

TERMS AND CONDITIONS FOR ORGANIZATIONS INTERESTED IN HOSTING THE LATIN AMERICAN AND CARIBBEAN INTERNET GOVERNANCE FORUM – LACIGF

BACKGROUND

Over time, the LACIGF event has become the regional meeting place for multistakeholder policy dialogue in Latin America and the Caribbean, where government, private sector, technical community, academia, and civil society representatives share and discuss their views on regional Internet Governance.

Since the first editions, the purpose of the meeting has always been to help bring the discussion of governance issues to a regional level, a process that began in 2008.

The following document has been prepared by LACNIC, in its role as LACIGF secretariat, as a guide on which potential local organizers should base their proposals to host the LACIGF meeting.

PROPOSALS

Proposals from organizations interested in hosting LACIGF 2019 and LACIGF 2020 will be received from 14 December 2018 until 8 March 2019.

Based on their criteria, the Program Committee will select the two best proposals, which will be designated to host LACIGF 2019 and LACIGF 2020.

RESPONSIBILITIES

The host organization (Local Organizer) will be responsible for the following tasks:

1. Preparing a preliminary budget identifying potential suppliers, required services and approximate costs.
2. Working together with the Secretariat and the Program Committee to select the event venue.
3. Developing potential local collaborations and searching for possible local funding sources, signing contracts to this effect.
4. Contacting hotels near the meeting venue and negotiating package deals for participant accommodation.
5. Assisting participants in obtaining their visas, preparing invitation letters, and offering any information necessary for the application process.
6. Hiring catering services, renting equipment, hiring translation/interpretation and streaming services, purchasing office supplies, master of ceremony.
7. Coordinating the production and printing of graphic materials for dissemination.

8. Coordinating and supervising logistics before and during the event.
9. Registering and accrediting participants, handing out dissemination materials.
10. Presenting a detailed account of the expenses incurred and the activities carried out after the event.

The host organization is expected to appoint a focal point or team leader who can regularly interact with the Secretariat and a Program Committee representative, regularly participating in coordination and planning meetings.

LACNIC, as the LACIGF Secretariat, will be responsible for the following tasks:

1. Creating and maintaining the LACIGF website.
2. Publishing general information on the host city (provided by the host organization).
3. Publishing the event program, prepared by the Program Committee (based on the results of the public consultation and/or consultations with each of the sectors represented on the Program Committee).
4. Pre-registration of participants through the (online) event system.
5. Managing the sponsorship program (summoning applicants, publishing results, managing travel reservations and accommodation for program beneficiaries). The Secretariat will prepare a schedule for the sponsorship program, which the parties involved must follow to ensure its success.
6. Supporting and supervising the local host during the organization of the event.
7. Disseminating the event.
8. Supporting the host organization in their search for funding sources.
9. Managing the funds received in the form of contributions and applying them to the execution of the budget agreed with the Program Committee and the local organizer.
10. Preparing a report on the contributions received and the corresponding budget execution.
11. Supporting the Program Committee in all tasks relating to the selection of adequate options and services for the best performance of the event.

The Secretariat will designate a person in charge of interacting with the host organization and with the Program Committee.

MEETING VENUE

As the event venue, the host organization may propose a hotel, a convention center, a university (or other learning center) with the facilities needed for events and conferences. If the venue is a hotel, the fact that rates can be negotiated for event attendees to stay at the same hotel will be considered a plus. Otherwise, convenient rates should be negotiated with hotels near the venue. Hotel room rates are a relevant consideration which must be properly negotiated, as it has a direct impact on the economy of event participants as well as on the sponsorship program.

The venue must preferably be in a commercial area nearby other hotels and restaurants, with easy access to public transportation. The venue must allow the temporary installation of cabling (if

necessary) and wireless network devices in conference rooms and other areas where they may be required.

ROOMS AND EQUIPMENT

The event requires the use of three (3) rooms for three (3) days.

For the orientation session, the group meeting room must be available on the afternoon of the day prior to the start of LACIGF.

The specifications for these rooms are detailed below.

1 - ROOMS

Room 1 - Plenary Room

Capacity: 200-250 participants. Layout: 70% classroom seating at the front and 30% theater seating at the back.

