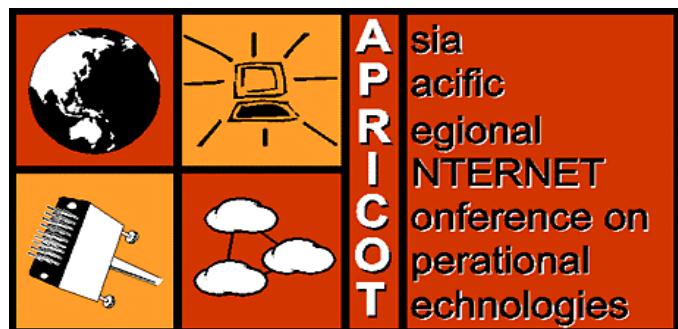


APRICOT

Operations Manual

<http://www.apricot.net>



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APRICOT Operations Manual

This document provides detailed overview of the functioning of the APRICOT conference, together with the background of the event, its structure and requirements. It should be used by any conference organiser who has won the right to host APRICOT in their economy; it also should be used by any organisation or entity which wishes to bid for the right to host APRICOT in their economy as the RFP document makes several references to this particular manual.

1 Introduction

1.1 Introduction to APRICOT

Since 1996, APRICOT has provided a unique and successful educational forum for Internet builders in the region to learn from their peers and other leaders in the Internet community from around the world.

APRICOT has now clearly established itself as Asia Pacific's premier regional Internet Summit where related organizations come together to meet and host their annual general meetings and other special events.

e.g.	Asia Pacific Network Information Centre	(www.apnic.net)
	Asia & Pacific Internet Association	(www.apia.org)
	Asia Pacific Top Level Domain Forum	(www.aptld.org)
	APCAUCE	(www.apcauce.org)
	APstar	(www.apstar.org)
	etc	

As APRICOT has established itself as the premier Internet conference in the Asia Pacific region, so have the attendee numbers demonstrated this growth, with interest in the conference reflecting the growth in the Internet economies in the region.

The 11 day long summit consists of seminars, workshops, tutorials, conference sessions and birds-of-a-feather (BOFs) meetings that have the following two goals:

1. Spreading and sharing the knowledge required for the operational stability and development of the Internet within the Asia Pacific region.
2. Developing affinity groups that foster mutual support throughout the year.

APRICOT's success is largely due to the excellence of its no-nonsense programme that is focused on Internet operational issues (i.e. issues surrounding the smooth day-to-day operation of Internet-based networks and services). It is concerned with bringing true subject matter experts from around the world, together with those who can benefit most from their knowledge and experience.

APRICOT targets those individuals who directly impact the operational deployment and stability of Internet protocol (IP)-based networks and services. These are network operators and engineers, senior executives and regulators.

One of the fundamental principles of APRICOT presentations has been its vendor neutral objectiveness that provides for informed opinion. As such, APRICOT is **not** a marketing or sales-orientated conference and it strongly discourages blatant sales or promotional activities within the event itself.

In essence, APRICOT creates a neutral educational forum that provides for frank discussions on the skills, policies and technologies that are critical for the smooth operation of the Internet's network and service infrastructure both regionally and internationally.

APRICOT has a one-year technology horizon. This means to say that APRICOT is involved with those technologies that are either at the heart of today's Internet or those that are very likely to see *operational deployment within the next 12 to 18 months*.

The key benefit in attending APRICOT is to synchronize local and regional activities with the rapid developments in the wider Internet in an objective manner that distinguishes between operational realities and marketing 'hype'.

As the major APRICOT conference is only organised once a year, special attention is given to the creation of affinity groups that foster mutual support throughout the year. During the year, these affinity groups play a key role as a source of knowledge and experience.

Given the non-sales nature of APRICOT, the Sponsor Exhibition found at many industry conferences has been replaced with the APRICOT Demonstration Laboratory – a hands-on laboratory where attendees can interactively experiment with the latest equipment and technologies, and where APRICOT sponsors can showcase working or soon to be available examples of Internet infrastructure.

1.2 APRICOT History

APRICOT was initiated as a project of the Asia Pacific Network Information Centre (www.apnic.net) as the Asia Pacific Rim Internet Conference on Operational Technologies. The name changed within a couple of years, as the conference focused more on Asia and Oceania, with stronger interest in and participation from South Asia.

APNIC is the Asia Pacific's Regional Internet Registry and is responsible for the coordinated administration of the region's Internet Protocol (IP) address space and Autonomous System numbers.

The first three APRICOTs were primarily organized by APNIC (1996 to 1998), with help from individual volunteers who were keen to promote the Asia Pacific region's own Internet Conference.

From 1999 to 2003, APRICOT has been organised by the APRICOT Executive Committee. This committee was comprised of volunteers from the various AP* (pronounced AP 'star') organisations (APNIC, APIA, APNG, APPLE and APTLD) as well as individual volunteers.

- APRICOT 1999 was hosted by the Singapore Computer Society (www.scs.org.sg).
- APRICOT 2000 was hosted by a consortium including KRNIC (Korea Network Information Centre – www.krnic.net), NCA (National Computerisation Agency), ETRI (Electronics and Telecommunications Research Institute), KAIST (Korea

Advanced Institute of Science and Technology), OSIA (Open Systems Infrastructure Association) and Inet Inc.

- APRICOT 2001 was hosted by PIKOM (The Association of the Computer and Multimedia Industry Malaysia – www.pikom.org.my) and the Malaysian Communications and Multimedia Commission.
- APRICOT 2002 was hosted by NECTEC (www.nectec.or.th), The Ministry of Science, Technology and Environment (www.moste.go.th), and The Thai Federation of Information Technology Association (TFIT).
- APRICOT 2003 was hosted by TWNIC (www.twmic.net.tw – the Taiwan Network Information Centre), DGT (www.dgt.gov.tw – Directorate General of Telecommunications), and the IPv6 Forum of Taiwan (www.ipv6.org.tw).

Year	Host Economy	Total Attendees	Economies Represented	Sponsors	Expenditure (1000s US\$)
1996	Singapore	280	18	10	n/k
1997	Hong Kong	630	25	27	318
1998	Philippines	320	24	18	256
1999	Singapore	632	25	19	131
2000	South Korea	850	36	37	365
2001	Malaysia	888	33	32	239
2002	Thailand	645	30	26	189
2003	Taiwan	1035 ¹	30	43	597
2004	Malaysia	931	50	32	267
2005	Japan	859	40	33	620
2006	Australia	335	40	17	321
2007	Indonesia	801	51	30	420
2008	Taiwan	630	43	21	311
2009	Philippines	633	46	29	276
2010	Malaysia	734	53	23	267
2011	Hong Kong ²	1196	61	33	769
2012	New Delhi	n/k			
2013	Singapore	n/k			

Table 1 – Summary of Previous APRICOTs

Following on from APRICOT 2003, the APRICOT conference combined with APIA, the Asia and Pacific Internet Association (www.apia.org), to form a new supporting organisation for the APRICOT conference. This reorganisation strengthened APRICOT as well as providing a legal umbrella and stable organisation for the future of the conference.

- APRICOT 2004 was again hosted by PIKOM (www.pikom.org.my – Association of the Computer and Multimedia Industry of Malaysia).
- APRICOT 2005 was held in Kyoto, Japan, and hosted by the “Japan Executive Committee” comprising several organisations including IAJapan, JPCert, IPv6 Promotion Council of Japan, WIDE and JPNIC.

¹ The total for APRICOT 2003 in Taiwan represents the sum of the total occupancy for each constituent part of the APRICOT event rather than the total number of delegates.

² APRICOT 2011 was held jointly with APAN 31, the first ever joint commercial and R&E Internet Operations conference in the Asia Pacific region.

- APRICOT 2006 was held in Perth, Australia, and hosted by the Western Australia Internet Association (www.waia.asn.au).
- APRICOT 2007 was held in Bali, Indonesia, and hosted by APJII, the Internet Service Provider Association of Indonesia (www.apjii.or.id).
- APRICOT 2008 was held in Taipei, Taiwan, and again hosted by TWNIC, the Taiwan Network Information Center (www.twnic.net.tw).
- APRICOT 2009 was held in Manila, Philippines, this time hosted by ASTI, part of the Department of Science and Technology of the Government of the Philippines (www.asti.dost.gov.ph).
- APRICOT 2010 was held in Kuala Lumpur, Malaysia, and again hosted by PIKOM (www.pikom.org.my – The National ICT Association for Malaysia).
- APRICOT 2011 was held in Hong Kong along with the 31st APAN meeting. APRICOT-APAN was jointly hosted by ISOC Hong Kong (<http://www.isoc.hk/>) and DotAsia (<http://www.dot.asia/>).
- APRICOT 2012 will be held in New Delhi, India, and will be hosted by the ISP Association of India (<http://www.ispai.in/>) and co-hosted by the National Internet Exchange of India (<http://www.nixi.in>).
- APRICOT 2013 will be held in Singapore and will be hosted by the Singapore Network Information Centre (<http://www.sgnic.sg>).

More detail about the history of the individual APRICOT events can be found on the APRICOT website – <http://www.apricot.net>.

1.3 Organisational Structure of APRICOT

APIA is the Organiser of APRICOT. The APIA Secretariat staff can be contacted by e-mail at apia-sec@apia.org.

The APIA Board oversees the entire conference effort. The Board delegates specific areas of responsibility to other committees as part of the organisation of APRICOT. The APIA Board appoints the chair of each committee. These committees are:

- The Management Committee (MC) is responsible for the oversight and management of the organisation of the annual APRICOT conference.
- The Programme Committee (PC) works to prepare the programme of tutorials and the conference sessions.
- The Fellowship Committee (FC) oversees APRICOT's fellowship programme; the programme ensures that those delegates who require financial assistance to attend APRICOT can do so by becoming APRICOT Fellows.
- The Technical and Workshop Committee organises the 5 day workshops at the start of APRICOT plus is responsible for working with the local host on network infrastructure requirements for the conference.

1.4 Official Language of APRICOT

The official conference language of APRICOT is English. This is not the dominant language in the Asia Pacific region, but is the predominant language of the Internet.

Also, that the official language is English should not exclude sessions being held in other languages, provided that suitable translation into English is available for those who cannot speak or understand the local language.

The intending bidders should express an opinion on the provision of translation or interpretation facilities if they feel that the exclusive use of English in the conference would exclude a large part of their economy's constituency who would otherwise benefit from attendance at APRICOT.

1.5 Scope

For the purposes of this operational document, the Asia Pacific region is the area of responsibility of APNIC, the Asia Pacific Network Information Centre, as a Regional Internet Registry. A graphical representation of this region can be found at the APNIC website (www.apnic.net) – this essentially ranges from Afghanistan in the West to the South Pacific nations in the East, Australia in the South, to Mongolia in the North.

2 APRICOT Event Outline

The structure of APRICOT is shown in the following Table:

Table 2: APRICOT Event Outline Structure

Activity Title	Detail	Duration
Workshops	5 workshops over 5 days	Day 1 to 5
Tutorials & Conference	3 parallel streams with plenary, conference and tutorials intermingled. Tutorials also held on Day 10	Day 7 to 9
APNIC Policy Meeting	All day meeting for APNIC Policy Special Interest Group	Day 10
APNIC Member Meeting	All day meeting for APNIC membership	Day 11
Sponsor Demonstration Event	Network equipment showcase	Day 7 to 10
Birds-Of-a-Feather Meetings	Daily evening meetings	Day 7 to 9
AP* (AP 'star') Meetings	AP organisation meetings	Day 6 to 10
Social Activities	Workshop Dinner	Day 5 Evening
	APRICOT Opening Reception	Day 7 Evening
	APRICOT Lunches	Day 1-5 & 7-10
	Sponsor Receptions	Day 8&10 Evening
	APNIC Reception	Day 9 Evening
	APRICOT Closing Social	Day 10 Evening
	APNIC Lunch	Day 11
	APNIC Informal Social Dinner	Day 11 Evening

The entire APRICOT summit lasts for 11 days – day 6 is a rest day to allow for rebuilding of conference rooms after the workshops, and so that workshop instructors can get some rest. Please consult Table 3 and Table 4 for a more detailed summary and overview of the APRICOT Conference Schedule.

The APRICOT Management Committee expects attendance at an APRICOT conference to be around the 800 mark over the whole 11 days (peaking at around 400 delegates during the conference sessions). The venue has to be able to cater for such numbers, and the local host has to ensure that the local support can cater for any unexpected last minute surge in registrations and attendance demands.

2.1 APRICOT Event Summary

While APRICOT is the Asia & Pacific region summit, there are some events which are classed as official APRICOT events, and others which are co-located with APRICOT.

Participation in the official events is included in the delegate registration fee and have their entire costs included in the APRICOT budget. The official events are:

- APRICOT Workshops
- APRICOT Tutorials (organised by the APRICOT PC)
- APRICOT Conference (including Opening & Closing Plenaries, APOPS Plenaries and APRICOT Conference Sessions)
- APstar Retreat

-
- APRICOT committee meetings
 - APIA meetings (AGM, Board)

Other events which are co-located with APRICOT and are self funded (although have common registration with APRICOT) include:

- APNIC SIG meetings
- APNIC Member meeting
- APTLD meetings and workshops
- APCAUCE meetings and workshops
- etc

2.2 Workshop Sessions

While APRICOT runs over an 11-day period, the workshops do not demand the resources or have the attendance of the main conference event. There are usually a maximum of 5 parallel workshops planned for APRICOT, although the Management Committee fully expects that this will expand if there are sufficient appropriate offers of content and demand for the topics on offer.

As the workshops are generally 50% practical lab work and 50% lecture, the numbers for each are limited to 28 attendees (maximum two attendees from the same company), with a good instructor to student ratio (maximum 3 instructors per workshop). The local host needs to expect 140 attendees for the workshops, with around 15 instructors, as well as around another 10 APIA Secretariat and APRICOT Committee staff.

While a ceiling of 28 attendees per workshop is set, the local host also has to set a minimum number of attendees before the workshop is deemed viable. In previous APRICOTs this number is generally between 10 and 15 attendees. If a workshop has to be cancelled due to lack of registrations, it must be done at least 3 weeks before the workshop is due to start so that instructors and attendees can make alternative arrangements. 3 weeks is generally the cut off for international shipping of equipment, preparation of ATA Carnet documents, penalty free cancellation of airline tickets, etc. If a workshop has to be cancelled, the local host must make alternative arrangements for attendees (offering a place in other workshops, site visits to local Internet facilities, or full refund). The registration system must also indicate that workshop registration closes three weeks before the start of APRICOT, and the local host must ensure that no new workshop registrations can be made after the deadline.

At the end of the workshops, an informal graduation dinner is held for all the workshop participants. Workshop participants who attended all 5 days and, in the opinion of their instructors, have successfully completed their workshop will receive an APRICOT Workshop completion certificate. This all takes place on the late afternoon or evening of Day 5 of the workshop event. The cost of the dinner needs to be built into the fee set for the workshops if supporting sponsorship cannot be found.

2.3 Rest Day

From APRICOT 2010 the Management Committee agreed that a rest day after the workshops would be appropriate. This allows for the instructors to recover after 5 days of teaching, gives more space for AP organisations to hold side meetings, as well as allow the conference venue to rebuild the rooms ready for the tutorials and conference sessions (or if the workshops are

held in a separate location, time to allow the Secretariat staff to transfer between the two locations).

2.4 Tutorial Sessions

Tutorials are hosted over days 7 through 10 of the APRICOT event. There are four half-day tutorial time slots, with 3 parallel tutorials per time slot for APRICOT content. APNIC receives two timeslots for APNIC content (usually the APNIC LIR and IRR Training Courses). Tutorials are normally 90 minutes long covering a given subject, but provision can be made for 180 minute tutorials for more in-depth subject matter.

