

# Request for Proposals To Host APRICOT 2014

<http://www.apricot.net>



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# Executive Summary

*“Our mission is to develop and advance the skills and understanding necessary to grow a robust Internet infrastructure in the Asia Pacific”*

This is the Request For Proposals (RFP) to host the prestigious APRICOT conference in your economy – please circulate it widely to other relevant or interested parties.

Since its founding in 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.

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'.

## **Meeting Structure**

The entire APRICOT programme lasts for 11 days. The first 5 days include hands on workshops, followed by one day of rest (usually for rebuilding conference rooms following the workshops, rest for workshop instructors, etc) followed by 4 days of conference plenary intermingled with tutorials and specialist parallel streams. The plenary include the meeting of APOPS, the Asia Pacific Operators Forum. Closing off the entire APRICOT summit is the APNIC Member Meeting.

The APRICOT Management Committee expect that the first workshop day will be on a Tuesday and that the APNIC AMM will close off the summit on the following Friday. Variations are possible, of course, by negotiation with the APRICOT Management Committee.

In detail, there are 6 distinct parts to the structure of events during the APRICOT summit – the structure may vary from year to year, depending on local requirements. These include workshops, tutorials, plenary conference, APNIC member meeting, as well as several side events of the various AP organisations who host their meetings alongside APRICOT. The main RFP text has more details.

A major part of the APRICOT programme is the APNIC Open Policy Meeting, which provides APNIC specific tutorials and Special Interest Group meetings as a separate Stream within the APRICOT programme. The APNIC Annual Members Meeting is held on the Friday on the last day of APRICOT. APNIC is a core partner of APRICOT, and members of APNIC are provided with a 25% discount on registration fees to attend APRICOT. APIA members and full-time students with valid student identity cards also receive a 25% discount.

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).

Whilst it is appreciated that there is a natural desire for each successive APRICOT to be bigger and better than the previous one, APRICOT is primarily a conference with *an educational objective*. The primary desire is to bring the knowledge required to those that can benefit most from such knowledge.

As such, organisations from a wide spectrum of economies are encouraged to submit a proposal to host APRICOT if there is an expressed desire that such knowledge will be of substantial benefit to the local Internet industry.

### **Attendance and Requirements**

It is the APRICOT Management Committee's desire to see a total of around 800 people attend each APRICOT conference over the 11 day period. As can be seen from the data in the earlier table, the actual size of the conference varies from year to year, generally reflecting the state of the regional Internet economy, the location, and confidence in the industry. Bidders for APRICOT should ensure that the proposed venue could sufficiently cater for such numbers.

Typical attendance breakdown for APRICOT would be around 150 participants for the 5 workshop days, 500 participants for the plenary and tutorial sessions, and 150 participants for the APNIC Member Meeting. These are approximate figures based on the experience at previous conferences. Not all delegates will attend for the full 11 days, with some attending just for the workshop, others attending just for the conference, or even just the APNIC Member Meeting.

### **Selection Process**

The APRICOT selection process comprises several phases. This Request for Proposals document is always available on the APRICOT website, and expressions of interests to host APRICOT are welcomed at any time.

A proposal to host APRICOT must be submitted at least 26 months before the proposed conference date. For example, to host APRICOT 2014, proposals must be submitted by 31<sup>st</sup> December 2011. This allows for the clarification period and site visit to be made by the APIA Secretariat.

The next step of the selection process is for the bidding team to make a presentation to the APIA Board during APRICOT itself. The successful venue is announced at the end of that conference.

Once the successful host secures the right to host APRICOT in their economy, APIA and the successful host sign an MoU to this effect, and the successful host pays APIA a \$US50k event hosting fee.

The successful host is then invited to join the team established to prepare for the event prior to the one they bid for. For example, a bidder for APRICOT 2014 would present their proposal at APRICOT 2012, and if successful would join the team in preparations for APRICOT 2013 as an observer. The purpose of this observer status is to assist the successful bidder with their own preparation work.

All correspondence should be addressed to [apricot-rfp@apricot.net](mailto:apricot-rfp@apricot.net).

**Accompanying Documents**

This document is accompanied by the APRICOT Operational Manual which can be downloaded from the main APRICOT website at [www.apricot.net](http://www.apricot.net). Responses to this RFP must reference the Operational Manual as appropriate. The APRICOT Operational Manual is a living document, with updates made on an ongoing basis. Members of the APRICOT organisation team are kept aware of the current Operational Manual requirements.

**Submitting RFP Responses**

Proposals to host APRICOT should be sent via email to [apricot-rfp@apricot.net](mailto:apricot-rfp@apricot.net). Proposals should be submitted in any of ASCII, Rich Text Format, Adobe PDF, Microsoft Office or Open Office.

Details of what your proposal should contain are detailed in Section 4 of this document.

The attached Request for Proposals provides an opportunity to host APRICOT in your economy and we look forward to answering any remaining questions that you might have and to reading your proposal in due course.

