

The logo for AFRINIC, featuring the word "AFRINIC" in a bold, sans-serif font. The "A", "F", "R", "I", and "C" are in black, while the "N" is in orange. To the right of the text is a graphic of several black dots of varying sizes, with some orange dots above them, arranged in a pattern that suggests a globe or a network.

AFRINIC

The Internet Numbers Registry for Africa

Share your Internet success with Africa

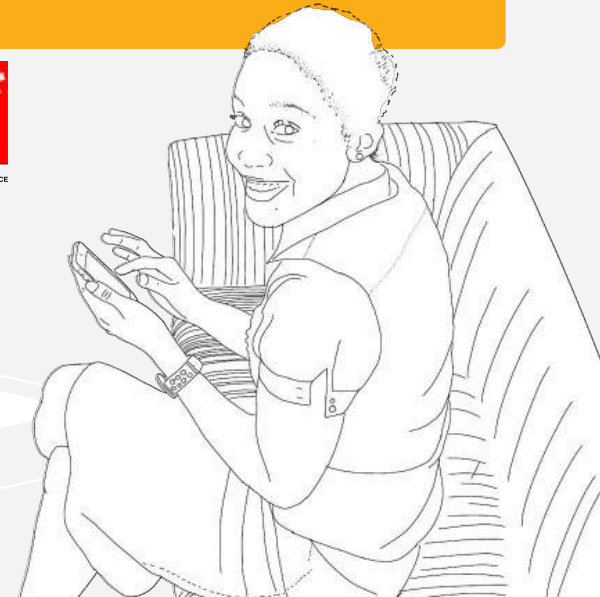
Host an AFRINIC Meeting in your country
and make your mark on Internet growth
through a global audience.

Introduction

Every year, AFRINIC organises two public policy meetings in countries in Africa and the Indian Ocean region. The meetings bring together leaders, top executives and people from Internet Service Providers and organisations interested in Internet policy and development in Africa and the rest of the world. These meetings provide a platform for exchanges, policy discussions, demonstrations, trainings and capacity building on how Africa can sustainably harness the massive and growing opportunities offered by rapid advancements in technology. The average attendance in each meeting is over 400 delegates from at least 35 countries from around the world.

The first yearly meeting is the Africa Internet Summit (AIS) often held in the last week of May through the first week of June. AIS is organised together with the Africa Network Operators Group (AfNOG) and other Internet-related African organisations known as the AF* organisations. This meeting offers a platform for the Annual General Members Meeting, Public Policy discussions and technical capacity building. The second meeting is the AFRINIC Stand-alone meeting, often held in November and lasts for six days.

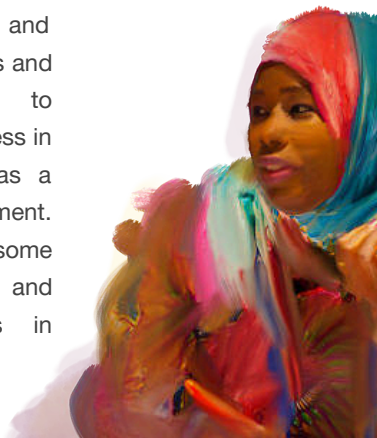
*The average attendance in each meeting is over **400 delegates from at least 35 countries** from around the world.*



Audience and Location

The audience comprises mainly Internet service providers, government representatives, academic networks, regulatory bodies, civil society organisations, ccTLD operators, NAP/IXP operators, service provider representatives, hardware and software vendors, and telecommunications industry professionals among others. AFRINIC meetings are open to all and free to attend.

By geographically rotating locations, AFRINIC seeks to **promote inclusion** and engagement of and with diverse African participants and audiences. It also seeks to showcase host countries progress in growing Internet technology as a tool for growth and development. This makes AFRINIC meetings some of the most important and must-attend Internet events in Africa.



Why Host an AFRINIC Meeting?

Hosting an AFRINIC meeting provides organisations with regional and global opportunities and platforms to showcase their brand and products. It also provides organisations with opportunities to influence global debates on such vital matters as **Sustainable Development Goals** and the roles the Internet can play in their achievement.

Local hosts benefit from widespread exposure to local, regional and global audiences, a unique opportunity to meet customers, prospects and partners, build a network of stakeholders, and deliver key organisational messages to large audiences. In short, it provides invaluable opportunities to showcase your organisation and promote your business.



Key Benefits:

- Official recognition as the meeting host in all meeting communication and publicity material.
- Opportunity to contribute to the event programme, agenda and concept.
- Opportunity to network and create first-hand contacts with governments, industry leaders, African and international business representatives, vendors and decision-makers.
- Opportunity to demonstrate support for Internet development in Africa.
- Speaking opportunities to advance organisational agendas and interests.
- Opportunity for local host to benefit from training of staff on various areas of interest that can be applied to the organisation's daily operations and growth.