Each tutorial room should have seating for up to 50 people with seating arrangements set up in classroom style (i.e. with desks and power). There is some scope for having a range of room sizes for tutorials, if the venue can support this, as different tutorials will attract different numbers of participants.

2.5 Plenary Sessions

APRICOT has several types of plenary taking place during the second week of the summit.

The Opening Plenary takes place in the afternoon of Day 7 and is the official opening of APRICOT (even though the summit will already have been running for several days). As well as the official welcome from the local host and the Chair of the Board of APIA, there are two keynote speeches of around 30 minutes each. The two keynote speakers are selected by the local host (local keynote) and the APRICOT Management Committee (international keynote).

Immediately after the Opening Plenary there follows the first of two APOPS plenary sessions. The APOPS plenaries are reserved for topics of general interest, usually covering network operations issues as per APOPS' charter. APOPS is the Asia Pacific Operators Forum (www.apops.net), and is the functional equivalent of Network Operations Groups found in many parts of the world. Content for the APOPS plenaries is assembled by the APRICOT PC.

The morning of Day 8 and Day 9 sees the other two plenary sessions taking place; one of these is the APNIC plenary, with content put together by APNIC, and the other session is the second APOPS plenary.

The last session of Day 10 is the Closing Plenary. This plenary has one keynote speaker as well as votes of thanks (usually from the local host and the Chair of the Board of APIA). The plenary is also an opportunity for the host of next year's APRICOT to give a short presentation inviting all delegates to participate in next year's event. The plenary is also where the APIA Board announces the winner of the hosting rights to the APRICOT in two years time.

All delegates have the opportunity to attend these plenary sessions; all plenaries take place in the main conference hall, the biggest room in the venue. All proceedings in the main hall are webcast (see later). APNIC's Policy SIG also takes place in the main plenary hall.

Room sizing should be detailed in the proposal – the examples of room sizes and layouts documented in Table 4 should be used as an estimate. Note that the main plenary hall and the APNIC stream requires a room with a classroom layout at the front, with theatre style at the

rear and edges of the room – this format has proved to be the most useful and inclusive for participants in APNIC’s meetings, allowing active participation for those at the front, close to the speaker, and allowing enough casual space in the theatre section for those who have overlapping commitments or a less involved participation in the meeting proceedings.

2.6 Conference Sessions

APRICOT has a three parallel session conference that runs over three days (Days 7 to 10). APRICOT conference sessions are the non-plenary 90-minute sessions reserved for more specialist exploration of particular topic areas. The remaining time of Days 7 through to Day 10 not consumed by tutorials sees these three conference sessions being held, usually in parallel. These specialised meetings allow attendees to experience and participate in subject discussions which are more detailed than would be seen during the plenary sessions. APNIC uses one of these streams for meetings of the APNIC Special Interest Groups, covering APNIC specific items not found elsewhere in the conference; examples would include the NIR SIG and the Internet Governance meeting.

Conference streams can be of varying sizes. Generally it is expected that there will be two large streams (room accommodating 200 people, theatre style) and one smaller stream (room accommodating 100 people, theatre style). The APNIC stream requires one of the two larger conference rooms as APNIC webcast all their meetings for their attendees. Quite often the plenary room can serve as the accommodation for one of the bigger streams, and the APNIC stream (moving the webcast equipment is a non-trivial task and the PC builds this into their room allocation planning).

Conference room sizing should be detailed any proposal to host APRICOT – the examples of room sizes and layouts documented in Table 4 should be used as an estimate.

Note: If bidders anticipate that there will be greater than 600 delegates attending during any one day, the conference room sizes will need to be scaled accordingly. The numbers for stream sizes in Table 4 anticipate a conference attendance of around 600 delegates.

2.7 APNIC Policy SIG Meeting

Day 10 is when the meeting of the APNIC Policy SIG takes place. In some years this has run in parallel with APRICOT conference sessions, and in other years (e.g. APRICOT 2009) it was opposite APRICOT tutorials.

The APNIC Policy SIG meeting is held in the main plenary hall used in previous days, and is the same room also assigned for the APNIC Member Meeting held on Day 11. Layout will be as previously discussed.

2.8 APNIC Member Meeting

The APNIC Member Meeting takes place on the last day of APRICOT, Day 11 of the conference week. APNIC Member Meetings attract around 150 to 200 attendees, so require a room that can be set up in classroom style (with desks) in a classroom format at the front and in theatre style at the back of the room. The exact lay out detail must be confirmed with APNIC during set up of the conference hall. Previous APRICOTs have reserved the main plenary hall from earlier in the week for this purpose – APNIC webcasts their proceedings on the Internet, so strongly prefer to remain in their assigned stream room throughout the week.

The conference network connection will need to remain active for the APNIC Member Meeting on the final day. Access to the Secretariat room is also required on the final day.

The Member Meeting is organized by APNIC, and it is expected that the local host will work with APNIC's own events team to determine their specific requirements for their Member Meeting.

The APNIC Member Services Lounge is normally set up from Day 7 to Day 11 of the conference. It comprises casual lounge furniture and a plasma screen for presentations. The space is usually 6m x 4m. The lounge presents the opportunity for the APNIC Members to speak one-to-one with APNIC Helpdesk specialists.

The local host provides a prime location for the APNIC Member Services Lounge, usually outside the front of the main plenary hall. The cost of the furnishing and AV rental is covered by APNIC.

2.9 Sponsor Demonstration Event

One of the benefits offered to the Diamond, Platinum and Gold sponsors in recent APRICOTs is the opportunity to participate in the Sponsor Demonstration Area or Sponsor Demonstration Lab. Many international trade shows usually have a fairly large exhibition area. However, APRICOT is about education, about new technologies deployable in the next 12 to 18 months, and so a "trade show" style exhibition is not appropriate.

Early APRICOTs had the "Interoperability Lab" where groups of sponsors demonstrated interoperability of their products. After a lapse of a few years, this demonstration concept was resurrected to good effect during APRICOT 2000, and since then the Sponsor Demonstration Lab has been part of APRICOT. However, with more marketing and less tangible engineering content being offered, and after feedback from participants and sponsors, the APIA Board decided after APRICOT 2004 that the single large Sponsor Demonstration Area would no longer feature as part of APRICOT. The Demo Area had become a competition between sponsors on who could spend the most money to build the grandest stand, rather than respecting APRICOT's mission.

The APRICOT Management Committee looks to the local host for suggestions as to how to implement the vendor demonstration concept. A firm favourite is a concept similar to the NANOG "Beer and Gear" social night, a chance for sponsors to display one or two items of equipment in a simple table only build up, without fancy displays or huge marketing influence (Figure 1 shows a typical setup that the APRICOT Management Committee is expecting). This concept allows engineers to get close to the equipment, with sponsor engineering staff on-hand to answer questions.



Figure 1 – Photos from NANOG31 Beer'n Gear

Other options could include static displays as part of the lunch area for the Days 6 to 8, or even having no sponsor area but offer sponsors private hospitality rooms instead. Amount of sponsorship determines size of hospitality room, with options to pay more to obtain a larger area.

2.10 Birds-Of-A-Feather Meetings

Birds-Of-A-Feather Meetings, otherwise known as BOFs, are informal meetings conducted in the evenings during the APRICOT conference week. No BOFs are held on the evening of the APRICOT Closing Social Event.

The purpose of the BOFs is for like-minded individuals to gather and discuss a given topic in detail. The number of parallel BOF sessions varies year on year, but expecting at least 2 such meetings to occur per evening is a good estimate.

The invitation to submit BOF proposals is made at the same time as the APRICOT Call for Papers. BOF proposals are handled by the APRICOT Programme Committee and follow the same review process as any other content submitted.

It is usually easiest to use the smaller daytime conference meeting rooms to hold the BOFs in. The BOF rooms will also require AV equipment as the main conference rooms did during the day (including screen, VGA projector, lapel microphone, laser pointer).

2.11 AP* Meetings

APRICOT has grown to become the leading event around which various regional Internet associations and groups host their annual general meetings (AGMs) and special events. For example, APNIC, Asia Pacific Operators Forum (APOPS), Asia Pacific Networking Group (APNG), Asia & Pacific Internet Association (APIA), Asia Pacific Top-Level Domain Forum (APTLD), have all held their meetings during the APRICOT event. The APstar Retreat is also usually held during APRICOT, normally on Day 6 of the event (the APRICOT rest day).

These meetings are hosted either on the weekend prior to, or throughout the APRICOT week (so Day 5 through to lunchtime on Day 10) and have different meeting requirements. In general, rooms with seating capacities from 20 to 50 people in theatre style are required.

The APRICOT Programme Committee will generally liaise with the AP* groups on the format of their meetings. The AP* organizations are encouraged to use the regular APRICOT registration system to register their delegates, but given the variety of organizations involved, it is not uniformly followed. The local hosts should remain in touch with the AP* organizations, if there are any special needs or requests. While there is no guarantee that each organisation will wish to co-locate with APRICOT, given the large gathering of interested parties, there is a tendency that most will wish to hold their meetings around the main APRICOT conference.

2.12 Social Activities

One of APRICOT's goals is to foster the development of various affinity groups. These are social networks that are used during the year between APRICOT conferences to share knowledge and understanding. Affinity groups can be political, business as well as engineering related, and the contacts made during an APRICOT are often highly constructive in improving the human and technology networking within the region.

As such, APRICOT social activities play an extremely important role in cementing these affinity groups. The social activities comprise several events which are usually commercially sponsored:

- | | |
|--------------------------|--|
| 1. The Workshop Dinner | Graduation dinner for workshop participants at end of Day 5. |
| 2. Newcomers Reception | Reception for first time attendees to APRICOT & APNIC |
| 3. The Opening Reception | Welcome Reception for Delegates on the evening of Day 7. |
| 4. APNIC Welcome | Welcome Reception hosted by APNIC at end of Day 9. |
| 5. Lunches | Through out the conference |
| 6. The Closing Social | Social Event for Delegates on the evening of Day 10. |
| 7. Refreshment breaks | Breaks in morning and afternoon sessions. |
| 8. APNIC Social Dinner | For APNIC Member Meeting participants at end of Day 11. |

2.12.1 Newcomer Receptions

Newcomers and APRICOT Fellows form a key role in developing APRICOT's future. Time should be provided on the agenda to provide for a Reception for Fellowship award recipients and newcomers to APRICOT. This might be a breakfast reception with office bearers and other key APRICOT community figures – timing depends on space constraints on the conference agenda, but in other venues most newcomer receptions tend to be held over breakfast.

APNIC provides assistance with the running and the agenda for this event. It is usually held in the evening of Day 6 from 17:30 to 19:00. A room is required for up to 40, depending on the number of APRICOT fellows and newcomers to APRICOT and APNIC meetings.

The catering and rooming of this event will be organised and covered by the Local Host as it is a constituent part of APRICOT.

2.12.2 The Social Nature of APRICOT

Perhaps the most important aspect of the APRICOT conference is the ability for attendees from different countries and constituencies to meet in an informal manner. This personal “networking” may take several forms:

- Discussion in hallways or around coffee tables during meeting breaks
- Discussion at lunchtime
- Discussion in the “terminal room” particularly around the areas set aside for laptop users (round tables, couches etc.)
- Discussion during evening receptions and dinners.
- Discussions in and around the Equipment Demonstration Social Events.

It is very important that local organizers should ensure that the facilities (“furniture”) allow for as much socialising as possible. Hotel lobby area type lounge chairs with low tables and plenty of power outlets close by are the most popular arrangement, having been well tested at IETF and similar Internet meetings over the years. **Bidders should clearly explain how they would provide this human networking facility at their proposed conference venue.** Conference hotels should have plenty of lobby/bar areas so that attendees can continue their discussions after the conference areas have closed for the evening.

2.12.3 Organised Entertainment at APRICOT

If entertainment is included as part of receptions/lunches/dinners, it should be “short and sweet” to allow conversation to continue. It should also be appropriate for the attendees, who are by and large technical experts, network operators, and engineers, coming from all parts of the Asia Pacific Region, and beyond. Being sensitive to cultural differences is quite important.

For example, inappropriate entertainment might include:

1. Continuous loud music making conversation impossible
2. Live shows which encourage audience participation
3. Longwinded speeches
4. Sponsor marketing presentations
5. Cabaret or karaoke
6. Audience participation games
7. Exclusive use of the host economy’s language without translation into the conference’s official language.

Otherwise the scope of entertainment offered to the delegates will depend on which social event is being considered. Conference lunches generally involve delegates eating and discussing the morning’s proceedings, so providing any live entertainment simply does not work, not even anything more than a short welcome speech by the lunch sponsor. Sponsorship of lunches and refreshment breaks should be limited to signage by the sponsor.

The conference opening event is generally, but not restricted to, a welcome reception held at the conference hotel or conference venue. Bear in mind the points mentioned above – entertainment should be kept pleasant and minimal if at all possible, as the prime purpose of the social is to introduce newcomers to the conference, attendees to meet each other, and start off the networking opportunities for delegates.

The conference social event can take many forms, and the RFP asks the conference bidders to propose what they would like to offer. As with the opening reception, bear in mind the points mentioned earlier to make the experience a pleasant one for all delegates – these points still leave considerable scope for an excellent social occasion as has been witnessed in previous APRICOTs.

Notice that Table 4 mentions that the opening and closing reception anticipates around 300 attendees. This is an approximate number going on past experience – around half the attendees opt not to go to the opening or closing receptions, either because they hold their own meetings, or prefer to do their social networking away from the reception functions of APRICOT. Bidders are strongly recommended to limit numbers, especially for the closing social event, so that expenses can be managed. And if there is no need to limit numbers, an explanation of how the costs for the events might be covered.

2.12.4 Other Entertainment during APRICOT

APNIC hold their reception on Day 9 of the conference. The local host will need to liaise with APNIC organisers as to what their rooming and catering requirements might be for this event. This event is entirely paid for by APNIC, and is only mentioned in this Operational Document to allow the prospective bidder suitable planning notification.

Note that this evening should also be reserved for sponsors who wish to hold their own social events; the sponsors may ask the local organiser for support in finding suitable locations, or using rooms in the conference venue. Again, the sponsors must pay for any such events – the local host can of course assist the sponsor with rooming arrangements if necessary.

Day 8 is a free evening as far as formal social programming is concerned. This should be used if the local host wishes to organise sponsored social events for the benefit of the entire conference participation.

APNIC hosts the RIR Reception on Day 7 of APRICOT. This is an invitation-only event. A room for 30-40 pax is required. The local host will need to liaise with APNIC organisers as to what the rooming and catering requirements might be for the event. This event is entirely paid for by APNIC, and is only mentioned in this Operational Document to allow prospective bidders and the local host suitable planning notification.

2.13 Sponsor Events

Sponsors of APRICOT quite often express a desire to hold their own conference and social events parallel to APRICOT (and quite often deliberately compete with APRICOT by offering incentives to lure delegates away from the APRICOT venue).

So that these sponsor conference events (usually lasting a day) do not clash with the main tutorial and conference programme of APRICOT, the APRICOT Management Committee has reserved the last conference day (Day 11) for such events. Sponsors who wish to announce their parallel event at APRICOT can do so provided the event is held on the final day of the conference alongside the APNIC Member Meeting. Likewise, if sponsors wish to host a social event other than the official APRICOT social events, they are very welcome to do so on Day 8, the only day which has no official APRICOT social events.

If sponsors do not wish to conform to this ruling, neither APRICOT nor the local host will provide any assistance or publicity to facilitate these events. Indeed, the local host and APRICOT Management Committee members will actively discourage any attempts at poaching conference attendees for such activities. The local host must be vigilant in case of fly posting or dropping of leaflets marketing such events which draw participants away from APRICOT – such advertising must be removed.

