

Request for Proposals To Host APRICOT2007

28th February – 9th March 2007

<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'.

Year	Host Economy	Attendees	Economies Represented	Sponsors	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	30	43	597
2004	Malaysia	931	50	32	267
2005	Japan	n/k			
2006	India	n/k			

Meeting Structure

There are 7 parts to the structure¹ of events during the APRICOT week:

- | | | |
|---------------------------------------|---------------------------------|-----------------|
| 1. Workshops | 8 workshop tracks over 5 days | (Day 1 to 5) |
| 2. Tutorials | 6 tutorial tracks over 2 days | (Day 6 & 7) |
| 3. Conference | 5 conference tracks over 2 days | (Day 8 & 9) |
| 4. APNIC AMM | All day meeting | (Day 10) |
| 5. Birds-Of-A-Feather Meetings | Daily Evening Meetings | (Day 6 to 8) |
| 6. AP* (AP ‘Star’) Meetings | Throughout the event | (Day 1 to 9) |
| 7. Social Activities | Conference Opening Reception | (Day 7 Evening) |
| | Lunches | (Days 1 to 10) |
| | Closing Social | (Day 9 Evening) |

¹ The structure of APRICOT may vary from year to year.

The entire APRICOT programme lasts for 10 days. The APRICOT Management Committee expect that Day 1 above will be Wednesday 28th February and Day 10 above will be Friday 9th March.

A major part of the APRICOT programme is the APNIC Open Policy Meeting, which provides tutorials and conference sessions as a separate “Track” within the APRICOT programme. The APNIC Annual Members Meeting is held on the Friday following APRICOT. APNIC is a major sponsor and supporter of APRICOT, and members of APNIC are provided with a 25% discount on registration fees to attend APRICOT. APIA members 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 around 900 people attend each APRICOT conference over the 10 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 and confidence in the industry. Bidders for APRICOT 2007 should ensure that the proposed venue could sufficiently cater for such numbers.

Requirement	Summary
Date	<ul style="list-style-type: none"> • 28th February to 9th March
Venue	<ul style="list-style-type: none"> • University, Centre for Education, Hotel, or Convention Centre which can accommodate the rooming requirements
Audio Visual	<ul style="list-style-type: none"> • Standard A/V Requirements: <ul style="list-style-type: none"> ▪ Screen & 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)
Terminal Room and Conference Network	<ul style="list-style-type: none"> • 20 UNIX-like PCs (e.g. Linux/BSD or Mac) • Configured networked printers (at least two) • 20 LAN Connections for Laptops (10/100 BaseT)

	<ul style="list-style-type: none"> • Wireless LAN Connectivity
APRICOT Workshops	<ul style="list-style-type: none"> • Up to 15 PCs required per workshop for up to 8 workshops
Conference Internet connectivity	<ul style="list-style-type: none"> • Routers and Switches for LAN and WAN, DHCP for network • Minimum 8Mbps redundant connectivity, upstream providers must speak BGP with conference routers • Prefer two independent upstream connections • Mail Relay and DNS Resolver for conference network
Internet requirement for the local host	<ul style="list-style-type: none"> • Web-site, hosted on a Unix-style server, for the event with adequate backup facilities, support and maintenance. • Mail Servers with adequate back up • Adequate Internet access bandwidth for all the servers used (minimum is a permanent leased line or equivalent)
Financial	<ul style="list-style-type: none"> • 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 • Ability to establish a separate set of accounts for APRICOT2007
Fellowship Program	<ul style="list-style-type: none"> • Ability to host and support the 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 should be catered for
Promotion & Sponsorship	<ul style="list-style-type: none"> • Ability to widely promote APRICOT2007 in host economy
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)

Selection Process

The APRICOT2007 selection process comprises 5 phases:

- | | |
|------------------------------------------|-----------------------------------------------|
| 1. Request for Proposals (This document) | - available from June 1 st 2004. |
| 2. Expression of Interest | - by November 1 st 2004 |
| 3. Submission of Proposal | - on or before December 1 st 2004 |
| 4. Site Visit & Clarifying Period | - before February 1 st 2005 |
| 5. Final Decision | - on or before February 23 rd 2005 |

All correspondence should be addressed to apricot-rfp@apricot.net.