Equipment:

- 10 Individual armchairs
- 6 Tables for support
- 1 Podium at the front of the room
- 1 laptop computer for presentations from the podium
- 2 Sets of audiovisual equipment: projector with projection screen
- 1 Rotafolio or board
- 11 Microphones (8 on the presiding table, 2 floor standing microphones in the conference room aisles, 1 on the podium)
- 150 Electric outlets for laptop computers distributed on all tables in the theater seating area

Simultaneous interpretation equipment for three languages (Spanish, English, Portuguese), including booth and receivers.

- 80 Interpretation receivers
- 4 Spanish-English-Portuguese interpreters for 8 hours a day
- 2 Closed, acoustically isolated booths equipped with relay interpretation system
- 3 Independent audio outputs (one for each language) for webcasting
- Technical support
- Audio cable wiring

Webcasting equipment (See ANNEX II: STREAMING).

Additional lighting suitable for filming.

Support staff in the room to assist presenters and help with room audio in general.

The plenary room must allow placing a banner on a frame or have a system to

tension a banner when hanging on the stand. (See details under Merchandising)

Room 2 - Group Meetings

Capacity: 50 people

Layout: Horseshoe or semicircle (flexibility to create smaller groups)

Equipment:

- 1 Set of audiovisual equipment: projector with projection screen
- 1 Rotafolio or board
- 1 Laptop computer for presentations
- 3 Wireless microphones
- 30 Electric outlets for laptop computers (1 outlet every 2 seats)

Room 3 - Secretariat/Program Committee

Capacity: 15 people

Layout:

- 1 Table for 15 people
- 15 Chairs

Equipment:

- 1 Laptop computer

Participant Registration Area

Layout: 2 Rectangular tables for laptop computers and space for placing the materials to be handed out to participants, 4 chairs.

Equipment:

- 3 PC or laptop computers
- Electric outlets as necessary
- Printer for event badges

2 - CATERING

Based on past events, the maximum number of attendees is estimated at 250. This number may vary somewhat, so the local host must adapt their planning based on the number of registered participants closer to the date of the event.

Coffee Breaks: Two coffee breaks for 250 people will be offered daily (morning and afternoon). A proposal for this service must be submitted.

Lunches: Depending on the availability of funds and local costs, the Program Committee may decide to offer lunch to the participants at the event venue or at a different location. The host must submit proposals for both options (inside and outside the venue) for 250 people. With the advice of the host and the Secretariat, the Program Committee will decide on one option or the other.

Cocktail: If the Program Committee so decides and the funds that are raised allow this, a cocktail for all participants will be held outside the event venue. The host must present 2 proposals for a cocktail for 250 people with their corresponding costs (food and drinks, music/entertainment, transfers).

3 - GRAPHICS AND MERCHANDISING

The host will be responsible for obtaining quotes and producing the required graphic materials. The graphic designs for all items will be prepared by the Secretariat and delivered to the host for their local production, prior approval of the quotes by the Program Committee and the Secretariat.

- 250 Notepads, approximate size: 21 x 14 cm, cover with donors' logos printed in one color
- 250 Pens printed with the event logo
- 250 Bags/backpacks to place the materials inside

- *Accreditation badges:*

- 250 cards printed with the LACIGF logo for accreditation badges
- 250 Lanyards for the accreditation badges

- *Banners*

- 8 roll-up banners, with the event and donor logos printed in 4 colors
- Back banner (main room), with the event logo printed in 4 colors (banner dimensions to be provided by the host depending on room size and banner location). The banner must be mounted on a frame or have a system for tensioning it when hanging on the stand.

MANAGING FUNDS AND DONORS

The LACIGF Secretariat will be responsible for managing the transfer of funds contributed by donor organizations to fund participant sponsorships and cover the logistics expenses of the event.

If you have any questions or would like additional information, please contact the LACIGF Secretariat (secretaria@lacigf.org).

ANNEX I: CONNECTIVITY

Connectivity and Technical Requirements for LACIGF

In general, a 300 Mbps Internet connection is needed. The number of wireless network stations needs to accommodate the number of attendees expected in each room. The Internet link must be separate from the Internet access link used by the hotel or event venue. It is advisable to disable the hotel's access points in the areas where the access points mentioned in this document will be installed.