	Day –One	Day Zero	Day One	Day Two	Day Three	Day Four	Day Five
DayTime		APRICOT Workshop Setup in Late PM 5 Rooms x 28 People U-shaped Style	APRICOT Workshop 5 Rooms x 28 People U-shaped Style	APRICOT Workshop 5 Rooms x 28 People U-shaped Style	APRICOT Workshop 5 Rooms x 28 People U-shaped Style	APRICOT Workshop 5 Rooms x 28 People U-shaped Style	APRICOT Workshop 5 Rooms x 28 People U-shaped Style
	APRICOT Setup Network Operations Centre Secretariat Office Conference Registration Area	APRICOT Setup (continued) Conference Registration Area opens for duration of conference (limited hours until Day Six)					
Evening						APRICOT Workshop Instructor Dinner (informal for Workshop Instructors only)	APRICOT Workshop Social Event Graduation Dinner For 160 People

Table 3: Setup and first 5 days of APRICOT showing activities, the initial room estimates, seating style and anticipated numbers

	Day Six	Day Seven	Day Eight	Day Nine	Day Ten	Day Eleven
Morning	APNIC Secretariat Office Setup	Opening & APOPS Plenary 1 Room x 300 People Class-room (front) Theatre Style (back)	APOPS & APNIC Plenary 1 Room x 300 People Class-room (front) Theatre Style (back)	APOPS Plenary & Lightning Talks 1 Room x 300 People Class-room (front) Theatre Style (back)	APNIC Policy SIG Meeting 1 Room x 200 People Class-room (front) Theatre Style (back)	APNIC Member Meeting 1 Room x 300 People Class-room (front) Theatre Style (back)
	APstar Retreat 1 Room x 20 People Boardroom Style				Tutorials & Conference 2 Rooms x 100 People Classroom Style (front), Theatre Style (back)	Sponsor Activities Requirements to be arranged with local host
Afternoon	APRICOT setup Demonstration lab setup by APRICOT sponsors in late afternoon	Tutorials & Conference 2 Rooms x 200 People Classroom Style (front), Theatre Style (back)	Tutorials & Conference 2 Rooms x 200 People Classroom Style (front), Theatre Style (back)	Tutorials & Conference 2 Rooms x 200 People Classroom Style (front), Theatre Style (back)	APNIC Policy SIG Meeting 1 Room x 200 People Class-room (front) Theatre Style (back)	APNIC Annual Members Meeting 1 Room x 200 People Class-room (front) Theatre Style (back)
	APstar Retreat 1 Room x 20 People Boardroom Style	Tutorials & Conference 2 Rooms x 100 People Classroom Style (front), Theatre Style (back)	Tutorials & Conference 2 Rooms x 100 People Classroom Style (front), Theatre Style (back)	Tutorials & Conference 2 Rooms x 100 People Classroom Style (front), Theatre Style (back)	Tutorials & Conference 2 Rooms x 100 People Classroom Style (front), Theatre Style (back)	Sponsor Activities Requirements to be arranged with local host
Evening	APRICOT setup Webcast Equipment setup in main plenary hall (allday)	BoF Meetings 2 Rooms x 30 People Classroom Style (front), Theatre Style (back)	BoF Meetings 2 Rooms x 30 People Classroom Style (front), Theatre Style (back)	BoF Meetings 2 Rooms x 30 People Classroom Style (front), Theatre Style (back)	Demo Lab Teardown by APRICOT sponsors in afternoon	APNIC Teardown Secretariat Office
	APRICOT Fellow & Newcomer Reception For 100 People	APRICOT Opening Reception For 300 People	Free Evening & Sponsor Activities	APNIC Social Evening & Sponsor Activities	APRICOT Closing Reception For 300 People	APNIC Closing Dinner For 100 People

Table 4: Second 6 days of APRICOT showing activities, initial room estimates, seating style and anticipated numbers

[Note: Historically the tentative schedule has been modified to suit the local hosts]

3 APRICOT Detailed Requirements

Venue	<ul style="list-style-type: none"> University, Centre for Education, Hotel, or Convention Centre which can accommodate the rooming requirements (see Table 4)
Audio Visual	<ul style="list-style-type: none"> Standard A/V Requirements: <ul style="list-style-type: none"> Screen and LCD Projection (VGA/SVGA) Microphone (lapel radio microphone) & laser pointer Flipchart, White-Board and Marker Pens
Accommodation & Travel	<ul style="list-style-type: none"> Largest Cost for APRICOT Delegates Good range of accommodation in different price categories Conference Hotel should be proposed as base for the Management Committee and bulk of the presenters. Proximity and easy access (walking distance) to the Venue is very important. Simplification of entry procedures at international ports (if required)
Conference Network	<ul style="list-style-type: none"> Wireless LAN Connectivity (multi-SSID, 802.11a/b/g) “Print station” for participants (2 PCs and 2 small printers) Separate LANs for video streaming, secretariat, workshops, etc
APRICOT Workshops	<ul style="list-style-type: none"> Up to 15 PCs required per workshop for at least 2 workshops (details to be finalised during the preparation for APRICOT) Travel & Accommodation support for instructors who require it
Conference Internet connectivity	<ul style="list-style-type: none"> Routers and Switches for LAN and WAN, DHCP for network Minimum 20Mbps redundant connectivity in both directions Upstream providers must speak BGP with conference routers Both IPv4 and IPv6 transports (native, not tunnelled) Address blocks and ASN procured by APRICOT MC Two independent upstream connections DNS Resolver and local web-site for conference network
Internet requirement for the local host	<ul style="list-style-type: none"> Adequate Internet access bandwidth and email facilities so that communication with APRICOT organisers and participation in teleconference is not impeded.
Financial	<ul style="list-style-type: none"> Ability to manage the budget and establish a separate set of accounts for the APRICOT conference. Ability to pay APRICOT hosting fee on award of the event. Ability to cover the costs of the APRICOT Fellowship programme, workshops, tutorials, BoFs and Conference Rooms. Ability to cover the costs of the APRICOT social events.
Fellowship Program	<ul style="list-style-type: none"> Ability to support APRICOT’s Fellowship Program
Tax Considerations	<ul style="list-style-type: none"> Ability to address Tax requirements/exemptions in host economy
Insurance	<ul style="list-style-type: none"> Insurance Coverage for Venue
Food	<ul style="list-style-type: none"> Vegetarian, cultural and religious (e.g. halal) requirements must be catered for
Promotion & Sponsorship	<ul style="list-style-type: none"> Seeking Sponsorship and Promotional activities must start after award of hosting rights – 50% of sponsorship and participation is local
Visas & Work Permits	<ul style="list-style-type: none"> Letter of invitation for delegates and instructors (If required) Application for Entry Visa for Delegates (if required) Assistance with Entry Visa for any “difficult” economies. Application for necessary Work Permits for Tutorial Presenters (if applicable)

Table 5: Summary Table of APRICOT Requirements

3.1 Date for APRICOT

There is an expectation through out the Asia & Pacific region now that APRICOT will take place around the last week of February, first week of March; deviating from this date has to take this consideration into account. This time was carefully selected to accommodate a busy calendar of events in the region, to align with other global Internet conferences such as the IETF meeting, as well as make allowances for major holidays. The Network Startup Resource Centre (NSRC) have provided a website where all conference organisers list their Internet Operations conferences. From consulting <http://ws.edu.isoc.org/calendar/>, it is possible to see that the Internet conference calendar is very congested at most times of the year, so careful consideration and forward planning are required should any change to APRICOT dates be required.

3.2 Choosing a Location for APRICOT

Given that APRICOT attracts as many international participants as those who come from the domestic economy, the location for the conference should be chosen carefully. One of the selection criteria is that the location is adjacent to an airport with good domestic and international connectivity. The APRICOT Management Committee's recommendation is that the proposed location must have scheduled **daily** international flights to at least **two** of Singapore, Bangkok, Hong Kong and Tokyo, the main international air hubs within the region.

A venue being adjacent to a suitable air travel hub should mean that it is within easy reach by public transport; examples might include practical taxi ride (less than US\$50 or 30 minutes), practical train journey (no changing trains en-route, less than an hour), practical bus journey (no changing buses en-route, less than an hour), &c. Travel considerations are covered more in Section 3.5.

3.3 Venue for the Conference

Since its inception, APRICOT has been hosted in a variety of venues that have ranged from modest to extravagant. The most important aspect of the venue is its ability to accommodate all the delegates at the times required (see Table 3 and Table 4). APRICOT is not a competition between economies, but a vehicle to educate the region. Suitable venues can range from Universities, to Hotel Conference Centres, to Convention Centres.

3.4 Venue Sizing versus Attendance Numbers

Table 1 lists the **total** number of attendees at APRICOT over the 11 days event. It does not represent the attendance at APRICOT on any one day, as very few participants actually are on-site for the entire event. Table 3 and Table 4 show the typical maximum participant numbers per event.

The typical break down of attendance is as follows:

- Workshops – 5 parallel workshops see a maximum of 30 attendees per workshop, so the first 5 days of APRICOT Workshops could see up to 175 people on-site (including instructors and admin support staff).
- Tutorials – 4 parallel tutorials see on average around 75 attendees per tutorial. Note that some tutorials will expect higher attendance than other tutorials, so room sizing could be flexible. With the tutorials using the same rooms as the conference sessions, sizing needs to be done carefully by review of the intentions expressed by participants at time of registration.

- Conference – 3 parallel conference tracks see attendance numbers slightly higher than the tutorial attendance. Previous experience shows that around 500 people maximum will attend the conference days. The plenary sessions themselves see between 200 and 300 people attending.
- APNIC Member Meeting – the final day covering the APNIC Member Meeting sees around 150 to 200 attendees on-site.

The local host needs to size the venue according to the above guide numbers. Note that years with higher APRICOT attendance will see higher numbers coming to the tutorial and conference portions. Years of lower APRICOT attendance see lower numbers over the entire event than those listed above.

3.5 Accommodation and Travel

APRICOT typically hosts 300+ overseas delegates who stay for the whole conference week. The largest costs to the delegates are the costs of the airfare to the host economy and the cost of accommodation.

Special attention should be paid to the variety of accommodation available to the delegates. The accommodation should be within walking distance of the venue, or close to easily accessible public transport. Failing this, consideration should be made to providing transport from the listed conference hotels to the venue. Any provision of transportation must dovetail in appropriately with the conference programme times.

Consideration should be given by the local host as to whether a “meeting point” needs to be set up at International ports of arrival to assist with delegates attending APRICOT. These generally aren’t necessary as most of the delegates have travelled internationally before attending the conference, but such “meeting points” can be helpful, especially for those nations who have specific visa requirements for overseas travellers, or where overseas travellers may need assistance on entry, or where the travel from the entry point to the venue is less than obvious.

Details of international flights from the major Asian and Pacific hubs should also be posted on the meeting website, with an indication of airlines, frequency, and expected costs. Any airline plans for new connectivity, or additional flights, should also be indicated where feasible.

3.6 APRICOT Conference Website

The website is built and maintained by the APNIC Publications Team, as by the Memorandum of Understanding between APIA and APNIC. The local host does **not** build and maintain a website for APRICOT as, in the past, there were too many issues with quality, consistency and reliability of the site.

The conference website is hosted on APNIC’s meetings server – as the two meeting sites have much in common and share a common base. The domain name for the conference will already be arranged by APIA. The local host is expected to provide content for the website for the specific APRICOT conference. The local host is not required to build and does **not** run their own website for the event without the express written agreement of the APIA Board.

The local host is **not** required to procure their own domain name for the APRICOT event. If they choose to do so, they will be provided with the IP addresses of the conference website so that their acquired domain can point to the official APRICOT website. The official APRICOT website will not rewrite any URL to represent the local host's procured domain name.

3.6.1 Website Timeline

The APRICOT Management Committee will request the APNIC publications team to set up a placeholder website for the APRICOT conference within 2-3 months of the award of the APRICOT event to the new local host. (For example, APRICOT 2014 host will be awarded during February 2012 APRICOT – and the placeholder APRICOT 2014 website will be assembled in April/May 2012 timeframe.)

To facilitate this, the local host must provide suitable content regarding:

- Host information and background
- Venue location
- Preliminary Travel and Accommodation guidelines
- Local host logo
- Sponsorship packages
- Contact details

(This content will all have been part of the RFP response in the winning bid so is readily available.)

Navigation, structural, and dynamic features of the website must be reviewed and approved by the APRICOT Management Committee, the local host, and the APNIC Publications Team, at least six (6) months prior to the event (July/early August) to accommodate the full website launch at the APNIC Conference immediately prior to the joint event. It is in the interest of the local host and their marketing activities to provide sufficient input to the organisers to ensure the website is in its final form as soon as feasible.

By September prior to the event the website must also contain the Call for Papers for APRICOT as well as finalised accommodation details so that prospective delegates can reserve hotel rooms. The APRICOT Management Committee must also publish complete information about the Workshops being organised for APRICOT at this point.

Once registration for APRICOT has been opened in October, the website will contain all suitable links to the registration system (also hosted by APNIC) – this will usually happen in November or December.

And by late January/early February the website will contain all the detailed programme information for the entire event.

3.6.2 Updating Content

APNIC is not currently able to provide system access to APRICOT or the local hosts, but will work towards this for future conferences. Until that time, APNIC will carry out all content updates under instructions from the chosen representatives of the APRICOT event. APNIC will not create or edit APRICOT content, but will contribute to the development of shared content for the site.

The local host **must** ensure that content updates for the APRICOT website be provided to the APNIC Publications Team in a timely manner (via the email alias *publications at apnic.net*). These updates are agreed between the local host and the APRICOT Management Committee.

While APNIC will endeavour to update the site as quickly as possible (providing a 24 hour SLA), the local host should allow a minimum of 24 hours for any updates. This is especially critical during the last few days leading up to the event, so forward planning is essential.

3.6.3 Website Archival

Once the APRICOT conference is concluded, the APNIC Publications Team transfer the website to the permanent host of the www.apricot.net community website for long-term archival and public availability.

3.7 Conference Network and Internet Access

APRICOT, being an Internet Operations and Technology conference, is a showcase for Internet connectivity and access, and thus should have appropriate networking connectivity for the delegates. Indeed, it is the goal of the APRICOT Management Committee to have the conference Internet provision set up and operated to the same quality level as any ISP network would.

3.7.1 Internet Access

The link to the Internet from the venue should be fast, efficient and, most importantly, reliable. Minimum bandwidth of 20Mbps in both directions should be provided, supported by web or content-caching if appropriate. This link must be provided by two circuits to the Internet connection sponsor, connecting to different routers in their PoP, or to different PoPs if this is feasible. Alternatively, and indeed preferably, two Internet connection sponsors should be selected.

The conference border routers require the use of BGP4 with the ISPs providing the connection, and receive the full current Internet routing table from this connection. This is used to demonstrate various features to delegates during the workshops and tutorials. The APRICOT Management Committee will apply for APRICOT's own AS number, IPv4 and IPv6 address space – the local host does **not** need nor is expected to provide this. But the local host **must** ensure that the connectivity providers are able to provide routability for the IPv4 **and** IPv6 address space using the APRICOT AS number, including making all the relevant and appropriate entries in the Internet Routing Registry. This work should be completed at least a month in advance, just in case of last minute connectivity issues.

If Multicast (MBONE and/or M6BONE) is being considered for the conference by the local host, adequate provision must be made with respect to Internet bandwidth to support the multicast data streams from the sessions which are being covered. The conference can also potentially transmit sessions using live video streaming or webcasting – again this requirement must be noted for any Internet bandwidth needs.