Thank you for your interest in hosting APRICOT!

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# APRICOT Request for Proposals

This document provides an introduction to the APRICOT Request for Proposals (RFP), together with the background of the event, its structure and requirements. Details of the selection criteria, the selection process and deadlines, as well as the content that proposals should contain are also provided for your information.

Any clarifying questions or correspondence should be sent to [apricot-rfp@apricot.net](mailto:apricot-rfp@apricot.net)

## **1 Introduction**

### **1.1 Purpose of this Request for Proposals**

The purpose of this RFP is to solicit proposals from parties that are interested in hosting the annual Asia Pacific Regional Internet Conference on Operational Technologies (APRICOT).

The preferred date for APRICOT is towards the end of February or early March. This time period was carefully selected to accommodate a busy calendar of events in the region, as well as make allowances for major holidays. The key requirement is that APRICOT must avoid Chinese New Year by a sufficient margin to allow for the preparations of the organising teams.

Details of the selection process and deadlines are addressed in section 3 (page 13).

The specific contents that proposals should contain are covered in section 4 (page 15).

All correspondence should be sent to [apricot-rfp@apricot.net](mailto:apricot-rfp@apricot.net)

### **1.2 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	( <a href="http://www.apnic.net">www.apnic.net</a> )
	Asia & Pacific Internet Association	( <a href="http://www.apia.org">www.apia.org</a> )
	Asia Pacific Top Level Domain Forum	( <a href="http://www.aptld.org">www.aptld.org</a> )
	APCAUCE	( <a href="http://www.apcauce.org">www.apcauce.org</a> )
	APstar	( <a href="http://www.apstar.org">www.apstar.org</a> ) 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 conference 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 12-24 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 Vendor Exhibition found at many industry conferences has been replaced with the APRICOT Demonstration Area – a combined laboratory and social event where attendees can interactively experiment with the latest equipment and technologies and where exhibitors can showcase working examples of Internet infrastructure.

### **1.3 APRICOT History**

APRICOT was initiated as a project of the Asia Pacific Network Information Centre ([www.apnic.net](http://www.apnic.net)) as the Asia Pacific Rim Internet Conference on Operational Technologies. 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 organised by APNIC (1996 to 1998), with help from individual volunteers who were keen to promote the Asia Pacific region's own Internet Conference.

Year	Host Economy	Attendees	Economies Represented	Supporting Organisations	Expenditure (1000s US\$)
1996	Singapore	280	18	10	n/a
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 <sup>1</sup>	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	367
2011	Hong Kong	1196 <sup>2</sup>	61	33	769
2012	New Delhi	n/k			
2013	Singapore	n/k			

**Table 1 – Summary of Previous APRICOTs**

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](http://www.scs.org.sg)).
- APRICOT 2000 was hosted by a consortium including KRNIC (Korea Network Information Centre – [www.krnic.net](http://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](http://www.pikom.org.my)) and the Malaysian Communications and Multimedia Commission.
- APRICOT 2002 was hosted by NECTEC ([www.nectec.or.th](http://www.nectec.or.th)), The Ministry of Science, Technology and Environment ([www.moste.go.th](http://www.moste.go.th)), and The Thai Federation of Information Technology Association (TFIT).
- APRICOT 2003 was hosted by TWNIC ([www.twnic.net.tw](http://www.twnic.net.tw) – the Taiwan Network Information Centre), DGT ([www.dgt.gov.tw](http://www.dgt.gov.tw) – Directorate General of Telecommunications), and the IPv6 Forum of Taiwan ([www.ipv6.org.tw](http://www.ipv6.org.tw)).

<sup>1</sup> 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.

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

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Following on from APRICOT 2003, the APRICOT conference combined with APIA, the Asia and Pacific Internet Association ([www.apia.org](http://www.apia.org)), to form a new supporting organisation for the APRICOT conference. This reorganisation has strengthened APRICOT, and also has provided a legal umbrella and stable organisation for the future of the conference.

- APRICOT in 2004 was again hosted by PIKOM ([www.pikom.org.my](http://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.
- APRICOT 2006 was held in Perth, Australia, and hosted by the Western Australia Internet Association ([www.waia.asn.au](http://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](http://www.apjii.or.id)).
- APRICOT 2008 was held in Taipei, Taiwan, again hosted by TWNIC, the Taiwan Network Information Centre ([www.twnic.net.tw](http://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](http://www.asti.dost.gov.ph)).
- APRICOT 2010 was held in Kuala Lumpur, Malaysia, and again hosted by PIKOM ([www.pikom.org.my](http://www.pikom.org.my) – The National ICT Association for Malaysia).
- APRICOT 2011 was held in Hong Kong along with the 31<sup>st</sup> 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 on the history of the individual APRICOT events can be found at the APRICOT website – <http://www.apricot.net>.

#### **1.4 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](mailto: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.