What do we look for in an AFRINIC Meeting City?

- Presence of an international airport operating daily flights by major airlines to/from the main cities of the African region
- Reasonable distance from the airport to the venue (not more than one hour), and public transport (shuttles, taxis, trains, etc.)
- A meeting hotel or convention centre located in an area with good public services, other hotels, restaurants, banks, public transport, shopping centres, health facilities, etc.



What do we look for in an AFRINIC Meeting Venue?

- We prefer four or five star hotels with at least 150 rooms.
- The meeting venue should be fully equipped with modern conferencing facilities with at least nine meeting rooms with one room that can accommodate over 350 people
- The venue hotel must allow the use of wiring infrastructure in their facilities and the installation of cables and wireless access points in meeting rooms and common areas such as corridors, foyers, exhibition areas, etc.
- Internet connectivity must be available in hotel rooms for AFRINIC delegates

Security

AFRINIC cares about the **safety, security and well-being** of meeting delegates. Security considerations are key to the selection meeting locations. AFRINIC recommends that the local host include advice on domestic security situations and city or area in their proposal. AFRINIC may also rely on news, advisories as well as independently commissioned assessments of security in any proposed venue.



Accommodation

Most delegates prefer hotel or accommodation facilities within or around the venue. Affordable accommodation is key to the success of AFRINIC's meetings. They should always be available in close proximity to the meeting venue. Alternative hotels in the range cost of 100-175 USD (including taxes) should be at least three-star with B&B and Wi-Fi facilities.

The meeting venue and the alternative accommodation hotels should always provide group discounts for block bookings. AFRINIC often makes block bookings and reserves rooms for which delegates pay for. All accommodation rates and contact details of hotels will be published on meeting websites.

Social Events

AFRINIC meetings also include social events. This is aimed at providing an interesting, enjoyable and relaxing environment in which the delegates can network. The social events are always open to local sponsorship and should include at least:

- An executive welcome reception for up to 250 people
- An elaborate gala dinner for up to 300 people

Internet Access

Internet access at AFRINIC meetings is crucial and must be provided through wired Ethernet and a public wireless network. Every AFRINIC meeting has at least three connectivity sponsors sourced locally to provide the highest possible quality of Internet and bandwidth of more than 100Mbps.

The meeting venue should allow the installation of cables and wireless access points in meeting rooms and common areas such as corridors, foyer, exhibition area and the use of their wiring infrastructure. Our meetings Network Infrastructure team is available to provide more details on connectivity requirements.



Financial Support

As attendance of AFRINIC meetings is free of charge, AFRINIC relies on sponsorships to offset conference-related costs. AFRINIC welcomes and receives sponsorships from organisations that support our work and those who wish to showcase their contribution to Internet growth in Africa.

Local hosts should be in a position to help AFRINIC establish contacts with key players in the ICT sector within their country. AFRINIC prepares a sponsorship package for each meeting and relies on the local host to provide meeting opportunities with potential sponsors. The local hosts may also make financial contributions to support the meeting.



Meeting Logistics and Event Management

AFRINIC relies on local hosts for logistical support and event management. The support includes the provision of appropriate human resources necessary to organise high-level quality meetings. Other support areas include, but not limited to, visa processing assistance, publicity, local travel, procurement as well as import and re-export procedures.

These requirements, including specific obligations, will be in a Memorandum of Understanding to be signed after the parties agree on hosting modalities.



Covid-19 Protocols

The local host should be able to:

- Provide a list of recommended hotels (from 3-5 stars) that will accommodate the delegates while maintaining social distancing.
- Provide a list of recommended hotels (from 3-5 stars) that are responsible in checking temperatures, providing hand sanitizers in all meeting rooms and entrance of the hotel.
- Provide or contract a supplier to provide antigen tests to delegates.
- Provide masks to delegates.
- Provide health assistance to COVID-19 tested positive delegates.



Support Proposals

Parties interested in hosting an AFRINIC Meeting are encouraged to submit their interest as soon as possible by email to meeting@afinic.net. The next meetings are:

- AFRINIC-36: November 2022
- AIS 2023 and AFRINIC-37: May 2023
- AFRINIC-38: November 2023
- AIS 2024 and AFRINIC-39: May 2024
- AFRINIC-40: November 2024

The AFRINIC Meeting Team is ready to meet potential local hosts and walk them through the process of submitting a successful bid. Please also read the technical requirements for hosting an AFRINIC meeting checklist provided alongside this document.





The Internet Numbers Registry for Africa

AFRINIC Ltd | 11th Floor Standard Chartered Tower
19 Cybercity, Ebene | Mauritius
www.afrinic.net

t: +230 403 5100 | f:+230 466 6758

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