3.7.2 Wireless LAN

Wireless Internet Access (supporting at minimum 802.11b Direct Sequence at 11Mbps) should be provided to cover all the rooms, halls and general area in which talks, tutorials or meetings are held. Seamless roaming access from room to room should be provided as far as possible. The wireless LAN runs 24 hours per day for the duration of APRICOT. Note that the 802.11b access rates must be pegged at 11Mbps on the access points – allowing lower

data rates harms access and throughput for all attendees, and must be disabled. If the access points also support 802.11a and 802.11g, these capabilities should be provided.

Wireless access points must be industrial strength or business class (depending on what the vendor marketing claims). This basically means that more than 50 associations with non-degrading performance must be feasible. The access points must also be fully manageable and support multiple SSIDs. The SSIDs, channels, and signal strength must be fully configurable. Access points not conforming to these minimum requirements must not be used. It is also recommended that only one vendor of wireless AP be chosen – interoperability between multiple vendors can be challenging at times, and impacts the user experience, especially when roaming.

While APRICOT is an operations and technology conference, showcasing the latest wireless access technology for the conference LAN is perfectly acceptable on condition that it does not impinge on the basic quality and integrity of 802.11b access which is the de facto standard for wireless Internet access. 802.11g can usually be provided on the same access points and same SSIDs as the default 802.11b offering. But if 802.11a is offered, it should be provided on a different SSID. For example, 802.11a should be offered on **SSID:apricot**, whereas 802.11b/g should be offered on **SSID:apricot-b**, etc. Likewise, with the growing deployment of IPv6 around the world, the connectivity supporter could provide an **SSID:apricot-v6** which provides only IPv6 connectivity (with access to the IPv4 Internet provided via NAT64 only). Or if new wireless standards or Internet technologies are on display, they again must occupy a separate SSID distinct from the conference SSID.

When deploying the wireless LAN, the network infrastructure operators must ensure that the overlap of channels is kept to a minimum, tuning the signal strength and sensitivity of the access point appropriately. For 802.11b, **only** channels 1, 6 and 11 are usable, the other channels overlapping with these basic three. The 802.11b wireless LAN **must** only use these channels. Wireless access points must be distributed and provisioned so they do not interfere with each other – this usually means it is desirable to offer 802.11a as there are more non-overlapping frequencies than with 802.11b/g.

If a multi-SSID network is going to be provided, this also is best achieved by using a single wireless vendor. Use of a different vendor per SSID can work as long as the channel overlap issues are addressed, and is **not** recommended.

3.7.3 Print Station

APRICOT delegates are key Internet builders, many of whom invest their precious time away from running their networks, backbones and businesses to attend the conference.

As such, an adequate print station with two PCs and printers should be provided so that participants who don't bring laptops, or require to print documentation or boarding passes can do so without troubling the Secretariat. It is often helpful if these print stations have an Ethernet drop so that laptops can also be used to access the printers.

3.7.4 Delegate Information Services

A suitable PC server should be supplied on the local conference network to provide up to date and last minute information for delegates. Typically this server would be known as conference.apricot.net and would host a delegate wiki as well as an informational bulletin board. The website will be built by members of the Technical and Workshop committee – the

local host simply has to supply to system with a suitable Linux or FreeBSD operating system installed.

3.7.5 Management network

The management network of the conference houses the servers for the conference – these could include DNS, SMTP relay, network monitoring and management, and so forth. This management network forms part of the NOC function, described later. Adequate power is required for this management network, and a UPS (Uninterruptible Power Supply) would be considered advantageous.

3.7.6 Network Security

Both the wireless LAN, the terminal room LAN, and the main conference Internet access should be properly secured as per existing best current practices (for example, as documented in BCP 38 – [ftp://ftp.rfc-editor.org/in-notes/rfc2827.txt](http://ftp.rfc-editor.org/in-notes/rfc2827.txt)). Figure 2 gives an example of how the conference network could be laid out – it can of course be more sophisticated if desired, but this is rarely necessary.

The wireless LAN should have the SSID set for each access means supported, and published to all conference attendees, in the conference handout pack, and on the conference notice board. The base stations should be configured to only allow the configured SSID to connect to the network – this is not security in itself, of course, but will help ensure that casual passers-by don't get access to the conference LAN. It will also ensure that conference goers associate with the conference LAN, and not with any other wireless networks present in the venue.

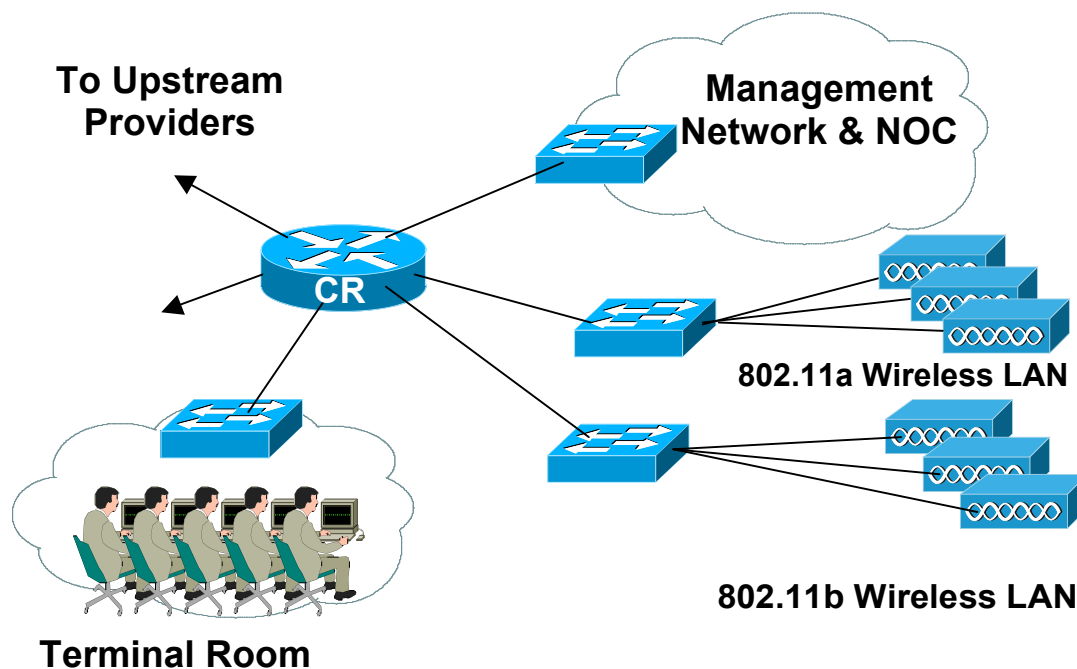


Figure 2 – Conference Network

The wireless LAN **must** be on a different physical subnetwork from the terminal room PC LAN, and the conference backbone LAN. This is to ensure isolation of the wireless traffic from the rest of the network, and allows troubleshooting to be easier for the operations staff.

As with all LANs present at the conference, this LAN must have packet filters applied at the egress point.

If multiple SSIDs are supported, they **must** also be on a different physical subnetwork from each other, for all the reasons mentioned above.

The management LAN **must** be on a different physical subnetwork from the rest of the conference networks – security of these systems is of utmost importance. The hosts for managing the conference network must run Unix or a variant of the Unix operating system, and have appropriate security filters installed (such as *iptables*).

The webcast LAN **must** be on a different physical subnetwork from the rest of the conference networks, for all of the reasons mentioned above.

The central router, or routers, providing the connections to the difference conference LANs must have security filters installed on each interface, and on the interface which connects to the public Internet. More information about the filtering requirements can be discussed with the APRICOT Management Committee during the conference set up phase.

Finally the conference network infrastructure provider is strongly encouraged to monitor (and prohibit) the use of peer-to-peer applications, and applications using similar technologies, as these tend to consume all of the limited bandwidth available, diminishing the overall network performance experience.

3.7.7 Network Management and the NOC

The local host, or connection sponsor, should provide a local support team who are available during conference hours to help delegates with any connection problems. This team will be located in the conference Network Operations Centre, adjacent to the Terminal Room, and should be experienced in TCP/IP networking, Windows and wireless LAN technology (as these are the most common problems experienced by delegates).

On the local APRICOT website, the NOC should also provide pages which display network performance statistics (available from tools like *nfdump/nfsen* and *MRTG*), network status information, as well as other technical information to help delegates. The APRICOT Management Committee considers the conference network as operating like a mini-ISP, so the facilities available should mirror a typical ISP operation.

3.7.8 Webcasting APRICOT

APNIC will provide webcast equipment and services for the following APNIC hosted sessions at APRICOT:

- APNIC NIR SIG, usually held on day 8
- APNIC Opening Plenary on day 9
- APNIC Policy SIG on day 10
- APNIC Members Meeting on day 11

The webcast service is available to APRICOT events in the two webcast rooms for day time sessions outside the above listed events.

APRICOT makes use of the APNIC webcast facility by webcasting all sessions in the main plenary hall (as this is the hall used for the APNIC plenary, Policy SIG, and Member Meeting). The webcast equipment is not easily portable, so the Programme Committee

normally works with the APRICOT Management Committee, APNIC, and the local host to determine which rooms should have the webcast facility. Note that some sessions may have content which cannot be webcast, so webcast planning must take this into account.

The APRICOT Management Committee and the local host have to coordinate with APNIC at least two months in advance so that requirements are fully known, especially for the booking of staffing and the equipment. The URL to allow viewing of the live broadcast will need to be placed on the APRICOT website.

3.7.9 Operational Management

The APRICOT Management Committee expect that the local host and the Internet connectivity sponsor will work with the Technical and Workshop Committee on the Internet access.

It is normal for the five-day training workshops at the start of APRICOT to expect to get some kind of access to the local conference network infrastructure. Students **never** get management access, however they may require monitoring access as part of their learning educational experience during their workshop. For example, SNMP access to live routers or switches carrying real traffic can be more educational than a dummy set up in a lab. Or access to a core router to see what the BGP table looks like is also informative.

Also, members of the Technical and Workshop Committee traditionally share management and operational responsibility for the network with the local Internet connectivity provider – and therefore require suitable management access. If this isn't feasible, a 24-hour on-site cover should be provided so that any urgent issues can be dealt with as they occur and not just during "working hours".

3.7.10 Miscellaneous

If the main conference hotel is close to the conference venue, the local hosts and sponsors should consider whether it is possible to connect the conference hotel network to the APRICOT conference network. Alternatively, consider the provision of a wireless access point or two in the hotel public areas for delegates to access the Internet without having to go to the venue. This might be especially useful for such conference venues which cannot provide 24 hour access to the conference delegates.

Adequate security, power and cooling should be made available.

3.8 Venue Room Requirements

The following sections detail the requirements for each room, and should be considered a supplement to the outlines discussed in Table 3 and Table 4. In addition to the room requirements outlined below, access to some small rooms will be needed during the conference for ad hoc meetings.

3.8.1 Print Station

The print station should have 2 PCs provided with a standard suite of applications (e.g. POP3 Mail, Web Browser, SSH, Telnet, ping, traceroute etc.). These PCs can be running Linux, or BSD based operating systems, or Apple Mac. Unfortunately, due to security issues, the use of Microsoft Windows as a Print Station PC is not permitted. Suitable printers are any postscript printer compatible with the provided PCs. Monochrome is sufficient for most purposes.

3.8.2 Network Operations Centre

The NOC room does not need to be substantial, but does need to be located next to the terminal room for visibility of the delegates should they need to seek help for network problems. It is generally staffed by one or two staff at any one time, and is also the termination point of the external Internet connection, and the venue networking equipment is located here. So a room 3m by 3m is usually sufficient, including equipment rack, sufficient power including local UPS or guaranteed protected power, good air-conditioning, telephone and easy access for telco services.

3.8.3 Venue Open Areas

In line with APRICOT's social function, discussed on Page 16, the local host should endeavour to provide sufficient casual seating and convenient power outlets around the main open areas within the venue. Naturally these should all be with respect to local regulations, but some provision is an essential part of APRICOT.

The open areas should also have sufficient signposting so that it is easy to find where sessions are held, where refreshment breaks are held, where the demonstration area is, and where the lunches are provided.

3.8.4 Workshop Room Requirements

Each workshop room needs to be laid out (preferably) in a U-shaped format, with electrical outlets at each seat, with some workshops requiring PCs or laptops to support the course work. Detailed room layout requirements must be discussed with the Workshop instructor team nearer the start of the workshops themselves. The room requires an SVGA projector, screen, laser pointer, lapel microphone, and a table or two for the instructor teams' computers and other workshop equipment (see the detailed A/V requirements in Section 3.11.3).

Figure 3 shows a picture of the typical room layout used for such workshops (this one at SANOG3 in Bangalore, India).



Figure 3 – Workshop U-shaped layout

The workshops will also require access to the conference network, including wireless LAN, to be active, as some of these invariably use the Internet facilities to demonstrate key points. Some workshops may have particular requirements such as a block of IP addresses, or a fixed IP address from the conference pool, etc.

If the local host decides to hold the workshops away from the conference venue (for example, in a neighbouring hotel or educational establishment), then a permanent Internet connection is required as well (with at least 25% of the intended conference bandwidth provision, and up to 8Mbps being considered sufficient).

Specific arrangements will need to be made with the workshop leaders closer to the time of the workshop. For example, at the time of writing, at least two of the workshops require PCs, and these are to be provided by the local host. The PCs don't require to be highly specified, nor the latest models, with all PCs being set up to run Unix or Unix-like operating systems (FreeBSD and Fedora Linux are popular choices). Minimum requirements would be screen, keyboard, mouse, Ethernet interface, sizeable hard drive for OS installation and DVD-ROM.

3.8.5 Tutorial Room Requirements

All tutorial rooms need to be laid out partially in classroom format and partially in theatre format. The front half of the room should be in classroom format, namely chairs with desks – this is similar to most University lecture theatres where each seat has a table in front of it for the placement of notes, laptop computer, writing materials etc. The rear half of the room should be laid out in theatre format, with simply the provision of rows of chairs as with most traditional conference venues. Casual browsers of the APRICOT tutorials tend to occupy the rear of the room (and hence theatre format is sufficient), whereas the serious attendees require a desk surface to place a laptop computer, writing paper, etc.

Each room requires an SVGA projector, screen, laser pointer, radio microphone for the presenter, 2 standing microphones in the middle and rear of the room, and a convenient resting point for the presenter's laptop computer.

The venue should provide electrical outlets in the classroom portion of the tutorial room. This is for laptop computer users. In past conferences, and at conferences such as IETF, NANOG, and RIPE meetings, these power outlets are generally arranged in the classroom portion of the room. This is preferable to placing the power at the rear or sides of the room, as the less popular sessions will feel less deserted this way.

These are minimum requirements – the detailed requirements are arranged with the successful bidder closer to the conference event.

3.8.6 Conference Room Requirements

Two large and two slightly smaller rooms are required for the main conference tracks. These rooms should be laid out partial classroom, partial theatre format (as for the tutorials). Each room requires an SVGA projector, screen, laser pointer, lapel microphone, 3 standing microphones, and a convenient resting point for the presenter's laptop computer. The staging on the room should have sufficient room for the session chair and laptop, and any other speakers should the session opt to have a panel discussion.

The venue should provide some electrical outlets in the classroom portion of each room for laptop users who don't have sufficient battery stamina to last the whole day. These sockets can mostly easily be achieved by placing several 4 or 6-gang outlets around the front of the room. In past conferences, and at conferences such as IETF, NANOG, and RIPE meetings, these power outlets are generally arranged at the front of the room. This is preferable to placing the power at the rear or sides of the room, as the less popular sessions will feel less deserted this way.