Figure 1 shows the organisational structure of APIA and the various APRICOT committees, with their lines of responsibility. It also shows how the local host, the successful respondent to this RFP, fits into the APRICOT organisation for the duration of the planning and hosting of APRICOT.

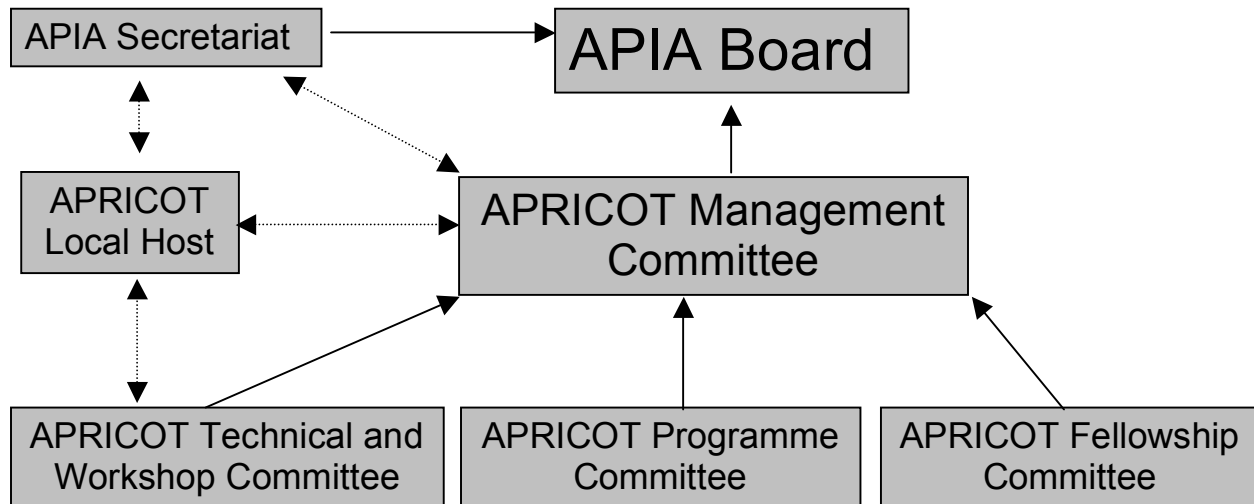


Figure 1 – The structure of APRICOT

### 1.5 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 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 country's constituency who would otherwise benefit from attendance at APRICOT.

### 1.6 Scope

For the purposes of this RFP 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](http://www.apnic.net)) – this essentially ranges from Afghanistan in the West to the Pacific Island nations in the East, Australia in the South, to Mongolia in the North.

### 1.7 Attendance and Requirements

It is the APRICOT Management Committee's desire to see a total of around 800 people attend each APRICOT conference over the 11 day period. As can be seen from the data in the earlier table, the actual size of the conference varies from year to year, generally reflecting the state of the regional Internet economy, the location, and confidence in the industry.

Bidders for APRICOT should ensure that the proposed venue will sufficiently cater for such numbers.

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

Typical attendance breakdown for APRICOT would be around 150 people for the 5 workshop days (assuming 5 parallel workshops), 500 people for the tutorial and conference sessions, and 150 people for the APNIC Member Meeting. These are approximate figures based on the experience at previous conferences. Not many delegates will attend for the full 11 days, with attendance being for just the workshops, or the conference, or even just the APNIC Member Meeting.

### **1.8 APRICOT Hosting Fee & Sharing of APRICOT Surpluses**

The fee to host the APRICOT2014 conference is US\$50,000. This funds the operational cost of APIA (and provides the operational support the local host requires for putting APRICOT together).

The Conference Hosting Fee **must** be paid to APIA as soon as the Hosting Memorandum of Understanding is signed with the APIA Board. The Hosting Memorandum of Understanding is usually signed within a fortnight of the award of APRICOT 2014 to the successful bidder.

Should the APRICOT conference make a surplus in excess of US\$100,000, this excess will be split evenly between APIA and the local host of APRICOT. The share in the surplus to APIA must be paid by 1<sup>st</sup> June following the conclusion of APRICOT that year or on completion of the independent audit of the final accounts for APRICOT, whichever comes first. **For the purposes of calculating the surplus, the hosting fee must not be included as a line item in the expenses.**

## **2 Selection Criteria**

Whilst it is appreciated that there is a natural desire for each successive APRICOT to be bigger and better than the previous one, APRICOT is primarily a conference with an educational objective. The primary desire is to bring the knowledge required to those that can benefit most from such knowledge.

As such, organisations from a wide spectrum of economies are encouraged to submit a proposal to host APRICOT if there is an expressed desire that such knowledge will be of substantial benefit to the local Internet industry.

In making its decision the APIA Board will balance this educational desire with the practical realities of organising such an event.