If you intend to submit a proposal to host APRICOT 2007, it would be helpful (but is not mandatory) if you would send an expression of interest via email to apricot-rfp@apricot.net at least one month before the proposal submission deadline. The proposal itself should also be sent via email to apricot-rfp@apricot.net no later than December 1st 2004. Proposals should be submitted in the any of the following formats:

1. ASCII
2. Rich Text Format

-
3. Adobe Portable Document Format
 4. Microsoft Word

Details of what your proposal should contain are detailed in Section 6 of the main document.

The following Request for Proposals provides an opportunity to host APRICOT in your economy in 2007 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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APRICOT2007 Request for Proposals

This document provides an introduction to the APRICOT2007 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

1.) Introduction

1.1) Purpose of this Request for Proposal

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) in the year 2007.

The preferred date for APRICOT 2007 is from 28th February to 9th March 2007. This date 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 to allow for preparations of the organizing teams. Chinese New Year in 2007 is on the 18th of February.

Details of the selection process and deadlines are addressed in section 5 (page 43).

The specific contents that proposals should contain are covered in section 6 (page 45).

All correspondence should be sent to 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	www.apnic.net
	Asia & Pacific Internet Association	www.apia.org
	Asia Pacific Networking Group	www.apng.org
	Asia Pacific Top Level Domain Forum	www.apfld.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 10 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 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 Laboratory – a hands-on laboratory where attendees can interactively experiment with the latest equipment and technologies, and where vendors 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) 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 organized by APNIC (1996 to 1998), with help from individual volunteers who were keen to promote the Asia Pacific region's own Internet Conference.

Table 1: Summary of Previous APRICOTs

Year	Host Economy	Attendees	Economies Represented	Sponsors	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	30	43	597
2004	Malaysia	931	50	32	267
2005	Japan	n/k			
2006	India	n/k			

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.twnic.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).

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 strengthens APRICOT for the future, as well as providing a legal umbrella and stable organisation for the future of the conference.

- APRICOT in 2004 was again hosted by PIKOM (www.pikom.org.my – Association of the Computer and Multimedia Industry of Malaysia).
- APRICOT 2005 will be 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 will be held in Bangalore, India, and hosted by the Department of Information Technology, part of the Ministry of Communications and Information Technology (www.mcit.gov.in).

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

As mentioned in the preceding section, after APRICOT 2003 it was agreed by the stakeholders of APRICOT and the Board of Directors of APIA that APIA should merge with the APRICOT conference. APIA provides the legal umbrella for APRICOT, as well as being its supporting organisation; and APRICOT is now APIA's primary function.

The APRICOT Secretarial function is provided by APIA's Secretariat. The current contract for the APIA Secretariat is with PIKOM (www.pikom.org.my – Association of the Computer and Multimedia Industry of Malaysia), and the Secretariat staff can be contacted by e-mail at apia-sec@apia.org.

The APIA Board now oversees the entire conference effort. To advise the board on APRICOT matters, the APRICOT Executive Committee was reformed as the APRICOT Advisory Committee (AC). To oversee and manage the organisation of the annual APRICOT conference, a new APRICOT Management Committee was formed from volunteers from the APIA Board and the APRICOT AC. This new organisation is more dynamic and lean, and capable of taking on the challenges of growing APRICOT even further.

In addition to these committees, APRICOT also has a Programme Committee which works to prepare the programme of tutorials and for the conference. It has a Fellowship Committee which ensures that those delegates who require financial assistance to attend APRICOT can do so by becoming APRICOT Fellows. And finally 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.