1. Connectivity

- 300 Mbps symmetrical Internet connection supporting both IPv4 and IPv6.
 - Network access device (router) and a contingency plan in case this equipment fails.
 - Wireless coverage supporting at least WIFI 802.11b/g/n technology is required for all event rooms and other public areas.
 - Wireless Access Points (APs) are preferred that can operate on the 5GHz frequency, as there may be interference issues with the APs already installed at the event venue and which are operating on the 2.4 GHz frequency. The use of a wireless equipment controller^{1,2} is recommended.
- Network wiring must be laid from the computer room to the wireless access points and terminals located in the various rooms.
- Public addressing, both IPv4 and IPv6, is required for the entire network. Network translation technologies (NAT) and packet filters must not be used.
- Transit (IPv4 and IPv6) preferably via BGP.
 - IPv4/IPv6 prefixes must be provided by the connectivity provider (for IPv4, we recommend a /22 prefix).
 - If BGP is not used, the provider must provide a /48 IPv6 prefix.

2. Infrastructure

At least one Ethernet switch with support for:

- VLANs
- Layer 2 protection technologies for both IPv4 and IPv6 (dhcp-snooping, RA-guard, etc.)
- Preferably PoE for APs
- If only one piece of equipment is provided, a contingency plan must be specified to be used in the event of its failure
- Preferably Gigabit Ethernet ports

Router (preferably two, one to be kept as backup)

- Full IPv6 support

¹ We suggest using CISCO model AIR-LAP1262N-A-K9 (lightweight) or other access points having similar characteristics.

² We suggest using a CISCO 2504 controller or one having similar characteristics.

- BGP routing protocols (OSPF if more than one router is to be present on the network)
- ACLs
- VRRP (if more than one router is to be present in the network)
- Capacity for transmitting at least 100 Mbps to the WAN
- If only one piece of equipment is provided, a contingency plan must be specified to be used in the event of its failure

Wireless access points

- WIFI 802.11a/b/g/n technologies
- Equipment supporting the 5 Ghz band are preferred
- Wireless equipment must support broadcasting at least 2 SSIDs (Service Set Identifiers). In each of these SSIDs, announce the WiFi networks with a different frequency (one SSID for the 2.4Ghz network and another SSID for the 5Ghz network; for example, the SSIDs might be named **LACIGF-24G** and **LACIGF-5G**)
- Devices must be 100% IPv6 compatible
- Support for at least 40 concurrent users per AP
- Remote access for management purposes

Wireless Access Point Controller (optional)

- Full IPv6 support

3. *Services*

On-site device installation:

- Router(s)
- Switch(es)
- Wiring
- Wireless access points

Direct contact with the connectivity providers' support staff

A technical point-of-contact must be available on-site to provide infrastructure support and their contact information (telephone, cell phone, email) must be provided.

4. *Rooms*

The main room must have wireless coverage with at least 6 Access Points (8 is recommended) with the characteristics specified above (each AP must support at least 40 users).

Ancillary rooms must have wireless coverage, each with at least 1 AP. In larger rooms, the use of 2 APs should be considered.

ANNEX II: LAC-IGF STREAMING REQUIREMENTS

LACIGF is broadcast over the Internet in three languages. This generates a certain degree of complexity that must be solved in advance so that the live transmission will meet best quality standards.

At the end of the event, the raw material including floor audio must be delivered on an external disc.

Audio must be broadcast in three languages (Spanish, Portuguese and English). The switching logic may vary depending on the equipment used in the translation booths, but each language must be delivered separately, regardless of the language spoken in the room, which may be English, Spanish or Portuguese. This point is essential, and it must be decided how switching will be implemented on the audio table or equipment and who will be responsible for this task.

The provider will be asked to incorporate a chat room for remote moderation.

Dedicated bandwidth must be provided for the streaming within the 300MBps required for LACIGF connectivity. For configuration purposes, at least 12Mbps dedicated exclusively to the streaming service are required.

The streaming provider must have a physical connection and may not connect via wireless devices.

During the event, support must be provided for the streaming service.

The provider must give the Secretariat the embedded video and chat codes, so they can be published on the lacigf.org website.

Equipment and Technical Personnel

All the components that are part of the transmission system must be installed the day before the start of the event, at which time everything will be checked to verify that it complies with the requirements. It is advisable to conduct a test transmission the day prior to the start of the event to adjust server configurations.

Remote participation: The Program Committee will communicate whether a remote participation solution will be offered during the event (e.g. chat room or other option). In this case, the local host must provide a tool to facilitate remote participation through which questions or comments can be submitted and answers can be received.