These realities include:

1. Ability to provide the venue to accommodate the conference during the desired dates.
2. Participation in the APRICOT Management or Programme Committees prior to bidding to host an APRICOT would be helpful.
3. Financial strength of the organisation(s) and its ability to underwrite the cost of the APRICOT meeting rooms for the Terminal Room, Workshops, Tutorials, BoF Meetings and Conference.
4. Ability to provide the accommodation necessary to house the overseas delegates.
5. Ability to attract the necessary level of sponsorship from local and international organisations to support the conference.
6. Managerial strength and Human Resources.
7. History and experience in organising similar events.

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### **3 Selection Process and Deadlines**

The APRICOT selection process comprises several phases. This Request for Proposals document is always available on the APRICOT website, and expressions of interests to host APRICOT are welcomed at any time.

A proposal to host APRICOT must be submitted at least 26 months before the proposed conference date. For example, to host APRICOT 2014, proposals must be submitted by 31<sup>st</sup> December 2011. This allows for the clarification period and site visit to be made by the APIA Secretariat.

The next step of the selection process is for the bidding team to make a presentation to the APIA Board during APRICOT itself. The successful venue is announced at the end of that conference, and the successful host is then invited to join the team established to prepare for the event prior to the one they bid for.

For example, a bidder for APRICOT 2014 would present their proposal at APRICOT 2012, and if successful would join the team in preparations for APRICOT 2013 as an observer. The purpose of this observer status is to assist the successful bidder with their own preparation work.

All correspondence should be addressed to [apricot-rfp@apricot.net](mailto:apricot-rfp@apricot.net)

#### **3.1 Expressions of Interest**

It would be helpful for the APIA Board if parties who are interested in submitting a proposal to host APRICOT in their economy would send an email expressing this interest to [apricot-rfp@apricot.net](mailto:apricot-rfp@apricot.net) no less than one month prior to the submission deadline (so 27 months before the conference date proposed). This is not mandatory, but would assist the APIA Secretariat in planning their activities during the proposal clarification period and site visits.

#### **3.2 Submission of Proposal**

Interested parties should submit their proposal by email to [apricot-rfp@apricot.net](mailto:apricot-rfp@apricot.net) before the submission deadline (26 months before the conference date being proposed).

##### **3.2.1 Proposal Format**

Proposals should be submitted in the any of the following formats:

1. ASCII Text
2. Rich Text Format
3. Adobe Portable Document Format
4. Microsoft Word
5. Open Office

Each proposal should be concisely presented and structured as outlined in Section 0. All proposals and supporting documentation should be submitted in English.

#### **3.3 Proposal Clarification Period, including Site Visit**

If the APIA Board has any clarifying questions regarding the proposals that it has received, these will be asked between the time the proposal has been submitted and the next scheduled APRICOT conference.

The APIA Secretariat will arrange a suitable time to visit the proposed APRICOT venue during the Clarifying Period. Bidders should ensure that the conference venue and/or hotels are available for inspection, and be prepared to answer any questions that the Secretariat may have.

When constructing a response to this RFP, the bidding host should suggest an appropriate time for the APIA Secretariat to conduct a site visit of the proposed APRICOT venue.

During the visit, the proposed host should be prepared and able to demonstrate the facilities that will be made available during APRICOT such as the conference venue facilities, accommodation & travel options, terminal room, wireless provision and internet requirement. The APIA Secretariat cannot enter into negotiations about the proposed site, or venue, or possible accommodation, but it can provide advice during the visit about whether they consider the venue is appropriate, or what requirements may be necessary to improve the venue.

Ideally such an on-site visit will take place prior to the final RFP response being lodged. When indicating an intention to bid, the bidder should suggest an appropriate time for the APIA Secretariat to visit the proposed venue.

### **3.4 Presentation to APIA Board**

The RFP respondents will be invited to give a 15-20 minute presentation on their bid to the APIA Board. This presentation should be concise and to the point, explaining the response to the RFP as clearly as possible. This presentation will be held during the next scheduled APRICOT conference, early in the conference week, usually Days 6 to 8. RFP respondents should ensure that they, or a representative, will be available as non-attendance does little to help to support the bid. Besides, non-attendance does not give the bidder any opportunity to see how the conference is laid out or run.

After the presentation has been made, the APIA Board will have a short question and answer session with the RFP respondent. Once all the presentation bids have been heard, the APIA Board will convene a meeting to discuss the bids, and make a decision.

### **3.5 Final Decision**

The APIA Board will announce the winning bid for APRICOT on the last day of the next scheduled APRICOT conference, usually during the Closing Plenary. The Board will notify the bidders directly via e-mail after this announcement, and publish the news via the APRICOT website ([www.apricot.net](http://www.apricot.net)).

All decisions of the APIA Board are final.

### **3.6 Going onwards**

Once APRICOT has concluded, the APRICOT Management Committee will invite members of the winning bid team to join the APRICOT Management Committee. It is vitally important that the successful host participates in the preparations for the immediately preceding APRICOT, and being part of the Management Committee will allow them to “learn the ropes”. Attendance at the preceding APRICOT as part of the Management Committee and organising team is required of any successful host – non-attendance nullifies the award.

