

# CALL FOR PROPOSALS

## AfNOG-11/Afrinic-12

May 23 - June 4 2010

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## **HOSTING OF AfNOG-11/AFRINIC-12 EVENT**

Organisations interested in hosting the AfNOG-11/Afrinic-12 Meeting are invited to submit proposals no later than 30 September 2009... Proposals should be sent via email to [meeting@afnic.net](mailto:meeting@afnic.net)

AfNOG-11/Afrinic-12 is scheduled for 23 May – 4 June 2010.

## **HOSTING REQUIREMENTS FOR AFNOG / AFRINIC WORKSHOP AND MEETINGS**

Organisations wishing to host the AfNOG/Afrinic workshop and meetings should be prepared to meet the following requirements:

### **1. Background Information**

**African Network Operators Group (AfNOG)** is a forum for the exchange of technical information, and aims to promote discussion of implementation issues that require community cooperation. The goal is for coordination and cooperation among network service providers to ensure the stability of service to end users. [www.afnog.org](http://www.afnog.org)

**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. Our mission is *“To serve the African community by providing professional and efficient management of Internet Number Resources, supporting Internet technology usage and development, and promoting Internet self governance.”* [www.afnic.net](http://www.afnic.net)

The typical schedule for a joint AfNOG/Afrinic meetings is shown below. Other organizations such as AfTLD AfREN, and ISOC (INET Africa Day), also hold back-to-back workshops and events during these two weeks, however, they do not require in additional accommodations. A number of these meetings, all but Boot-Camp and workshops) are run in parallel. The venue also needs to be available during the week before the workshop (referred to as "set-up week"), during which instructors lay cables, install equipment, and otherwise prepare for the workshop.

10-May	AfNOG Unix Boot Camp Workshop
10-15 May	AfNOG Workshops
16-May	AfNOG Tutorials
16-May	AfriNIC IPv6 Workshop
17-May	AfREN Meeting
17-18 May	AfNOG Tutorials
17-May	AfriNIC IPv6 Workshop
18-May	INET Africa Day
18-May	AfriNIC LIR Workshop
19-May	AfNOG Meeting
20-May	AfriNIC Meeting - Plenary 1
21-May	AfriNIC Meeting - Plenary 2

Please see <http://www.afnog.org/> for further information about past AfNOG Conferences, and <http://www.ws.afnog.org/> for information about previous workshops.

Please see <http://www.afrinic.net/meeting/index.htm> for further information about past AfriNIC events.

### **Availability of the Venue**

The venue must to be available at least 7 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 AfNOG/AfriNIC team will ensure all 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.

## **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):** One large office for the AfNOG/AfriNIC secretariat and the staff. This office should be a safe place. It must be available from the beginning of set up to the day after the last day of the event. Three separate keys should be provided to AfNOG/AfriNIC.

**Office-2 (Hostmaster/Member Services):** One medium office for AfriNIC Hostmaster consultation/Member Services. The office should be big enough to accommodate two Hostmasters and two visitors. It is expected be near the public meeting areas (visible from the main meeting room). Access to the Internet and privacy are required for this room.

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

**Classrooms:** One medium to large classroom per track. There will be four tracks. These rooms will be required during setup week and during the workshop. The Set-up should be in classroom style and be able to accommodate 30 to 40 people with one computer for every student in some cases and one computer for two students in other cases. It may be acceptable if some of the classrooms are not available for the first few days of setup week. Some classrooms may be re-used for tutorials and side events after the end of the workshop. Most of the classrooms will not be needed during the conference. One of the classrooms will continue to be used as classroom for two to three days for AfriNIC specific training.

**Tutorial rooms:** Three (3) classrooms for three days of technical tutorials which will be given after the workshop, but before the conference. The tutorials rooms will be used in parallel so all of them should be available at the same time. We may re-use the workshop classrooms for the tutorials depending on their size and position. We may not need them during the conference.