These are minimum requirements – the detailed requirements are arranged with the successful bidder closer to the conference event.

3.8.7 Plenary Hall

The plenary hall is usually simplest to achieve by combining two of the large conference rooms mentioned in the previous section. However, if the venue is such that a separate plenary hall is available, then the local host has the option of offering this instead.

In either case, the plenary hall needs to be able to seat around 300 people. Going by past experience, not every delegate will attend the plenary, due to different travel commitments, or other business they have to attend to.

3.8.8 Sponsor Demonstration Venue

Suitable accommodation is required for the Sponsor Demonstration Event. The purpose of this event is for the APRICOT sponsors to demonstrate working equipment, working network configurations, latest hardware and software, etc, to be available for delegates to come and view, and actively participate in.

The accommodation required for the event will depend on what the RFP respondent proposes to the APRICOT Management Committee. Bearing in mind that a marketing style exhibition is to be avoided, this Demonstration Event should not need substantial build up or significant amount of planning. Too often in early APRICOTs more effort was spent organising the demonstration lab than in many other more useful and relevant parts of the APRICOT conference.

The venue chosen should provide sufficient electrical power for this room, as most sponsors tend to bring in some fairly substantial pieces of equipment. Power needs can typically be around 40kVA or higher. The room also needs to be physically connected to the conference network, as many of the demonstrations require Internet connectivity.

Notice that this event is intended to be for demonstrations only. When the local host liaises with the sponsors as to what they plan to demonstrate and display, it should be made quite clear that the local host will only provide a table for technical literature, and the sponsor will only be permitted a small area for positioning their equipment (no more than one square metre). Elaborate displays, pre-built booths, audio/visual “edutainment” and blatant product marketing are simply not permitted in APRICOT. APRICOT attendees attend the conference to learn about technology, and sponsors are expected to demonstrate living working technology. Figure 1 earlier in this document shows photos of the expected style of arrangements for the sponsor demonstration event.

These are minimum requirements – the detailed requirements are arranged with the successful bidder closer to the conference event.

From APRICOT 2006, the demonstration area was incorporated with the break and lunch area. This gave the sponsors who participated in the demo a “captive audience” as the delegates taking their breaks or having lunch were standing in the middle of the demonstration space.



Figure 4 – APRICOT 2006 Demonstration and Break Area

3.8.9 Secretariat Offices

Both APRICOT and APNIC Secretariats require office space for the duration of the APRICOT Conference. The APRICOT Secretariat (made up of the local organising team, APIA Secretariat and the APRICOT Management Committee volunteers) requires this room from the start of the workshop week, on the set up date stipulated in Table 3. APNIC's Secretariat requires a room from Day 6 of the conference to prepare themselves for the APNIC meetings, ASO meetings, APNIC conference tracks and APNIC member meeting. The APNIC Secretariat room is required until the end of Day 11 of the conference and the APNIC Member Meeting.

The rooms need to be of board room size, around 25 square metres, with tables, chairs, power outlets, Ethernet connection to the conference network, and a whiteboard. Consideration should be given to security arrangements for protecting Secretariat offices when unattended. After hours access to the offices may also be required. Figure 5 shows the Secretariat office for APRICOT 2004, a large room shared by the APRICOT local host, APIA Secretariat, and by the APNIC Secretariat.



Figure 5 – Secretariat Office APRICOT 2004

3.8.10 Conference Registration Area

The conference registration area should be large enough to accommodate delegates arriving en-masse on Days 6 and 7 to register for the tutorials and the conference. So a large area with sufficient positions for delegate registration is advised. One side of the registration area for APRICOT 2003 is shown in Figure 6 – this is at a Convention Centre, and shows the good use of space in the Centre lobby.

As with most conferences, delegates turn up 5 minutes before the plenary starts expecting to be able to register and be seated on time. While this is an unrealistic expectation, bidders should consider the registration process as part of the bid to ensure that it can be made as smoothly and as efficiently as possible without inconveniencing other participants. The successful bidder should seriously consider giving incentives (such as discounts or giveaways) for early registration, and early on-site documentation collection.

When setting up the registration desk, the local host should separate out the main APRICOT conference delegate registration from the related meeting registration. It even helps giving a distinct counter for each AP* related meeting being held on the particular day in question. This avoids long queues and frustrations as delegates attempt to register and get to their meeting in time.



Figure 6 – APRICOT 2003 registration area

It is also advisable to set up a separate registration desk for APRICOT speakers. And APNIC usually requires that they have their own registration counter as well. And it can also be useful having a Conference Helpdesk so that any delegate who has problems can talk to someone and receive the assistance they need.

There is also a requirement for a distinct Network Operations Centre point of contact, whether this is achieved by a dedicated NOC location, or a position at the registration counter where conference participants can go when they need technical assistance with their Internet connectivity, or with the wireless network.

While this sounds like a huge amount of different counters, over the course of the APRICOT event it is not as untenable as it sounds, and many APRICOTs have operated successfully by ensuring that delegate flow is as streamlined as possible.

3.8.11 General Areas & Open Spaces

The general spaces, as mentioned earlier, should have sufficient space for delegates to mingle, meet, and socialise. They also should have sufficient seating, low tables and chairs.

The other requirement for the general areas, and indeed adjacent to the registration area, is for an electronic information display of the latest programme information. This can be as simple as a large plasma or TFT screen attached to a computer running a PowerPoint show with the programme information of the day. This display can also be used for providing updated information for delegates. While static displays are fine, the big advantage with electronic displays is that they can be very easily and quickly updated.

The local host should position a few of these around the registration and general open space area. It is difficult to be prescriptive in this manual, but having screens in areas that delegates are most likely to congregate is strongly advised.

The APRICOT Programme Committee will provide updated information to the local host as to what should go on these electronic displays.

3.8.12 Lunch Room

Lunches are on offer to APRICOT delegates throughout the whole 11 days of the conference. The requirements for the lunchroom do vary throughout the week, and the proposed venue has to be able to cater for these differing requirements.

During the workshops, all workshop participants, instructors, and Secretariat receive lunches. This could be up to 175 people (depending on the size and number of Workshops on offer). Workshops tend not to finish at exactly the same time, so an informal buffet or lunch-box style meal is strongly recommended.

The tutorials and conference sessions see the number of attendees at APRICOT increase, so the lunchroom needs to cater for that increased number. Daily attendance during week 2 can easily exceed the 500 mark. Again an informal buffet style or lunch-box meal would probably work the best, although other options can work depending on the venue (see Figure 7 for an example, or Figure 4 from earlier) or the costs in the hosting economy.

As the Sponsor Demonstration can sometimes run concurrently with the lunches, a stand up buffet with assorted pedestal tables might work better so that people can mill around in groups, or participate in the Sponsor Demonstration, or use tables if they desire. Lunches could be run in two shifts, if rooming is a problem.

The APNIC Member Meeting on Day 11 will also require lunch accommodation. The local organiser should contact the APNIC Secretariat to discuss those needs.



Figure 7 – Lunchroom at APRICOT

The room access should be such that getting in and out doesn't result in congestion, and that delegates don't feel the need to rush to be first in the queue. The catering staff need to be well aware that at the end of sessions there will be a rush for lunch, so having a system to handle this is quite important. Dedicated conference centres tend to know how to do this better than some other venues.

Lunch at APRICOT typically runs from 12:30 (the end of the morning sessions) until 14:30 (30 minutes after the start of the afternoon sessions).

3.8.13 APNIC Supplementary Rooming Requirements

APNIC requires two private rooms for Hostmaster Consultation, and for Media/Meetings. The Hostmaster Consultation room is required from Day 7 to Day 9 and has to be able to accommodate up to 4 people.

The Media/Private room is required from Days 8 to 11 and has to be able to accommodate up to 15 people. This room is used for any private meetings as well as any meetings APNIC may arrange with the local or international Media.

APNIC covers the cost of room hire for both these rooms, and are included here as a reminder to the local host and APIA to include in the planning matrix for APRICOT.

3.8.14 Security & Safety

Any potential venue for APRICOT must have appropriate security and safety. Doors should be guarded so that only participants can realistically enter the venue, and the conference rooms should have door monitors so that only participants with appropriate registration (indicated on their badging) get access.

While security should be kept high, it should not be made done at the expense of safety. For example, fire escapes should be unlocked, fire alarms should work, fire suppression systems should be readily available, and safety/medical equipment should be close at hand, and easily visible. When the local host is inspecting potential venues, they must consider security and personal safety issues for all participants.

3.9 Equipment Requirements

The requirements sections so far have made references to the equipment requirements for the workshop. This section attempts to summarise the generic needs for many of the activities in APRICOT. Reference will have to be made by the local host to the APRICOT Management Committee as well as the Workshop & Technical Committee as to the exact needs for APRICOT events, as these do very much depend on local conditions.

3.9.1 Workshops

It is anticipated that APRICOT will see 5 workshops (or more if there is sufficient demand) with no more than 30 attendees per workshop. The following table lists equipment needs for these workshops. The provided PCs will of course require electrical power at each participant's desk. Note that the entries marked with a (+) indicate that those workshop participants will be required to supply their own laptops – the local host will supply the remaining workshops with PCs.

Table 6 lists the PC and other equipment requirements for workshops which have taken place in similar such workshops in the past. Note that the instructors of the Routing and Security workshops usually supply their own router kits to support their workshop. If the instructors do not bring router kits but instead wish to use emulation software such as Dynamips, they will request the local host to provide a powerful PC (usually 4GBytes of RAM and dual processor) instead.

The print station can be built with two of the PCs used during the workshop week – after the workshop the remaining PCs can then be moved to general duties or returned to their supplier.

Workshop Event	PC Requirements	Other Requirements
ISP Routing Workshop	none	Optional Big PC
BGP Multihoming Workshop	none	Optional Big PC
IPv6 Routing Workshop	none	Optional Big PC
DNS & DNSsec Workshop	15	Ethernet switch, management PC
Security Workshop	15	Two management PCs
Network Management Workshop	15	Ethernet switch, two routers, management PC
Multicast Workshop	none	Ethernet switch
IP Services Workshop	15	Ethernet switch, management PC

Table 6: Workshop Equipment Requirements

3.9.2 Tutorials

The tutorials generally have no PC or network equipment requirement over and above what is normally provisioned for APRICOT. Should any tutorial presenters require a PC or a network device to demonstrate a concept or technology, this requirement should be requested when the tutorial abstract is submitted, and arranged with the local host and organisers then. The costs for these **must** be borne by the tutorial presenter.

3.9.3 Conference Sessions

The main conference sessions have no PC or network equipment requirement over and above what is normally provisioned for APRICOT.

3.9.4 Conference Network

The network equipment for the conference network has been outlined previously in the description of the actual network. The conference network equipment sponsor generally makes arrangements to supply the necessary routers, switches, wireless access points and network cabling.

3.9.5 Secretariat Room

The Secretariat office requires a printer and photocopier (specific details need to be discussed with APNIC and APIA Secretariats during preparations for APRICOT), as well as a dedicated LAN connectivity (with several Ethernet drops) and wireless internet access, as mentioned in the network requirements discussed in Section 3.7.

3.9.6 Registration Counter

The Registration Counter will require two or three PCs for the registration staff, as well as a printer or two (specific details need to be discussed with APNIC and APIA Secretariats during preparations for APRICOT). It is also a good idea to provide three or four self-service registration terminals so that delegates can register themselves without having to go through the manual process, saving registration time. The registration counter network connectivity is discussed in Section 3.7.

3.10 Electrical Requirements

Some of the workshops, especially those that use large amounts of equipment such as routers or switches or PCs, will need specific power requirements. (While some instructors choose to use remote labs, most prefer to use equipment on-site due to the greatly enhanced experience this provides.) Going on previous experience this is usually two distinct 240V/13A (or 110V/15A) outlets, on separate circuit breakers/fuses, with **proper earthing**. Alternatively a single 30A outlet should be provided. This usually means that the venue will have to supply a special electrical cable feed from the distribution panel – simply plugging into the standard room electrical outlet isn't acceptable and has caused dangerous situations, even small electrical fires, in the past.

In cases where the domestic power supply isn't as stable as it could be, the local host is strongly encouraged to supply sufficient UPS (Uninterruptible Power Supplies) to support any equipment used for the workshops. Participant laptops already have built in UPSes via their batteries, but routers, switches, and PCs do not. The UPS requirement should be discussed with the workshop instructors and the Workshop and Technical Committee prior to APRICOT commencing.

3.11 Audio Visual

With the advent of webcasting on the Internet, the A/V presence at APRICOT is somewhat more sophisticated now than it was when APRICOT started in 1996. This section details some of the requirements and issues the local organisers should be aware of.

3.11.1 APNIC Webcast Requirements

The APNIC portion of APRICOT is recorded and broadcast live on the Internet so that APNIC members who cannot attend the APNIC meeting can watch the proceedings live, or at their leisure after the event. This being the case, APNIC's conference room (the main

APRICOT plenary hall) needs to have A/V set up during day 6, prior to the commencement of the conference plenaries.

The local host should coordinate with the APNIC event organisers to ensure that the needs of the APNIC technical team are met in this regard. APNIC provide all their own equipment, but will need local support for camera and mixing desk positioning, as well as fixed access to the conference network. More detailed information about the webcast set up process and requirements is provided in Section 3.14.

3.11.2 Opening and APOPS Plenary

With the kind support of APNIC, the Opening, Closing and APOPS Plenary sessions are now webcast live on the Internet, as well as being recorded for future posterity. Same comments apply as to the previous section.

The local host should be aware in the case the plenary hall used for the Opening and APOPS sessions is subdivided after the plenaries are completed, that APNIC will need to set up their A/V system so that it will work both when the hall is opened out into a large room and when subdivided for the APRICOT stream use.

3.11.3 Room A/V requirements

Apart from the above exceptions, the remaining rooms have a simple and standard configuration, including the following:

1. Colour LCD Projector being able to support VGA/SVGA resolution modes.
2. Large Screen such that all the audience (even those at the back of the room) can read presentations.
3. Laser Pointers are required, one for each room. Presenters don't always carry these with them, so it would be good to provide them. Or maybe a sponsor can provide them as giveaways for the conference!
4. Radio and Floor Microphones and Sound system. The radio mike, preferably a lapel microphone, should be configured for the speaker, while the floor microphones should be available for the meeting chair, any panel discussion taking place. The larger meeting rooms should also have two or three microphones available for the audience to use when asking questions.
5. Flipcharts or Whiteboards with Marker Pens. Especially needed for the tutorials and workshops as these are interactive sessions. Workshop rooms should be configured with one flipchart and two whiteboards at least two square metres in size.

3.11.4 Recording of any sessions

Apart from the officially sanctioned activities described at the start of this section, no sessions at APRICOT should be recorded by any individual, whether an attendee, or the media, or any other individual present at the event. The local host should ensure that no other recording takes place inside any of the workshop, tutorial, or conference rooms without their express permission (and consultation with the APRICOT Management Committee too).

Any instructors or speakers who see they are being recorded without their permission or prior knowledge should stop their presentation and report this to the session chair (for conference session) or to a member of the Programme Committee (Tutorials) for resolution.

3.12 Meals, including Lunches and Breaks

Third parties usually sponsor any food or beverage consumed during the APRICOT conference and social events. Given the wide regional audience of delegates, vegetarian, halal and other specialist cuisines found in the Asia Pacific region **must** be catered for.

It is strongly recommended that hosts consult various healthy eating guides before arranging catering for APRICOT. For example <http://datatracker.ietf.org/doc/draft-barnes-healthy-food> talks about appropriate food for IETF meetings to cater for dietary and cultural needs – this guide is also appropriate for APRICOT.