A Memorandum of Understanding will be signed between APIA and the successful bid team basically to confirm the decision of the APIA Board, and confirm the hosting details and obligations as per this RFP and its response. Along with the MoU signing, the successful bid team must pay APIA the APRICOT hosting fee of US\$50k. Once this has been completed, work begins with the Management Committee on preparations for APRICOT.

## **4 Contents of Proposals**

Each proposal submitted should be in English and should minimally contain the points outlined below. Detail of these points has been provided in the preceding text, and should be referred to for greater clarity. The more detail provided by the bidder, the better placed the APIA Board will be to determine the successful bid for APRICOT.

Note that this RFP references the APRICOT Operational Manual, kept on the APRICOT website ([www.apricot.net](http://www.apricot.net)). This Operational Manual contains the knowledge, requirements and experiences gained of over 10 years of APRICOT. The response to the RFP must refer to the operational issues covered in the Operational Manual as appropriate.

### **4.1 Executive Summary**

This should be a concise brief of the merits and strength of your proposal that indicates the compelling reason why APRICOT should be hosted in your economy.

### **4.2 Proposed Location and Venue**

Details and justification for the proposed location and venue should be provided in as much detail as practical. Specifically, confirmation of the proposed venue's availability should be provided, preferably by a written statement from the venue in question.

### **4.3 History and Background of Local Internet Industry**

A brief history and background of your local Internet industry should be provided.

### **4.4 Benefits of Hosting APRICOT in your Economy**

The benefit of hosting APRICOT in your Economy should be clearly highlighted.

### **4.5 Background of the Organisation submitting the Proposal**

It is preferable that each economy submits only one proposal. If more than one party from an economy expresses an interest in submitting a proposal, the APIA Board encourages those parties work together to submit a joint proposal.

The background of the organisation submitting the proposal should be provided together with an indication of its financial, managerial and technical strength. Particular attention needs to be paid to the local human resources that will be assigned to APRICOT organisational tasks. Any prior experience with organising similar events should also be highlighted.

The organisation should also submit its Profit & Loss and Balance sheet for the previous three years so that the APIA Board can evaluate its financial position. The organisation should also detail how they finance their operations, indicating current revenue streams,

explaining how losses are covered, etc. This is especially important in the unlikely event that APRICOT makes a loss.

#### **4.6 Budget & Hosting Fee**

This section should clearly present a detailed budget for hosting APRICOT. It also has to highlight how any surplus revenues, losses, tax and insurance issues will be handled by the host organisation(s). The local host should describe how any APRICOT surplus would be used for the benefit of the economy. It also should propose how the Fellowship Programme will be supported and financed from the sponsor monies received. The budget should include provision for the previously described APRICOT hosting fee which is payable to APIA on the award of the hosting rights of APRICOT.

#### **4.7 Promotion and Sponsorship**

The proposal should provide a clear indication as to how local promotion and sponsorship for APRICOT will be conducted. Monetary or in-kind sponsorship commitments to host APRICOT should be indicated in this section; if any written commitments have already been received by the prospective host, they should include them in the proposal.

#### **4.8 Specific Points**

The proposal should answer specific questions and points raised in this RFP. Many points leave some degree of freedom available to the bidder, and the APIA Board look forward to understanding how the bidder will deal with these issues to support the conference.

#### **4.9 Project Manager**

Details of the primary contact person (Project Manager) should be provided. These should minimally include the name, title, e-mail address, phone and fax numbers. The details should also indicate the availability of the Project Manager throughout the duration of the project, and an undertaking that the Project Manager (or authoritative deputy) will attend all of the scheduled APRICOT Management Committee Meetings (usually monthly telephone conference, and fortnightly in the lead up to APRICOT itself).

#### **4.10 Appendix and Supporting Documentation**

Any extra supporting documentation including letter/e-mails of support should be at the end of the proposal in the appendix section.

## 5 Conclusion

APRICOT is the region's premier educational conference that provides a neutral forum to advance the skills and understanding necessary to grow a robust Internet infrastructure in our region. APRICOT provides a unique opportunity for the region's Internet industry to meet and focus on operational issues that affect all of us.

By bringing valuable knowledge and experience to those that can benefit most from this knowledge, APRICOT serves a key role in our community. Furthermore, it acts as *the* event around which you can rally your local Internet industry.

The above Request for Proposals provides an opportunity to host APRICOT in your economy.

We look forward to answering any remaining questions that you might have and to reading your proposal in due course.

Thank you for your interest in hosting the APRICOT Conference!

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## APPENDIX A: Past APRICOT Sponsors (1996-2011)

### APRICOT 2011

The sixteenth APRICOT was held in Hong Kong, 15<sup>th</sup> to 25<sup>th</sup> February. The attendance of 1190 represented participation of 61 countries throughout the region.