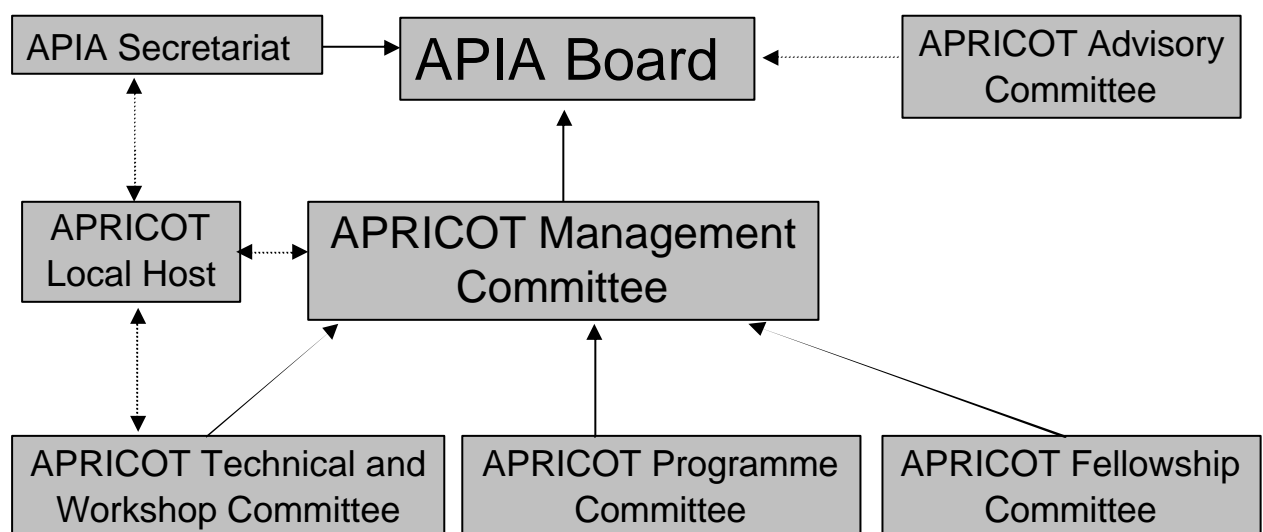


Figure 1 – The structure of APRICOT

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 2007.

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 Center, 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 Pacific Island nations in the East, New Zealand in the South, to Mongolia in the North.

2.) APRICOT2007 Event Outline

The structure of APRICOT is shown in the following Table:

Table 2: APRICOT Event Outline Structure

Activity Title	Detail	Duration
Workshops	8 workshop tracks over 5 days	Day 1 to 5
Tutorials	6 tutorial tracks over 2 days	Day 6 & 7
Conference	5 conference tracks over 2 days	Day 8 & 9
APNIC Annual Member Meeting	All day meeting for APNIC membership	Day 10
Sponsor Demonstration Event	Equipment showcase	Day 6 to 9
Birds-Of-a-Feather Meetings	Daily evening meetings	Day 6 to 8
AP* (AP 'star') Meetings	AP organisation meetings	Day 4 to 9
Social Activities	Workshop Dinner	Day 5
	APRICOT Opening Reception	Day 7 Evening
	APRICOT Lunches	Day 1 to 9
	Sponsor Receptions/APNIC Reception	Day 8 Evening
	APRICOT Closing Social Event	Day 9 Evening

The entire APRICOT programme lasts for 10 days. The APRICOT Management Committee expects that Day 1 above will be Wednesday 28th February and Day 10 above will be Friday 9th March. 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 APRICOT 2007 to be around the 900 mark over the whole 10 days (peaking at around 500 delegates during the conference sessions). Bidders should ensure that the proposed venue could sufficiently cater for such numbers, and that the local support can cater for any unexpected last minute surge in registrations and attendance demands.

2.1) Workshop Sessions

While APRICOT runs over a 10 day period, the workshops do not demand the resources or have the attendance of the main conference event. There will be a maximum of 8 parallel workshops planned for APRICOT, although the Management Committee fully expects that this will expand if there are sufficient appropriate offers of content. As the workshops are generally 50% practical lab work and 50% lecture, the numbers for each are limited to 30 attendees, with a good instructor to student ratio. At the most, the local host should expect 240 attendees for the workshops, with around 30 instructors, as well as around another 10 APRICOT Secretariat and Programme Committee staff.