Note Well: The use of rare or endangered species as part of any APRICOT catering is inappropriate and strictly forbidden (examples would include shark fin soup, blue fin tuna, and so on).

3.12.1 Breaks

Mid morning and mid afternoon breaks are generally of the coffee/tea/juice/water variety. Provision of food for these two breaks is not required nor recommended.

Refreshments should be provided in open areas so that no congestion is possible between delegates queuing for their refreshment and those who are milling around socialising after the sessions.

3.12.2 Lunches & Lunch Tickets

Lunches should be buffet in format and as informal as possible – sit down multi-course served meals are too hard to provide for as not all sessions tend to finish exactly as scheduled and delegates quite often continue discussing points well after the official end of any session.

To keep costs down, and numbers under control, lunches should be provided for registered attendees only – it is **strongly** recommended that a “lunch ticket” system is used, so that only those with valid tickets for that day will be allowed access to the lunch area. This is especially true for the workshop week – some delegates arrive early, during the weekend, and expect to get lunch when they turn up at the venue to register early, when in fact the venue has only catered for those who are attending the workshop. Tickets are given to delegates when they register, and permit them to have lunch on the days they have registered for. Should delegates wish to partake of the conference lunch outside their registered dates, payment should be requested of them. Lunch tickets also ensure that sufficient catering is pre-ordered and available, and that sufficient space is also provisioned by the venue.

3.12.3 Social Event Catering

As for lunches, catering at social events should be in buffet format if at all possible, for many of the same reasons. And the catering options should be as for any other APRICOT catering, sensitive to cultural and dietary needs across the Asia Pacific region.

3.13 APRICOT Registration

The registration system for APRICOT conference is provided on an ongoing basis by APNIC as part of APNIC's agreement with APIA. The APNIC system is used for APNIC's own meetings, as well as other Internet events in the region such as SANOG and PacNOG.

3.13.1 Registration System

It is helpful that the hosts for APRICOT are in close contact with the developers of the APNIC registration system and the APNIC events manager from early on in the preparations for APRICOT so that the necessary customisations are made. The hosts also need to arrange suitable training time with the APNIC events team so that they understand how to use the customisation tools and operate the registration system.

Note that last minute changes require reprioritisation of APNIC technical staff workflow, and this can be harder to do in the short term as the conference draws close. It is very important that the local host indicates specific requirements, should there be any, as early as possible in the APRICOT preparation process.

The APRICOT Management Committee includes the APNIC events management team, and the necessary introductions will be made. The APRICOT registration system team has its own mailing list (*apricot-reg at apricot.net*), and the local host should ensure they are included in this list as early as possible.

3.13.2 Interfacing On-line Billing with the Registration System

Very early on in the preparation for APRICOT, the local host has to investigate the establishment of an on-line billing system (for on-line payments for delegate registration) with their local banking facility, and the interfacing of this system with the APRICOT registration system. This is quite often much harder work than is initially anticipated, as most financial institutions have very stringent requirements prior to giving access to their on-line banking facilities. The APRICOT registration system team need to be aware of the discussions, and prepare the system for interfacing with the local host's local financial institution.

3.13.3 Conference Badging & Lanyards

Badging for many Internet conferences follows a well-established format and layout. APRICOT is no different, having a set number of badges for the each type of registration and supporting category. The following is the list of standardised badging used for APRICOT conferences:

1. **Conference.** For those who have access to the conference – this is the standard delegate badge (for everyone who has paid for or received complimentary registration, delegates and speakers), giving access to breaks, socials, lunches, demo area, etc, during the second week of APRICOT (Monday to Friday).
2. **Workshop.** For those who have access to the workshops during the first week of APRICOT (Tuesday to Saturday). If they stay for week 2, they get a second badge (with **Conference** on it), or a badge indicating both **Workshop** and **Conference**.
3. **Guest.** For media or any special guests (including VIPs) of the conference. They have free access to everything during the second week of APRICOT.
4. **APNIC Member.** Provides the same status as the **Conference** badge, but for attendees who are APNIC members.

5. **APNIC Staff.** For all APNIC staff, which gives them access to everything (apart from attending workshops).
6. **Instructor.** Badges just for the Workshop instructors, which gives them access to everything for the two weeks of APRICOT.
7. **Management Committee.** For APRICOT Management Committee members. They get access to everything (apart from attending workshops).
8. **Demo-Lab.** Staff who are on stand duty in the demo-lab area. They can only access the demo-lab, and refreshments/lunches, not any of the conference sessions.
9. **Crew.** For those who are helping with infrastructure. They have no rights to access any conference session, refreshments/lunches, or socials.

The registration system will generate the necessary information to allow the local host to produce badging for the attendees. Badges are attached to lanyards – a “Lanyard Sponsor” could sponsor the lanyards if the host chooses this option, or be plain, or simply include APRICOT and APNIC’s logos.

The first sample in Figure 8 is for a badge of an APRICOT Management Committee member, registered to attend the tutorial and conference; first line has name (family name in capitals), employer, status, and attendance. The second sample is that of a regular delegate – note the second line where the employer has the APNIC member-id in brackets after the company name; this indicates an APNIC member, with the relevant APNIC member discount. (APNIC membership status will be provided by APNIC through the registration system.)

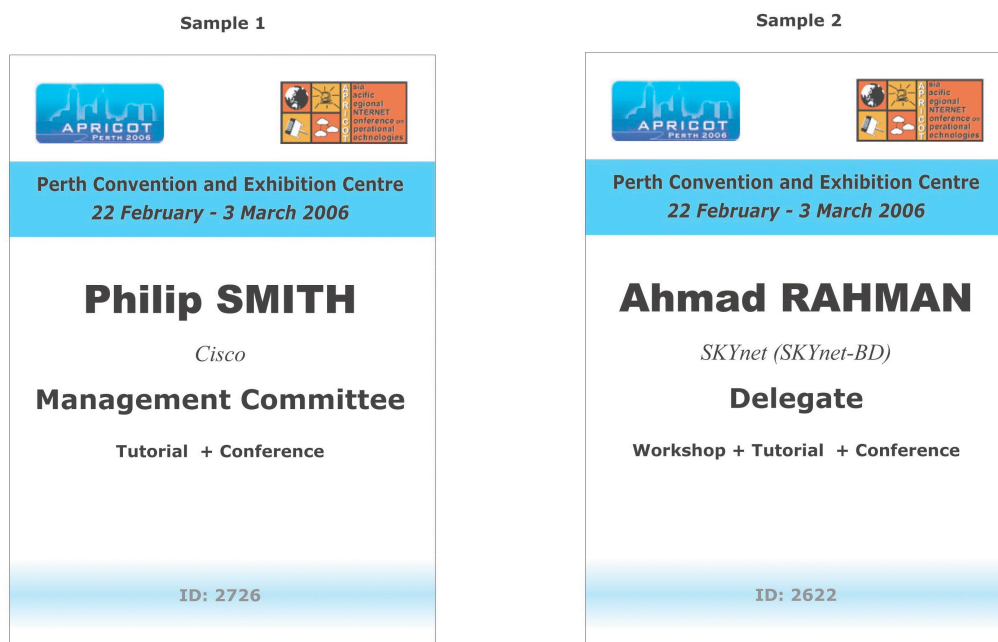


Figure 8 – Sample Conference Badges

Within the badge holder it is often useful to provide information such as the venue layout, holder for lunch and social event tickets, and so forth.

The APRICOT attendee badges must be **printed double-sided**. Doing this means that participants don’t need to flip their badges around if they turn “face down”. Alternatively, the

badge could be secured by two clips, with the lanyard running from one clip, around the participants neck, and back down to the other clip. This would stop the badge rotating.

3.14 Webcast Technical Requirements

The APNIC portion of the APRICOT conference has specific technical/network requirements to ensure smooth operation of the event.

As part of the agreement between APIA and APNIC, APNIC provide Webcast for two rooms at APRICOT, the rooms being primarily used for APNIC events but can also be used for APRICOT conference and tutorial sessions as well. The webcast is provided during the day time technical conference (not for any evening or BoF sessions, should they be scheduled).

These two rooms require a dedicated vLAN for APNIC network connectivity, using both IPv4 and IPv6 addresses, providing the following drops:

- 1) Room 1 webcast
- 2) Room 1 stenographer
- 3) Room 1 podium
- 4) Room 2 webcast
- 5) Room 2 stenographer (if required)

The IPv4 and IPv6 address range used for the vLAN should be provided at least two months in advance of APRICOT so that the equipment to be used can be configured and tested before it is shipped to the APRICOT venue.

3.14.1 Plenary Hall Setup

The Plenary Hall is set up on Day 6 (the “rest” day) before the main APRICOT conference sessions commence on Day 7. The set up takes anything up to 8 hours, so the local host must ensure that there is access to the Plenary Hall for this amount of time. This time would ideally commence in the early afternoon.

The local host needs to ensure that 2 professional venue staff are available to help with provisioning wiring, cabling, as well as testing the A/V system interface with the APNIC webcast system. This would also be the time that the event staff are setting up the projectors, the screens, as well as the A/V system for the conference plenary; this infrastructure set up at the venue must be complete at least 3 hours before APNIC finishes its webcast equipment setup to allow for time for interconnection testing. A member of the APRICOT network infrastructure team also needs to be available to assist with any connectivity issues.

3.14.2 Second Webcast Venue

One other room is selected by APNIC and the APRICOT Programme Committee to be covered by APNIC’s webcast service. This is usually the room used by the APNIC NIR SIG as well as the second most popular APRICOT conference session.

Set up of this room would follow the procedures and requirements for the main Plenary Hall, and would be carried out also on the afternoon of Day 6 – set up time would be around 5 hours. If the set up time cannot be arranged to be the same as that for the main Plenary Hall, then it should be arranged to be at least 5 hours before the first webcast session is required in the room.

3.14.3 General Setup requirements

Room access for the two webcast rooms should be made as straight forward as possible. If it is not possible to provide access key-cards to the APNIC technical staff, or APIA Secretariat, then the venue should ensure that a member of staff is easily available to provide the access as required.

To aid with wiring the local host must provide 500 metres of Cat5e cable (not Cat6) so that the A/V equipment can be positioned and connected to the conference network. A variety of Internet connections need to be provided – these will be arranged between the venue staff and the APNIC technical team during the set up period.

A UPS should also be provided in both webcast rooms so that random power outages do not affect the sensitive webcast equipment. The sizing of both UPSes should be discussed with APNIC Technical Staff in the weeks prior to APRICOT commencing.

3.15 Insurance

Should insurance for the conference and its delegates be required, the host organisation should be able to arrange such insurance coverage.

3.16 Promotion of APRICOT

The benefit of the knowledge and experience brought to the host economy by APRICOT is of great benefit to the local Internet industry of the host economy. As such, the successful bidder is expected and encouraged to promote APRICOT as much as possible in the local and regional (Asia & Pacific) economy.

The host organisation(s) should have a demonstrable ability to promote the APRICOT conference in the host economy and attract local sponsorship of the event. It is strongly encouraged that the local host works hard to attract as many delegates as possible from the host economy to APRICOT. A plan to disseminate information about the conference through local and regional media organisations will also be required to maximise exposure to potential delegates. The APRICOT Management Committee expects that the host for APRICOT starts work on attracting sponsorships the day they know they have been awarded the hosting of the event. Attendance at the next APRICOT is an ideal opportunity to garner support for the event, by meeting with the sponsors and discussing who the appropriate contacts in the local economy might be.

Promotion of APRICOT in the Asia Pacific region is a joint activity carried out between the APIA Secretariat and the local organiser for APRICOT. Once the event has been awarded to the successful bidder it is expected that they will work with the Secretariat to detail promotional activities throughout the region. Such activities could include Technology briefings to the media, including television, leaflets and fliers, brochures for distribution at worldwide Network Operations Groups, articles in newspapers or industry magazines with a regional readership, and so on.

3.17 Presentation Hardcopy and Conference Proceedings

The Programme Committee will gather presentations for the entire event as part of the call for and approval of presentations process. The final slides need to be delivered (in PDF format) prior to the conference, following the principle of “no slides, no speak”. Best means

of delivery of the final presentation is by uploading it onto the APRICOT programme submission system at <http://submission.apricot.net>.

The presentations will be placed on the APRICOT website by the host on a daily basis, prior to the session taking place, so that participants can download the electronic copy as the presentation takes place. Workshop materials should be placed on the website within a few days after the workshops completing.

3.17.1 To Print or Not

Given the ready availability of electronic media, APRICOT, as a general rule, no longer makes hard copies of the presentations available to participants. Hard-copy incurs significant costs for the host, and experience has shown that most hard-copy is discarded on-site, or soon afterwards, especially when electronic versions become available.

APRICOT Workshops are an exception to the above hard-copy guideline. Given that workshops involve around 50% of hands on lab work with computer or network equipment, the presentation and lab materials for the Workshops need to be printed and bound prior to the conference commencing. Each Workshop leader will specify guidelines as to how their materials should be printed, but common convention is for presentations to be printed 6 per slide, and lab materials full page; and all materials printed double-sided, again to save on paper and reproduction costs.

If any tutorial or conference presenter wishes to produce hard copy for their participants/audience, this responsibility is entirely their own, and they will have to bear the costs of printing and reproduction.

3.17.2 Conference Proceedings

APRICOT does not produce any conference proceedings. However, some of the recent APRICOT conferences have had a CD-ROM produced with the entire event's proceedings contained there-in. Production of a CD requires all presentations to be submitted even further in advance (not usually feasible), and has significant production costs. The Management Committee discourages prior production of a CD.

Producing a CD after the conference has completed is a matter for the local host. The purpose is unclear, though, given that all APRICOT content is archived in perpetuity on the main APRICOT website – this deems the production of a CD unnecessary.

3.17.3 Conference Souvenir Brochure

Rather than a conference proceedings document, the local host is welcome to produce a Conference Souvenir Brochure. This would typically include advertising from the major sponsors, welcome messages from the local host, the APIA Board Chair, the Programme Committee Chair, and the Director General of APNIC.

The Souvenir Brochure must also contain the outline agenda (although the local host should note that the finalised agenda is quite often not available until a matter of days before APRICOT starts). The APNIC conference programme must be included in the APRICOT Souvenir Brochure – and the local host must liaise with the APNIC Events Team in the same way it liaises with the APRICOT PC to ensure that the agenda for all APRICOT events is accurate.

3.18 Visas & Work Permits

Some APRICOT delegates and supporters come from economies where travel visas or invitation letters are required for any visit to the host economy.

The host organisation(s) **must** have the ability to assist in the arrangement of any necessary travel visas, invitation letters or work permits. No delegate should be hindered by visa requirements – if they wish to attend APRICOT, the host organisation **must** be able to smooth the path for all visa requirements, without exception.

Note that any hosting economy which has non-trivial visa requirements for foreign participation should advertise the procedure and deadlines for assisted visa applications very clearly on the local APRICOT conference website and when registration opens. Missing this deadline means that prospective participants should have little expectation of getting a visa on time – it is not realistic to expect the local host to move mountains to get a visa for a late registration during the run up to the conference when more important matters need attending too.

3.19 On-site Storage & Shipping

While this does not need to be detailed in the initial RFP response, the local host should be aware that organisations participating in APRICOT, such as sponsors and APNIC, will have storage requirements for equipment, brochures, banners, etc. Costs for inbound and outbound shipping, handling, customs duties, and storage will need to be considered in any budgeting. Equipment and other goods will need to be shipped back to origin after APRICOT, and organisations will usually expect, or request, the local host to perform this activity.