APRICOT 2011 was sponsored and supported by the following 33 companies and organisations:

- ADVA
- Afilias
- Alcatel Lucent
- Allot Communications
- APC by Schneider Electric
- APNIC
- Arbor Networks Inc
- Aruba Networks
- Brocade
- Cisco
- EMC Computer Systems (FE) Ltd
- Equinix Hong Kong Ltd
- Google Inc
- .hk Hong Kong Internet Registration Corporation Ltd
- hkcolo Limited
- Hong Kong Cyberport
- Hurricane Electric
- IAJapan
- Japan Internet Exchange Co Ltd (JPIX)
- JPNAP
- Kwong Wah Electrical Engineering Co Ltd
- Network Hardware Resale
- NTT Com Asia Ltd / HKNet Ltd
- NTT West
- Pacnet Global (Hong Kong) Ltd
- PCCW
- PCCW Global
- RADb (Merit Network)
- Ruijie Networks Co Ltd
- Sony Corporation of Hong Kong Ltd
- Telekom Malaysia Berhad
- TINET SpA
- Verisign SARL

### APRICOT 2010

The fifteenth APRICOT was held in Kuala Lumpur, 23<sup>rd</sup> February to 5<sup>th</sup> March 2010. The attendance of 734 represented participation of 53 countries throughout the region.

APRICOT 2010 was sponsored and supported by the following 23 companies and organisations:

- Afilias
- Alcatel-Lucent
- AIMS
- Allot Communications
- APNIC
- Brocade
- Cisco
- DotAsia
- DotMY
- Google
- IAJapan
- instant
- Internet Society
- JPIX
- Kaspersky Lab
- pico
- TeliaSonera
- TIME

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- Equinix
  - Extreme Broadband
  - GlobalTransit
  - TINET
  - WANDL

### **APRICOT 2009**

The fourteenth APRICOT was held in Manila, 18<sup>th</sup> to 27<sup>th</sup> February 2009. The attendance of 633 represented participation of 43 countries throughout the region.

APRICOT 2009 was sponsored and supported by the following 29 companies and organisations:

- Afilias
- Alcatel-Lucent
- Allot Communications
- APNIC
- Advanced Science and Technology Institute (ASTI)
- BusinessWorld
- Cisco Systems
- ComputerWorld
- Digitel
- DotAsia
- Equinix
- Globe
- Google
- Hytech
- Inquirer.net
- Internet Society
- JPNAP
- JPIX
- Microdata
- PayEasy
- PHColo
- Philippines Commission on Communications and Information Technology (CCIT)
- Philippines Department of Science and Technology (DOST)
- Philippines National Telecommunications Commission (NTC)
- TEIN3
- TeliaSonera
- Tiscali
- University of Santo Tomas
- Yellowbird Tours

### **APRICOT 2008**

The thirteenth APRICOT was held in Taipei, 20<sup>th</sup> to 29<sup>th</sup> February 2008. The attendance of 402 represented participation of 39 countries throughout the region.

APRICOT 2008 was sponsored and supported by the following 21 companies and organisations:

- Alcatel-Lucent
- Arbor Networks
- CCTV
- Cisco Systems
- Equinix
- Force10 Networks
- APNIC
- ASUS
- CHT
- dotAsia
- FLAG Telecom
- Google

- Hexago
- Internet Society
- NCHC
- REDC
- Wandl
- Internet Multifeed Co
- Ministry of Foreign Affairs
- Neustar
- Verisign

## **APRICOT 2007**

The twelfth APRICOT was held in Bali, 21<sup>st</sup> February – 2<sup>nd</sup> March 2007. The attendance of 801 represented participation of 51 countries throughout the region.

APRICOT 2007 was sponsored and supported by the following 30 companies and organisations:

- Afilias
- APNIC
- Balai IPTEKnet
- Centrin Online TBK
- Cisco Systems
- D-NET (Dyviacom)
- DotAsia Organisation Ltd
- Excelcomindo Pratama
- FLAG Telecom
- Fortinet Inc
- Indosat Mega Media (IM2)
- Laxo Global Access Pte Ltd
- NTT Indonesia
- Postel
- Telkom Indonesia
- Alcatel-Lucent
- Arbor Networks
- Balisoft Lintasmedia
- CHiP
- Cyberindo Aditama (CBN)
- DETIKcom
- Equinix Asia Pacific Pte Ltd
- First Asia Network
- Force10 Networks
- Indosat
- Internet Multifeed Co.
- Metro TV
- OPNET Technologies Inc
- Supra Primatama Nusantara/Biz.net
- Telkomsel

## **APRICOT 2006**

The eleventh APRICOT was held in Perth, 22<sup>nd</sup> February – 3<sup>rd</sup> March 2006. The attendance of 335 represented participation of 40 countries throughout the region.