**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.

**NOC:** One small room for the network operations centre. This must be available from the beginning of setup week to the end of the entire event. (Technical requirements listed below)

**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 minimum of 200 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. Shared Infrastructure Requirements**

The following infrastructure is shared between a; used during the conference.

#### **Office (Secretariat)**

The AfNOG/ Afrinic secretariat 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 handed out to students (such as books, T-shirts, timetables, tourist maps of the city etc)
- at least one telephone line with the ability to make outgoing international calls and the ability to receive calls;
- access to 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 week; the lines should be available from the start of setup.
- Printer (colour laser is preferred);
- 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; and,
- 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.

#### **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.

### **Network Operations Centre (NOC)**

The NOC is a small room that will be the hub of the conference network.

It should have the following characteristics:

- Must be close to the workshops and the conference room;
- No smaller than 2m by 2m;
- 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;
- A flat working surface for 2 people;
- 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); and,
- The Internet connection should preferably be terminated in the NOC.

Depending on the location and the size of the secretariat, the NOC can be accommodated in a corner of the secretariat.

### **Internet Connectivity**

- 2 Mbps of bandwidth to the Internet. 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 an IP address allocation of at least a /24 in size. Workshop instructors can work with the host organization to fill in the necessary application forms.
- The connectivity should be available from the beginning of setup week.
- 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 assistance of workshop instructors.

### **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, AfNOG/ Afrinic will install temporary cables during setup week, and remove them at the end of the event.

## 4. Workshop Requirements

The workshop is subdivided into several tracks, where each track has approximately 20 students and approximately 5 instructors.

### Classrooms/Labs

Each workshop track requires one medium to large room with the following characteristics. That implies four such rooms for the entire workshop

- 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 each 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

### Equipment

High end routing and switching equipment will normally be provided by AfNOG. The host will be required to make provision for:

A sufficient number of desktop PCs. Guidelines for the number of PC required are as follows:

- Track-E0 (23): one PC per student (max of 20 students); two PCs for instructors; **one PC for presentations/demos.**
- Track-E1 (23): one PC per student (max of 20 students); two PCs for instructors; **one PC for presentations/demos.**
- Track-E2 (13): one PC for two students (max of 20 students); two PCs for instructors; **one PC for presentations/demos.**
- Track-F2 (13): one PC for two students (max of 20 students); two PCs for instructors; **one PC for presentations/demos.**
- Workshop Infrastructure (NOC etc): (3) Three 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

**IMPORTANT NOTE:** Provision should also be made for a few spares, because equipment failure is almost inevitable.

- 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.
- At least 10 additional network interface cards should be available, so that we can configure a few of the PCs to have two or three network interfaces.
- It's highly desirable for all the PCs to have identical hardware (main board, disk drive, video adapter, network adapter). If this cannot be achieved, then having identical hardware on a track by track basis is acceptable.
- The PCs do not need to have any operating system or other software pre-installed. Instructors will re-format the disks and install whatever operating system and software they require for the workshop. The PC supplier should be prepared to re-format and re-install their own preferred operating system after the end of the event.
- The PC hardware works well with the operating systems chosen by the instructors. In recent years, instructors have chosen to use FreeBSD, and they are likely to choose FreeBSD or some other Unix-like operating system in the future.
- PCs should have been tested well in advance;
- Power extension adapters (power strips) with correct local power plugs. We need about one power strip (with 4 to 5 outlets) per one or two PCs; we probably also need 3 to 5 longer power extension cords per track; the exact number depends on many details.
- Sufficient power cords for all the PCs and monitors.
- Power cords for additional equipment provided by AfNOG. 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. A little more than one additional power cord per student will be needed.
- Category-5 UTP Ethernet Cable: 1 to 3 boxes (where each box contains approximately 300 metres or 1000 feet of cable). 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 to 300, 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 per track, for neatly securing cables to the floor. At least one additional roll of gaffer tape if we will have to install temporary network cables to link the various rooms to each other. (In other words, a total of 3 to 5 roll.) Note that genuine gaffer tape does not leave any sticky residue when it is removed after a temporary installation. Duct tape must not be substituted under any circumstances.
- It is desirable for all the equipment to be available from the start of setup week. If that is not possible, then at least the following must be available no later than 09:00 on the Monday of setup week:
  - o 8 PCs;
  - o 5 additional network interface cards;
  - o 1 printer;
  - o 10 power strips (with 4 or 5 outlets per strip);
  - o 1 box of category-5 UTP cable (300 metres);
  - o 50 RJ-45 male plugs;
  - o 1 roll of gaffer tape;
  - o all the cable ties.