The local host must establish a local logistics team, with central point of contact, who will handle all inbound and outbound shipping of equipment to be used during APRICOT. This team will be responsible for:

- Receiving and storing equipment
- Dealing with Customs (as required)
- Moving equipment from storage to the venue when it is required
- Moving equipment from the venue back to storage
- Liaising with the shipping companies for repatriation of the equipment
- Ensuring at all times when in transit or in storage that shipment contents match packing lists &c

With this in place, it becomes very straightforward for all equipment supporters of APRICOT mentioned above to reliably manage their shipment and storage requirements for the conference.

The local host is also responsible for ensuring that there is adequate secure storage for all equipment being shipped for APRICOT, even if this requires renting a room at the venue exclusively for this purpose. This room rental must be included in any budgeting exercise. Typical equipment shipments would include supporting the workshops, the conference network infrastructure, and APNIC's webcast equipment. Many sponsors also ship brochures, collateral, gifts, etc, ahead of the event commencing. The local host's logistics team needs to liaise with all such organisations to establish their shipping and storage requirements.

3.20 Internet Requirement for the local host

The local host should ensure that they have access to facilities which comply with the following minimum Internet requirements.

3.20.1 E-mail

E-mail is used for most of the APRICOT communications. As such, it is critical that the local host has adequate e-mail facilities such as e-mail IDs and mailbox sizes, back-up mail and DNS servers to facilitate the smooth and prompt delivery of e-mails to allow correspondence between the APRICOT Management Committee, the APIA Secretariat, the Programme Committee and the local organisers.

3.20.2 Website

The local host does not run the website for APRICOT. However, they may, and are very welcome, to run a local website to publicise APRICOT in their local community. This website must include links to the main APRICOT website so that delegates can easily find information about the event.

3.20.3 Internet Bandwidth

Most foreign registrants will depend on e-mail with the local host for communication with and information about APRICOT. Therefore, the systems local host e-mail should have adequate Internet Access Bandwidth. Typically the APRICOT Management Committee expect that all prospective hosts of APRICOT will have a permanent leased line or equivalent as their Internet connection.

4 Financial & Sponsorship

4.1 Financial Considerations

The APRICOT conference should be run with minimal financial risk, the host organisation(s) balancing the requirement for the conference to be profitable with the requirement that conference, tutorial and workshop fees be kept as low as possible. This section discusses some of the financial matters a prospective conference host has to consider when either bidding for or actually hosting APRICOT.

4.1.1 Conference Hosting Fee

The fee to host the APRICOT conference is documented in the RFP for the APRICOT year in question, or agreed with the APIA Board as appropriate.

The Conference Hosting Fee **must** be paid to APIA as soon as the Hosting Memorandum of Understanding is signed with the APIA Board.

4.1.2 Participation Fees

The fee structure for the 11 day event is designed to be flexible yet **simple**. As APRICOT is made up of three sequential events, attendees have the option of participating for the whole event, or any of the three constituent parts.

Event	Cost	Discount
Workshops	US\$500 for 5 days	No discount
Tutorial and Conference Sessions	US\$600 for 4 days	25% for early bird registrations. 25% for APIA members, APNIC members, and students with valid ID.
APNIC AMM	Free of charge	Free of charge

Table 7: Recommended fees for APRICOT

The APRICOT Management Committee would like to see the fees for APRICOT set **no higher** than those listed in per Table 7 – experience has shown that these fees offer a reasonable balance between affordability for participants in the region, and cost recovery for the conference host. If local conditions don't justify these fees, the response to the RFP should include a discussion as to why the fees should be higher or lower than those quoted in the table.

Note that early bird registration has been offered at previous APRICOT's, usually closing two months before the start of APRICOT, so typically at the end of December on the preceding year. If the local host wants to use this incentive to encourage early registration, it usually gives 25% discount for the tutorial and conference portions of APRICOT.

Members of APIA are also granted a 25% discount on registration fees for tutorial and the conference sessions. Likewise the APRICOT host will need to liaise with the APIA Secretariat to confirm the membership status of those who claim the APIA member discount.

Given APNIC's integral part in the APRICOT event, APNIC members are offered a 25% discount on registration fees for tutorials and the conference. At the time of registration, the APRICOT host needs to liaise with APNIC to confirm the membership ID and affiliations of APNIC members who register for APRICOT and claim the discount.

Those who are in full-time education (for example, in possession of a valid student identity card) are also offered 25% discount on the registration fees.

Note that the student, APNIC and APIA member discount applies to the early bird rate too, meaning that APNIC and APIA members who register during the early bird period will receive a total of 43.75% discount.

APNIC does not collect any registration fees for the APRICOT Conference. However, should the APNIC informal Social Dinner on Day 11 be charged as part of the registration, the local host will collect the revenue from this event on behalf of APNIC and refund it to APNIC.

4.1.3 Complimentary Registrations

Early APRICOTs had an elaborate and confusing structure of complimentary registrations – given the costs involved, the Management Committee recommends that the awarding of complimentary registrations be carefully controlled.

	MC	Workshop Instructor (max 3 per workshop)	Tutorial Speaker (max 1 per 90 minute tutorial)	Conf Session Chair, PC & APNIC EC	Conf Session Speaker	APRICOT Fellow	Delegate and all other categories
Workshop Week	G	C	G	G	G	C	G
Conference Plenary	C	C	C	C	G	C	G
Tutorial & Conference Sessions	C	C	C	C	G	C	G
APNIC Member Meeting	C	C	C	C	C	C	C
Open & Closing Reception	C	C	C	C	C	C	C
BOFs	C	C	C	C	C	C	C
Demo Area	C	C	C	C	C	C	C

G = Paid (General Admission Fee)

C = Complimentary

Table 8: APRICOT fee structure

Table 8, shows the typical fee structure that the APRICOT Management Committee recommends the local host to adhere to. Note the following specific details, by way of explanation:

- Workshop Instructors (up to three per workshop) receive complimentary access to the workshop, tutorials, and conference.
- Tutorial Instructors receive complimentary access to the tutorials and conference (one instructor per 90 minute tutorial).
- Due to the large numbers of conference speakers at APRICOT, they do **NOT** receive complimentary access to the conference. Keynote or invited speakers **do** receive complimentary access.
- APRICOT Programme Committee members (who usually also chair the different conference sessions) receive complimentary access to the conference by way of thanks for their support for APRICOT prior to and during the event.

- APRICOT Fellows and APRICOT Management Committee members gain access to the tutorials and conference portion of APRICOT without paying the conference registration fee.
- Members of APNIC's Executive Committee receive complimentary registration to the conference portion of APRICOT, as per the MoU between APIA and APNIC (<http://www.apia.org/pdf/APNIC-APIA-MoU.pdf>).

4.1.4 Workshop Instructor Financial Support

Workshop instructors often receive financial support from their current employers to lead the workshops. In the case that a workshop instructor is either self or unemployed, or is taking personal holidays from their main employment, the local host is expected to cover the cost of return economy class airfare as well as the cost of (bed and breakfast) accommodation in a local hotel for the duration of the workshop. These arrangements should be made at least 2 months in advance to ensure economical airfares and room rates are obtained. The accommodation cover is only for arrival the day before the workshop begins, and departure the day after the workshop finishes. If the instructor wishes to stay for the rest of APRICOT, they will have to support their accommodation themselves (even though their registration fee is complimentary).

4.1.5 Core Events

APRICOT has a number of parallel and co-located events within the entire summit. Some of these are self-funding, others are a constituent part of APRICOT itself.

Self-funding co-located events will pay a flat fee to the local host, and this will cover them for delegate registration (allowing them into other parts of the summit), room hire, as well as lunches and refreshment breaks. As part of the budgeting process, the local host needs to work out this daily rate based on the rooming requirements of the typical set of co-located events. Discussion with the APIA Secretariat is essential during this process.

The events which are considered constituent parts of APRICOT include the workshops, the tutorial and conference programme, the APNIC Member Meeting and other APNIC sponsored meetings, the APstar Retreat, the evening BoFs, the APIA Annual General Meeting, and any event organised by the local host. The meeting rooms required for these events must be included in the host budget. The private meetings run by APIA, APNIC and the local host usually require one meeting room to be held to the side – also to be included in the host budget.

APNIC bears the cost of room and equipment hire for the APNIC Member Meeting on the final day of the conference, i.e. the Friday.

4.1.6 Miscellaneous Costs

Other costs involved (e.g. printing of conference material, leasing the A/V equipment etc.) need to be covered by the attendance fees and should appear within the budget. Apart from any registration fees for the APNIC Member Meeting, all revenue from registration fees is retained by APRICOT.

4.1.7 Budgeting

It is not APRICOT's aim to generate a large surplus, but the APIA Board are very keen to ensure that APRICOT does not make an operating loss.

At the time of RFP response, the local host **must** present a detailed budget describing how the conference will not be loss making. This budget can be in the host economy's own currency, or in US\$ as per this document – the critical point is that the budget must be realistic and balance!

The budget has to be realistic – the APIA Board and Secretariat has a wealth of conference organisation experience amongst its members, so will be able to help advise on realism of any proposed budget. Hosts should not assume that all the income can be raised from attendance fees – typical APRICOTs in recent years have seen the following split:

- 65% from sponsorship
- 35% from registration fees

In the event that sponsorship support is harder to come by, setting appropriate registration fees must compensate for this. Note that there are still a large number of complimentary or guest registrations, so realistic numbers need to be estimated for full paying participants.

The successful bidder has to inform the APIA Board should there be any increase in proposed budget, for what ever reason, between the awarding of the conference and the actual event taking place.

The proposed budget must include the prescribed hosting fee (see Section 4.1.1). If the conference makes a profit, the profit is shared between the local host and APIA as described in the RFP; but the local host also agrees to pickup the costs in the unlikely event the conference is loss making. (Indeed, to be not loss making is considered an incentive for the successful bidder to run a very good conference.)

4.1.8 Accounts & Billing

Final accounts for the APRICOT conference must be presented to the APIA Board and APRICOT Management Committee within three months of the conclusion of the APRICOT conference, and certainly no later than 15th June following the conference.

The local host can choose whether to operate their accounts in their local currency, or in US\$ or in Euros, or whatever is most convenient for them for issuing invoices and paying bills.

4.1.9 Tax Considerations

The host organisation(s) should be able to address local tax issues that may arise from hosting the APRICOT conference. They may include the provision of accounts for tax consideration by local authorities.

4.2 Sponsorship of APRICOT

APRICOT sponsorship provides the fundamentally important financial support for the conference, and is one of the major organisational activities required of the local host from the time that the event hosting is awarded in the months leading up to the event. With APRICOT hosting generally awarded prior to the previous APRICOT taking place, future hosts have ample opportunity to meet with the sponsors, and “sign them up” for their event. Sponsors of APRICOT come from the international community as well as from the local economy.

4.2.1 Categories

Over the years, sponsors of APRICOT have been organised in several sponsorship categories. The typical sponsorship categories are:

- Diamond Sponsor contributes US\$50,000
- Platinum Sponsor contributes US\$25,000
- Gold Sponsor contributes US\$15,000
- Silver Sponsor contributes US\$10,000
- Bronze Sponsor contributes US\$5,000

These categories may vary in value from year to year depending on the host economy and local conditions.

Sponsorship can be financial, or in kind, or a mixture of both. The local host is expected to work with the APIA Secretariat and Management Committee to contact sponsors, discuss and arrange the level and detail of sponsorship on offer from the potential sponsor, and so on.

Other sponsorship categories available at APRICOT conferences can include:

- Lunches
- Opening Reception
- Closing Social Event
- Morning & afternoon coffee breaks
- Session sponsorship
- Internet connectivity
- Print Station
- Conference memorabilia
- Badge lanyards
- Travel
- Tourism

The value attached to each of these categories varies from year to year and economy to economy, and it is best that the local host calculates reasonable rates either when responding to the RFP, or planning the event.

Financial sponsorship is simply a cash donation to the conference, payable to the local host **before** the event. Failure to pay in full **before** the event invalidates that sponsorship and any marketing or promotional benefits the sponsor would otherwise gain.

In-kind sponsorship can be providing terminal room equipment, network equipment, wireless, Internet connectivity, NOC staff, catering (lunches and breaks), t-shirts, conference documentation folders, Internet publications, social events, discounted travel or accommodation, access to the media or advertising, and such like.

4.2.2 APNIC Event Sponsorship

APNIC has its own sponsorship programme and seeks their own sponsors for the APNIC conference. These are sponsorship opportunities for APNIC-only events. APNIC sets its own sponsorship levels but will liaise with APIA and the local host to avoid duplication of sponsors.

It is very important for the local host not to offer “exclusive” sponsor benefits to APRICOT sponsors without first coordinating with APNIC so that these “exclusive” benefits do not clash with any sponsorship package that APNIC offers for the APNIC-only events.

4.2.3 Local, Returning & International Sponsors

International sponsors are usually ongoing sponsors of APRICOT, and will be introduced to the local organiser by the APIA Secretariat. Seeking sponsorship in the wider region is an activity undertaken jointly by the local host and the APIA Secretariat. The APRICOT Management Committee expects that the local host and the Secretariat will work together to ensure that the conference is promoted over the entire Asia Pacific region and that sponsors from the region can be attracted to support APRICOT.

(Note that an international sponsor is considered to be an organisation which is not incorporated in the host economy.)

Returning sponsors of APRICOT receive special mention – it is usually agreed between the APIA Secretariat and the local host on how this special recognition of returning sponsors is made. In past APRICOTs, they usually have been listed under their own heading, prior to the top sponsorship category. APRICOT sponsors for each event since 1996 are documented as part of the RFP paperwork.

Local sponsorship may take the form of both financial and in-kind sponsorship as detailed above. The advantage local sponsors have is that they can provide more in-kind support for APRICOT as they have easy access to ready resources, lower provision costs, and a closer potential link with the local organiser.

4.2.4 Sponsor Benefits

Diamond, Platinum and Gold sponsors of APRICOT have the option of taking part in the APRICOT Demonstration Laboratory. The size of stand on offer in the Lab is equivalent to the size of their contribution to APRICOT, and also depends on the venue’s accommodation size and shape. The successful bidder is expected to work with the sponsors who wish to take part in the Demo Lab, assessing their requirements, explaining the purpose of the Lab, and vetting any proposed demonstration for suitability and appropriateness for APRICOT. Audio/Visual presentations, direct sales and marketing, and the display of vapourware is not permitted

All sponsors can receive the conference delegate list for future marketing activities, should this be the desire of the local host, and the conference delegate has consented to this during registration. The conference delegate list is summarised from the APRICOT registration system, and generally includes names, affiliations, and e-mail addresses. The delegate list must **NOT** be made available prior to the conclusion of APRICOT as final delegate numbers are not known, nor are the final registration details completed.

At previous APRICOTs, the sponsors also receive a limited number of complimentary registrations for APRICOT. Typically Diamond sponsors receive 16 complimentary, Platinum sponsors receive 8 complimentary, Gold sponsors receive 4 complimentary, Silver sponsors receive 2 complimentary registrations, and Bronze sponsors receive 1 complimentary registration. These complimentary registrations are for the conference and tutorials only, and may be given to any individual the sponsor chooses. The complimentary

registrations are **not** transferable, so must be registered in the name of the individual who is to receive the registration.

Sponsors who opt to participate in the demonstration area during APRICOT will also receive complimentary staff registrations for APRICOT in addition to those received as part of the sponsor package. This registration permits access to the conference venue but has no other privileges apart from refreshments and lunch. Again the complimentary staff registrations are limited to 8 for Diamond, 4 for Platinum and 2 for Gold. If additional staff are required to support the demonstration area, they will need to register as per all the other conference delegates.

4.2.5 Attracting Sponsorship

When seeking sponsorship for APRICOT, the local host is expected to actively advertise what can be sponsored, and state in the RFP response what return a sponsor will get for supporting a particular item or function. This can include the items mentioned above, signage at the conference, advertising in the conference marketing literature, etc.