APRICOT 2006 was sponsored and supported by the following 17 companies and organisations:

- AARnet
- APNIC
- AU Domain Registry
- Cisco Systems
- Equinix
- iiNET
- LINX
- Packet Design
- Western Australia Internet Association
- Alcatel
- Australia Japan Cable
- Ausregistry
- Department of Industry and Resources, WA
- Force10 Networks
- Juniper Networks
- Nominum
- Tellabs

## APRICOT 2005

The tenth APRICOT was held in Kyoto, 18<sup>th</sup> – 25<sup>th</sup> February 2005. The attendance of 859 represented participation of 40 countries throughout the region.

APRICOT 2005 was sponsored and supported by the following 31 companies and organisations:

- ALAXALA Networks Corporation
- Alcatel
- Allied Telesis K.K.
- APNIC
- Arbor Networks
- BUSSAN Networks, Ltd.
- Caridien Technologies, Inc.
- Cisco Systems
- Equinix Asia Pacific Pte. Ltd
- Extreme Networks K.K.
- Flag Telecom
- Hitachi, Ltd.
- Internet Association Japan
- Internet Research Institute, Inc.
- Internet Security Systems K.K.
- IPv6 Promotion Council of Japan
- Japan Registry Service Co Ltd
- Japan Internet Exchange
- JPCERT Coordination Center
- JPNIC
- Juniper Networks K.K.
- Matsushita Electric Works Ltd.
- Media Exchange Inc.
- Microsoft Operations Pte Ltd.
- NEC Networks
- NetOne Systems
- Nippon Telegraph and Telephone West Corporation
- NTT Communications
- Panasonic Communications Co., Ltd.
- PCCW Communications K.K.
- Softbank

## APRICOT 2004

The ninth APRICOT was held in Kuala Lumpur, 18<sup>th</sup> – 27<sup>th</sup> February 2004. The attendance of 931 represented participation of a record 50 countries throughout the region.

APRICOT 2004 was sponsored and supported by the following 32 companies and organisations:

- ACER
- Agilent Technologies
- APNIC
- Arbor Networks
- Bandwidth Magazine
- Canon
- Cisco Systems Inc
- Epson
- Equinix
- Flag Telecom
- JPCERT
- Juniper Networks
- Malaysian Multimedia & Communications Commission
- Microsoft
- MIMOS Smart Computing
- Ministry of Energy, Communications & Multimedia, Malaysia
- Multimedia Development Organisation
- National Computerisation Agency, Korea
- Outblaze
- Palace of the Golden Horses

- France Telecom
- FreeNet
- HSBC
- IPv6 Promotion Council
- IPvX
- JARING
- Redtone
- Samsung
- Softbank BB
- Time Dot Come
- Twinhead
- Tourism Malaysia

### **APRICOT 2003**

The eighth APRICOT was held in Taipei, 24<sup>th</sup> – 28<sup>th</sup> February 2003. The attendance of 1035 represented participation of 30 countries throughout the region.

APRICOT 2003 was sponsored and supported by the following 46 companies and organisations:

- ACER
- Agilent Technologies
- APNIC
- Askey
- Chunghwa Telecom Co Ltd
- Cisco Systems Inc
- Computer & Communications Research Labs, ITRI
- Computex
- Digitimes
- Eastern Broadband Telecom
- Ericsson
- Far Eastone
- Force10
- France Telecom
- Global SunTech
- Hauman
- Hypernet
- InfoPro.com
- Institute for Information Industry, Taiwan
- iThome
- JPCERT
- Juniper Networks
- KG Telecom
- Microsoft
- Mobitai Communication
- Motorola
- NAI S
- National Science and Technology Programme for Telecommunications
- NetPia
- Nortel Networks
- PHILIPS
- SeedNet
- SMEA, MOEA, Taiwan
- SoNet
- Sparq
- Spirent
- Taipei City Government
- Taiwan Cellular Corporation
- Taiwan Fixed Network
- Taiwan Telecommunication Network Services
- TechVentage
- Tourism Bureau of Taiwan
- TransAsia Telecommunications
- Verisign
- Yahoo
- 6WIND

### **APRICOT 2002**

The seventh APRICOT was held in Bangkok, March 3<sup>rd</sup> – 7<sup>th</sup> 2002. The attendance of 645 represented over 30 countries throughout the Asia-Pacific region and the rest of the world.

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APRICOT 2002 was sponsored by the following 26 companies:

- ADC Datanet
- APIA
- APNIC
- ArtCyber
- Bangkok Post Newspaper
- Cisco Systems
- Communication Authority of Thailand (CAT)
- EWeek Thailand Publications
- Extreme Networks
- Internet Thailand
- Juniper Networks
- KRNIC
- KSC Internet Service Provider
- Mass Communications of Thailand (MCOT)
- Mitsubishi Electric
- Netpia
- NIPA Technology
- Nortel Networks
- Panasonic Systems
- Pantip.com
- PHILIPS
- PIKOM
- Telephone Organisation of Thailand
- Thai Airways International
- THNIC
- Unisphere Networks

### **APRICOT 2001**

The sixth APRICOT was held in Kuala Lumpur, February 26<sup>th</sup>- March 2 of 2001. The attendance of 888 represented over 31 countries throughout the Asia-Pacific region and the rest of the world.