#### **Audio/Visual**

Each of the four tracks will require the following audio/visual equipment

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
- One Lectern (not for board room)

### **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. AfNOG Conference and 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. In most cases, the rooms used for the workshop cannot be re-used as the conference meeting room, but some of the audio-visual equipment may be re-used.

### **Meeting/Conference Room**

- Must comfortably seat 200 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 the 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 (AfNOG/ 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.; and,
- Laptop with Windows Vista and MS Office 2007 for presentations.

### **Translation Facilities**

- Translation booth;
- Translators capable of simultaneous translation of technical discussions in the English and French languages; and,
- Headsets to cater for up to 75 participants. (To be paid by AfNOG and AfrinIC)

### **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,

- 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 guest 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 delegates is mandatory.

Hotel capacity must be sufficient to accommodate workshop participants, instructors and staff (a maximum of 150 people).

- Instructors and AfNOG/AfriNIC staff will have single rooms;
- AfNOG Workshop participants will share rooms (2 per room); the shared rooms must have separate beds.

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 total number of staff, workshop participants and conference attendees is expected to be around 150.

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 AfNOG/ AfriNIC. The different parties must have a copy of the signed agreement. The contract negotiation should be done in cooperation with AfriNIC and AfNOG meeting coordinators. Moreover, it is preferable to have separate contracts for AfNOG, part and AfriNIC, and ISOC.

## **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; providing Letters of Invitation for visa and passport purposes and assist with immigration problems;
- Coordinating the reservation, booking and issuance of air tickets to AfNOG organisers, instructors and students;
- 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 AfNOG and AfriNIC. The names of the locations should be included in the proposal sent as well as the costs;
- Assist AfNOG/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 2 people at all times) for the registration desk, meeting room setup, interaction with hotel staff, and helping in general with day-to day duties 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 contacted organisations. AfNOG organises Opening Dinner on the Sunday before the workshop for workshop participants, Instructors, Staff, Local Host and local sponsors. We will seek the assistance of the Local Host to identify suitable venue for the event for 100 to 130 people
- 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 (150-200). 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 and entertainment
- AfriNIC organises a social event on the last day of the plenary session. The local host will help identify the venue and arrange transportation to the social event for all delegates (150-200). 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 AfNOG/ AfrINIC event. This can be provided in cash or 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; and,
- Local transportation; shuttle hire, vehicle rentals, fuel expenses, etc.

## **12. Publicity/Public Relations**

The local host is also encouraged to provide or assist AfNOG/ 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:

- Invitation of VIP's such as Government officers and other Dignitaries;
- Press conferences;
- Press Releases distribution;
- Media Kits distribution;
- Advertising in local newspapers and magazines;
- Preparation of banners and posters; and,
- Printing of T-shirts, caps, pens and other "take away" items.

The local host should inform the meeting organisers 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 planning to produce must be communicated to the organisers (AfNOG/ AfrINIC), at least two months in advance.

## **13. Commercial Interests**

The AfNOG/Afrinic workshop tutorials, conference 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.

Minimum level is however acceptable and can be discussed further.

#### **14. Final Selection of Host**

The final selection of the host country/organisation will be made by the AfNOG Convenors and Afrinic Management.

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.

#### **15. Memorandum of Understanding**

It is expected that after assessment of the hosting proposal by the AfNOG and Afrinic Management team, there will be signing of a MoU between AfNOG/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.