Sponsors are not permitted to advertise their own events, or put up their own banners or logos, without express permission from the local host and the APRICOT Management Committee. Hence it is quite important for the local host to be clear what each sponsor can and cannot do in return for their valuable financial contribution to the event. This can usually be satisfactorily achieved by the local host signing an MoU or contract with the sponsor agreeing on what can and cannot be done.

4.2.6 Onsite Publicity

Sponsors are paying significant amounts of money towards the hosting of the APRICOT conference, so they should expect some sort of onsite publicity as well as a listing in the APRICOT Conference Brochure. The host for an APRICOT usually starts work on attracting sponsorship once the result of the RFP round is known and announced publicly.

Figure 9 shows the welcome signage used at APRICOT2003 and APRICOT2004. The sponsors are clearly listed, with top-level sponsors appearing at the top of the signage, generally in increasing level of sponsorship value. Notice also the other sponsorship categories mentioned earlier – anything which will cost money to put on for the conference can be sponsored, saving in establishment costs for the local host.



Figure 9 – APRICOT Welcome signage

5 APRICOT Programme

APRICOT's programme committee constructs the tutorial and conference programme for APRICOT. The workshops and the content of the APNIC portion of APRICOT are arranged separately.

5.1 Programme Committee Structure

The APRICOT Programme Committee consists of a Chair, a co-chair and a small group of people from the Internet community in the Asia Pacific region, including a representative from the local host to help ensure that the content is suitably balanced for the needs of the local economy.

The APIA Board appoints the Chair and Co-Chair of the Programme Committee. Membership of the Programme Committee is by volunteer. In September prior to the event, the Programme Chair will issue a call for volunteers. All volunteers supply an expression of interest and state their qualification to be on the PC. The APIA Board selects the most appropriate of the volunteers to form a PC, at the recommendation of the PC Chair and Co-Chair. The Board's decision is final.

The four APRICOT conference days have three parallel sessions, including the APNIC content. The Programme Committee is entirely responsible for selecting the content for these sessions. The Management Committee quite often pre-selects well respected & popular tutorials prior to the formation of the Programme Committee. And the Management Committee also works with the local host to invite keynote speakers very early on in the preparations for APRICOT.

5.2 Programme Committee Activities

The Programme Committee meets soon after their appointment at the end of September prior to the conference. Their first meeting is usually to get to know each other, discuss goals for the upcoming conference, and agree on the Call for Contributions/Papers.

The Programme Committee sends out a call for contributions for the APRICOT Conference and Tutorial sessions at the start of October. The critical deadlines for the programme development are as follows – these are approximate dates and should serve as guideline only:

- Shortlist and invite keynote speakers – by 1st August.
- Call for volunteers for the PC – published by 1st September. Announcement e-mailed to Operations lists and announced on the APRICOT website.
- Call for contributions – published by 1st October. Announcement e-mailed to Operations lists and announced on the APRICOT website.
- Reminder of submission deadline – 1st November.
- Opening of registration system – 1st November.
- Initial submission deadline – 1st December. Submissions received after this date will be treated on merit on a first come first served basis.
- Initial programme published – 8th December
- Final deadline for submissions – 8th February
- Final programme published – 9th February
- Presentation slide deadline – Friday before APRICOT starts.
- Call for Lightning Talks – Day One of conference, sent to registered APRICOT participants only.

The operations lists normally targeted for the call for volunteers and the call for papers for APRICOT include “apops”, “apnic-talk”, “sanog”, “nznog”, “ausnog”, “janog”, “pacnog” and “apricot-info”; the latter is a voluntary list of former participants and industry colleagues who are interested in hearing update information about future APRICOT events.

The schedule mentioned above is only a guideline and will vary from year to year, usually only by a few days, depending on when the first day of APRICOT occurs, and also so that it matches with weekends, holidays, etc.

5.2.1 APRICOT PC Call for Volunteers

The text normally used for the APRICOT PC Call for Volunteers is reproduced below:

The APRICOT Programme Committee is responsible for the solicitation and selection of suitable presentation and tutorial content for the annual APRICOT conference (www.apricot.net).

The APIA Board is responsible for the selection of a new APRICOT PC each year. To that end, the Board is now seeking nominations.

Eligible candidates are those who have attended APRICOT in the recent past, have broad technical knowledge of Internet operations, and have some reasonable familiarity with the format of APRICOT meetings. Having constructive opinions and ideas about how the programme for APRICOT might be improved is of high value too. PC members are expected to either work actively to solicit content for APRICOT, or review submissions, or preferably both. The PC meets by conference call, weekly in frequency during December and January, in the run up to APRICOT.

If you are interested in nominating yourself or someone else, please send a brief note to secretary@apia.org. The note should include the nominee's contact details (including e-mail address), and a brief description of why (in your opinion) the nominee would be a good addition to the PC. The APIA Board will accept nominations received by XX September 20XX, and will announce the new PC shortly thereafter.

5.2.2 APRICOT Call for Papers

The text normally used for the APRICOT Call for Papers is reproduced below:

The APRICOT 20XY Programme Committee is now seeking contributions for Presentations and Tutorials for APRICOT 20XY.

We are looking for people and proposals that would:

- Offer a technical tutorial on an appropriate topic; and/or
- Participate in the technical conference sessions as a speaker; and/or
- Convene and chair a Birds of a Feather (BOF) session.

Please submit proposals on-line at <http://www.apricot20XY.net/call-for-papers/submission>

CONFERENCE MILESTONES

Call for Papers Opens:	1 October 20XX
First Deadline for Submissions:	1 December 20XX
First Draft Programme Published:	8 December 20XX
Final Deadline for Submissions:	1 February 20XY
Final Programme Published:	8 February 20XY
Final Slides Received:	15 February 20XY

PROGRAM MATERIAL

The APRICOT Programme is organised in three parts, including workshops, tutorials and the conference. The APNIC Policy SIG and Annual Members Meeting will be held during the APRICOT conference.

Topics for tutorials and conference would include amongst others relevant to Internet Operations and Technologies:

- IPv4 / IPv6 Routing and operations
- IPv4 address run-out / IPv6 deployment and transition technologies
- Backbone operations
- ISP and Carrier services
- Network security issues (NSP-SEC, DDoS Anti-Spam, Anti-Malware)
- Peering / IXPs
- DNS / DNSSEC
- Internet policy (Security, Regulation, Content Management, Addressing, etc)
- Access and Transport Technologies, including broadband deployment, Cable/DSL, wireless, WiMax, metro ethernet, fiber network, MPLS
- Content & Service Delivery (Multicast, Voice, Video, "telepresence", Gaming)

CFP SUBMISSION

Draft slides for both tutorials and conference sessions MUST be provided with CFP submissions otherwise the Programme Committee will be unable to review the submission. For work in progress, the most current information available at time of submission is acceptable.

Final slides are to be provided by the specified deadline for publication on the APRICOT website. While the majority of speaking slots will be filled by the first submission deadline, a limited number of slots may be available up to the final submission deadline for presentations that are exceptionally timely, important, or of critical operational importance.

Please submit on-line at <http://www.apricot20XY.net/call-for-papers/submission>

Any questions or concerns should be addressed to the Programme Committee by e-mail.

We look forward to receiving your presentation proposals.

5.3 Programme Submissions

Submissions to be considered for tutorials or conference talks must include presentation title, abstract, draft slides (as PDFs), and biography. Absence of draft slides significantly reduces the likelihood of the submission being accepted. The draft slides do not have to be the final slides, but they should give some indication as to the topic and content of the presentation – but more than placeholders for content.

Failure by speakers to submit materials for review by the presentation submission deadline means that they forfeit their speaking slot. The Programme Committee will call on waitlisted speakers to fill the vacant slots

5.4 Programme Committee Meetings

The Programme Committee will meet regularly by conference call after it has been formed. Usually initial meetings are on a monthly basis, but starting from December through to the conference itself, the meetings occur on a fortnightly or even a weekly basis. The meetings

are usually short, sufficient time to review the submissions received since the last conference call. The conference call will be arranged by the APIA Secretariat at the request of the PC Chair and/or Co-Chair, at a time which is suitable for the majority (or all) of the PC members.

5.5 APIA Secretariat support of the PC

The APIA Secretariat will carry out the following activities on behalf the APRICOT Programme Committee once the PC has accepted a speaker's contribution:

- 1) Arrange and minute conference calls for the PC.
- 2) Obtaining the speakers' full biographical data and abstracts for listing in Programme book and APRICOT website as soon as the paper is accepted.
- 3) Obtaining the speakers' travelling schedule, check in & out time, and flight details.
- 4) Obtaining the speakers' confirmation of attendance closer to the event.
- 5) Obtaining the speakers' final presentation files for the Programme Committee to review and accept.
- 6) Uploading speakers' final presentation files to the Conference Website.
- 7) Finding out where the speakers will stay – get contact details such as mobile phone no at site.
- 8) Staying in touch with the speakers throughout the final weeks up to APRICOT commencing.

6 APRICOT Fellowship

6.1 Background

Not all people can afford to come to APRICOT. At each APRICOT, the Fellowship Committee works with the local host to set aside part of the budget to cover the accommodation and conference fees for around 15 APRICOT Fellows. This should be included in any budget proposals made as part of the RFP response.

These fellowships are available to individuals who can demonstrate hardship such that they would be unable to otherwise attend APRICOT. The Fellowship Committee scrutinizes the applications to ensure that APRICOT's goals of outreach and education are upheld. Eligible candidates for the programme include Engineer (or Network Builder) and decision-makers in Government, Education and Commercial Sectors from developing Internet economies within the Asia Pacific region. APRICOT Fellows are granted the fellowship once only – previous award winners are expected to have taken back sufficient from APRICOT to convince local supporters that their continued participation is of significant benefit to the local economy.

The local host will have to assist the APRICOT Fellowship Committee to put this programme into action, including call for applications, receiving applications, compiling applications for the Fellowship Committee's consideration and notifying the applicants of the results of the applications. The host is also expected to liaise with successful applicants and help them with their accommodation arrangements. In previous APRICOTs this has amounted to the local host block booking in-expensive hotel accommodation for the Fellows, providing transport to and from the venue if required, and facilitating invitation letters and other local paperwork that may be necessary for the issuing of visas to Fellows that require them.

6.2 The APRICOT Fellowship Committee

The APRICOT Fellowship Committee oversees the Fellowship programme; the Chair of the Committee is appointed by the APIA Board, with members including representatives from the Management Committee, APNIC's Events Team, from the two other regional NOGs in the APRICOT scope, SANOG and PacNOG, and from the wider Internet industry.

6.3 Fellowship Structure

The APRICOT fellowship provides only accommodation during the event as well as complimentary access to the APRICOT Workshops, Tutorial and Conference. Participants are also provided with Lunches, but dinners are not provided unless they are part of the official programme (for example, Opening and Closing Receptions are official events).

6.3.1 Airfare

Given APRICOT's diverse regional coverage, the Fellowship Programme simply cannot provide reimbursement of the APRICOT Fellow's entire air travel from their home economy to the APRICOT event. APRICOT will reimburse reasonable airfare costs up to a maximum amount determined for the particular conference. While the APRICOT Fellowship Committee recognises that lack of full reimbursement is a disadvantage for those participants from less affluent economies, the alternative would reduce the amount of Fellowship positions at APRICOT, not really compatible with APRICOT's goal of education. With the large amount of discount airlines operating across Asia now, it should be relatively

straightforward for an APRICOT Fellow to obtain a good value airfare to attend the conference.

6.3.2 Accommodation

All fellows are provided with **shared** accommodation for the duration of the event only. Extra days requested by the delegate for local sightseeing are not covered by the Fellowship Programme, and must be paid for by the Fellow. Breakfast is included in the accommodation package. Dinners are not included, unless they are part of the official programme.

6.3.3 Transportation

If the fellow's hotel is not within walking distance of the Workshop and Conference venues, then the local host has to provide adequate transportation (or an assisted means) for getting the Fellows between venues and their accommodation. Quite often the Fellows are making their first ever overseas trip, so the experience needs to be as straightforward as possible for them. If public transport is simple, cheap, and plentiful, and the trip between venue and accommodation is no more than a few stops (without changes), then this is usually an adequate provision.

6.3.4 Registration Fee

The fee to attend the APRICOT Workshops, Tutorial and Conference is waived by the local host. Fellows can attend the APNIC Member Meeting for free, like all other APRICOT participants can.

6.3.5 APRICOT Fellows Obligations

All APRICOT Fellows are required to attend the 4 days of the APRICOT Tutorial and Conference. If they have also opted to attend the APRICOT Workshops, they are required to attend all 5 days of the workshop, and complete the workshop to the satisfaction of the instructors. They are also required to write a short experience paper after the completion of the event to be submitted to the APRICOT Fellowship Committee.

6.4 Selection Priorities

The APRICOT Fellowship Committee will follow the following process in selecting delegates to participate in the APRICOT Fellowship Programme.

6.4.1 Selection Criteria

The selection priorities are based on the following conditions:

- Presently working at an ISP in a technical position
- Willing to present about their experiences at the APRICOT conference
- Working in an academic network environment
- Working for government agencies in a network related technical capacity
- Working for other kinds or organization in a technical capacity

While these criteria are well defined, the APRICOT Fellowship Committee will use a fair amount of subjective evaluation for each candidate.

6.4.2 Disqualification Conditions

There are some fairly straightforward disqualification criteria:

- Fellows of previous regional meetings such as APRICOT, the APNIC Open Policy Meeting and SANOG are **normally** excluded from fellowship

- Overstating of capabilities and position, which can be verified by in-country members of the APRICOT Fellowship Committee or through correspondence with the referees.

6.4.3 Subjective Qualifications

From the recent fellowship program, experience shows that the following are indicative of the applicants mind-frame, and help in making quick subjective judgement.

- Use of Hotmail/Yahoo/G-mail or similar free e-mail service in the application is an indication of them either not working at an ISP, or not being in a very 'operational' role.
- Use exclusively of non-company references, generally point out that the applicant is not really working at the company or in future will not be willing to share his/her knowledge inside the company.
- Applicants who have made presentation proposals alongside fellowship applications are generally acceptable, even if their presentation proposal is not approved. This shows willingness on the applicant's side to be part of the community.

6.4.4 Repeat Candidates

Being selected in any previous fellowship program doesn't mean instant dis-qualification, but does put the candidate further down the list. However, there tend to be champions of the community in each country, who would benefit from a repeat fellowship to be able to attend the events. These are most often associated with a non-profit organisations or universities, and they should be considered positively.

6.4.5 Rating of Applications

Selectors are generally asked to rate the applications based on the above generic guidelines as well as their subjective evaluations. Once the rating is completed, the secretariat can select the appropriate number of applicants based on the available budget and logistics.

The rating system generally avoids the need for the fellowship committee to select or discard applicants completely.

6.5 Fellowship Awards

Fellowships for the APRICOT Fellowship programme are awarded solely at the discretion of the Fellowship Committee.

Applicants should note that the fellowship committee might under certain circumstances, withdraw an offer of fellowship. Applicants should also note that fellowships are not transferable – if an applicant can no longer attend APRICOT after being awarded a fellowship, the fellowship is awarded to another applicant by the APRICOT Fellowship Committee.

7 Summary

This document is very much a work in progress, documenting the procedures and activities required to set up and operate a successful APRICOT conference.

As it is work in progress, the APRICOT Management Committee will attempt to keep it up to date at all times, and especially notify the hosts of future APRICOTs of any substantial changes. Indeed, most of the enhancements to this document tend to be contributed by the hosts of APRICOT as they gain the most in-depth experience for setting up the conference.