APRICOT 2001 was sponsored by the following 32 companies:

- Acer Sales & Services
- APIA
- APNIC
- Cisco Systems
- DataOneAsia
- ExtremeNetworks
- Fibrecomm Networks
- FreeNet
- IAsiaWorks
- IpVx
- Intel
- JPNIC
- Juniper Networks
- KRNIC
- Lucent Technologies
- MIMOS Bhd
- Multimedia Development Corporation
- Level 3 Communications
- Netpia
- Neuroweb
- Nominum
- Nortel Networks
- Orblynx
- Qala
- Quest 7
- Sun Microsystems
- Telekom Malaysia Bhd
- TimedotCom
- Unisphere
- Unitech
- Verisign Global Registry
- Virtela Communications

## APRICOT 2000

The fifth APRICOT was held in Seoul, 28<sup>th</sup> February – 2<sup>nd</sup> March 2000. The attendance of 850 represented over 36 countries throughout the Asia-Pacific region and the rest of the world.

APRICOT 2000 was sponsored by the following 37 companies

- AboveNet
- ALCATEL
- APIA
- APNIC
- Cable and Wireless
- Cisco Systems
- Concert
- Dreamline
- Hanaro Telecom
- HansolM.Com
- iBi
- IBM
- IpVx
- iDNS-NET
- JPNIC
- Juniper Networks
- KDC Corp
- KITI
- KORDIC
- Korea Telecom
- KT Freetel
- KT Hitel
- Level3
- Lucent
- Nortel
- NTT
- Netpia
- Onse Telecom
- Openbase
- OPICom
- Portal Software
- PSINet
- Qwest
- RIIS
- Teleglobe
- Thrunet
- Unisphere Solutions
- Unitech Networks
- UNITEL

## APRICOT'99

The fourth APRICOT was held in Singapore from 1<sup>st</sup> – 5<sup>th</sup> March 1999. The attendance of 632 represented over 25 countries throughout the Asia-Pacific region and the rest of the world.

APRICOT'99 was sponsored by the following 19 companies:

- AboveNet
- Alcatel
- APIA
- APNIC
- Ascend Communications
- AT&T
- Cisco Systems
- Netpia
- Nortel
- O'Reilly and Associates
- Pacific Internet
- PSINet
- SGNic
- Singapore Telecom

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- Commercial Internet Exchange Association
  - Compaq
  - Hongkong Telecom
  - Teleglobe
  - Unitech
  - Webworks

### **APRICOT'98**

The third APRICOT was held in Manila from 16<sup>th</sup> – 20<sup>th</sup> February 1998. The attendance of 320 represented over 24 countries throughout the Asia-Pacific region and the rest of the world.

APRICOT '98 was sponsored by the following 18 companies:

- Aponet
- Ascend Communications
- Asia & Pacific Internet Association (APIA)
- Asia Internet Holding
- AT&T Asia Pacific Group
- Bay Networks
- Breeze Wireless Communications
- Cisco Systems
- Digital Equipment Asia Pacific
- Hong Kong Telecom
- Infonet Services Corp
- Kokusai Denshin Denwa (KDD)
- MCI International
- NeTrue Communications
- NTT Global Business
- Orion Network Systems
- Singapore Exhibition Services
- United Nations Asia-Pacific Development Information Programme (APDIP)

### **APRICOT'97**

The second APRICOT was held in Hong Kong from 27<sup>th</sup> – 30<sup>th</sup> January 1997. The attendance of 630 people represented over 25 countries throughout the Asia-Pacific region and the rest of the world.

APRICOT '97 was sponsored by the following 27 companies:

- APNIC
- Ascend Communications
- Asia Internet Holdings
- AT&T Asia Pacific Group
- Bay Networks
- Chinese University of Hong Kong
- Cisco Systems
- Cogwheel
- Commercial Internet Exchange
- Data Communications
- HK Net
- Hong Kong Telecom
- IBM
- KDD
- NTT
- O'Reilly & Associates
- Sembawang Media
- Softbank Expos
- Sourcecom
- Spyglass

- Digital
- Dynalab, Inc.
- Gilat Satellite Networks
- Global One
- Star Internet
- Telstra
- The Black Box

## **APRICOT'96**

The first APRICOT was held in Singapore between 17<sup>th</sup> – 19<sup>th</sup> January 1996. The attendance of 280 people represented over 18 countries throughout the Asia-Pacific region.

APRICOT '96 was sponsored by the following 10 companies:

- ATT Jens
- Cisco Systems
- CSA Automated
- Digital Equipment Corporation
- Global One
- IBM Japan
- Penril Datability Networks
- Sembawang Media
- Singapore Telecom – SingNet
- The Commercial Internet Exchange