Host contributions outline

1. Administrative support
2. Financial support
3. Sponsors
4. Publicity/public relations
5. Travel
6. Full assistance for import and re-export procedures
7. Transport
8. Suppliers
9. Onsite assistance
10. Other assistance

## Cost Estimation

This section should indicate estimates of the major expenses, including the Conference venue, catering, events, etc., and major income items, including sponsorship fees and contributions by the host organisation.

Item	Expenses in USD
Rental – 7 to 9 meeting rooms for 7 days	
Rental - equipment throughout the meeting in each meeting room (detailed under 5.2.1 to 5.2.9)	
Video streaming equipment/operation for 3 days (Plenary and Opening ceremony)	
Translation services for 3 days (AFRINIC-27 plenary and Opening ceremony)	
Catering - buffet lunch for 180-220 pax for 6 days	
Catering - two daily breaks for 180-220 pax for 6 days	
Opening cocktail for 180-220 people	
Social event (Gala Dinner) for 180-220 people	
Marketing material (T-shirt, banners etc.)	
Transport throughout the meeting (detailed on page 8)	
Accommodation for AFRINIC staff, FIRE grantees & Fellows (for 50 delegates for 7 nights)	
Internet connectivity (min. 20 Mbps)	
Item	Expenses in USD
Expected sponsorship from other organisations	
Proposed local host contribution	



## 5.7. Appendix 7: Technical Requirements: Local Host and Hotel Checklist

### Secretary Room

**Requirement:**

- Network laser printer & accessories (cartridges, paper)
- Desktop x2
  - Dual Core CPU  $\geq 1.5\text{GHz}$
  - Hard Drive  $\geq 150\text{GB}$
  - Memory  $\geq 4\text{GB}$
  - Screen & Keyboard
- Ethernet network card (NIC) x 1
- Uninterrupted Power Supply (UPS) x1
- White board & accessories
- Power extension/bar for 50 people
- Enough power per electrical power socket outlet

### NOC Room

**Requirement:**

- Backbone equipment:
  - Switch PoE (24 ports) x2
  - Router x2
  - Switch - Layer 3 (24 ports) x2
- Server or Desktop x2
- Virtualization capable
- Ethernet Network card x2
  - Minimum of 2 Core CPU
  - Minimum of 150GB of Hard drive
  - Minimum of 8 GB of RAM
- Uninterrupted Power Supply (UPS) x2
- White board & accessories
- Power extension/bar for 20 equipment
- Enough power per electrical power socket outlet

### Plenary Session **Room**

**Requirement:**

- Uninterrupted Power Supply (UPS) x 1
- Projection screen – wide minimum of 1 (depending on room layout)
- Video projector – minimum of 1 (depending on room layout)
- LCD/LED wide screen  $\geq 50$  inches
- VGA cable – very long  $\geq 10$  meters
- Power extension/bar for 400 people
- Enough power per electrical power socket outlet
- PA system & cordless microphone

### Board**room**

**Requirement:**

- Power extension/bar for 20 people
- Enough power per electrical power socket outlet
  
- White board & accessories
- Projection screen x1
- Video projector x1
- Uninterrupted Power Supply x1

### Training **Room 1**

**Requirement:**

- Uninterrupted Power Supply (UPS) x1
- White board & accessories
- Projection screen x1
- Video projector x1
- Power extension/bar for 50 people
- Enough power per electrical power socket outlet
- PA system & cordless microphone

### Training Room 2

**Requirement:**

- Uninterrupted Power Supply (UPS) x1
- White board & accessories
- Projection screen x 1
- Video projector x1
- Power extension/bar for 50 people
- Enough power per electrical power socket outlet
- PA system & cordless microphone

### Training Room 3

**Requirement:**

- Uninterrupted Power Supply (UPS) x1
- White board & accessories
- Projection screen x1
- Video projector x1
- Power extension/bar for 50 people
- Enough power per electrical power socket outlet
- PA system & cordless microphone

### Terminal Room

**Requirement:**

- Power extension/bar for 20 people
- Enough power per electrical power socket outlet
- Network laser printer & accessories (ink cartridges, paper)

## **Additional Room Requirements**

### **Rooms**

**Requirement:**

- Avoid pillars in the middle of the room
- Projection screen should not face the sunlight
- Air conditioned
- Labels and arrows showing the different sessions in progress
- Lights
- 24Hx7 technical support (Technicians/Engineers)

## **Additional Requirements for Local Host**

### **Local host**

**Requirement:**

- Technical support (junior sys. admin/technician) x3
- Gaffer-Tape (Roll) x5
- Ethernet cat6 cable (Roll) x1
- Rj45 connectors x 50
- Ethernet Network Card x2
- Cable tester

### **Access Point**

**Requirement:**

- MUST be manageable
- MUST support IPv4/IPv6 protocol
- 802.11a/b/g
- 2.4Mhz and/or 5Ghz
- MUST support VLAN
- MUST support ACL (access Control List)
- MUST support SNMP (Simple Network Management Protocol)
- May be Power Over Ethernet (PoE)

### **Uninterrupted Power Supply**

**Requirement:**

MUST be able to support a minimum of 6 devices  
MUST have a least 15mn of autonomy

## 5.8. Appendix 8: Technical Requirements: Connectivity Sponsors Checklist

### Upstream provider - Minimum of 2

**Requirement:**

- Dedicated Internet Connectivity (Bandwidth)  $\geq$  20mb/s
- Dedicated IP block and ASN number (AFRINIC)
- No Network Address Translation (no NAT)
- No Filters – ACL (Access Control Lists)
- 24x7 Technical support (engineers/Technicians)
- Must provide necessary equipment/extension to connect the router to the uplink connection

### Router - 1 per provider

**Requirement:**

- MUST support IPv4/IPv6 protocol
- MUST support BGP
- MUST support VLAN
- MUST support ACL (access Control List)
- MUST support IPv6 RA

### Switches (PoE) - 1 per provider

**Requirement:**

- MUST be manageable
- MUST be Power Over Ethernet (PoE)
- MUST support IPv4/IPv6 protocol
- MUST have 24 ports
- MUST support VLAN
- MUST support ACL (access Control List)
- MUST support SNMP (Simple Network Management Protocol)