Each workshop room should have seating for 30 attendees in a U-shaped format. This requires desks and chairs to be arranged in such a way as to allow pairs of attendees to work on a joint project in the class.

The workshops will also require the conference network, including wireless LAN, to be active, as some of these invariably use the Internet facilities to demonstrate key points. 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). Respondents to the RFP

should detail how they'd arrange for Internet connectivity to be available during the workshop week.

Note that at the end of the workshops, a graduation dinner is held for all the workshop participants. This is on the 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 commercial sponsorship cannot be found.

2.2) Tutorial Sessions

Tutorials are hosted over days 6 and 7 of the APRICOT event. There are 5 parallel tutorial time slots per day for APRICOT content (with one further timeslot for APNIC content), with each involving an instructor providing either a half-day or one-day tutorial on a given subject.

Each tutorial room should have seating for at least 50 people with seating arrangements split 50:50 between classroom style (i.e. with desks) and theatre style at the rear. 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.

2.3) Conference Sessions

APRICOT has a five-track conference that lasts for two days (Days 8 and 9). At the beginning of the first day of the main conference there is a plenary session for all delegates to attend.

There are two specialised technical tracks per day with the third track addressing a different subject each day – specifically business issues, educational issues and policy issues. On the first day, the two remaining tracks are hosted by APNIC, and are the meetings of the APNIC Special Interest Groups. On the second day, one track is hosted by APNIC, usually the meeting of the APNIC Policy Special Interest Group, with the remaining track dedicated to any other appropriate conference theme as proposed by the Programme Committee.

Each conference track should have seating for up to 200-300 people in theatre style. It is normal for three of the tracks to be more popular than the other two tracks, so three larger and two smaller rooms could also be considered. This can 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 APNIC tracks require rooms 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.

Note: If bidders anticipate that there will be greater than 1000 delegates attending during any one day, the conference rooms will need to be expanded accordingly. The numbers for track sizes in Table 4 anticipate a conference attendance of around 1000 delegates.

Sponsors of APRICOT quite often wish to hold their own events parallel to APRICOT. So that these sponsor 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 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 (Day 10) of the conference. If they wish to hold the event at another time, neither APRICOT nor the local host will provide any assistance or publicity to facilitate these events.

2.4) APNIC Member Meeting

The APNIC Member Meeting takes place on the last day of APRICOT, Day 10 of the conference week. APNIC Member Meetings attract around 200 attendees, so require a room that can be set up in class-room style (with desks) in a classroom format at the front and in theatre style at the back of the room. Previous APRICOTs have reserved one of the Track Rooms from earlier in the week for this purpose. The conference network connection will need to remain active for the 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 organising committee to determine their specific requirements for their Member Meeting.

2.5) Sponsor Demonstration Event

One of the benefits offered to the 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 months, and so a "trade show" style exhibition is not an option.

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 RFP respondent 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 2 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 2 – Photos from NANOG31 Beer'n Gear

Other options could include static displays as part of the lunch area for the Days 6 to 9, 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.

2.6) 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 5 such meetings to occur per evening is a good estimate.

Each BOF should have seating capacity for at least 50 people in theatre style. Going on past experience, it is usually easiest to use the smaller conference meeting rooms, or executive meetings rooms if the proposed venue has those. The BOF rooms will require AV equipment as the main conference rooms will do (including screen, VGA projector, lapel microphone, laser pointer).

2.7) 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 Policy and Legal Forum (APPLE), Asia Pacific Top-Level Domain Forum (APTLTD), have all held their meetings during the APRICOT event. The APstar Retreat is also usually held during APRICOT, normally on Days 4 and 5 of the event.

These meetings are hosted either on the weekend prior to, or throughout the APRICOT week and have different meeting requirements. In general, rooms with seating capacities of 50-70 people in theatre style are required.

The local host for APRICOT will need to contact and work with these AP organisations to discuss their needs at the time of APRICOT. 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.

2.8) 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 five events, all of which are usually commercially sponsored:

1. The Workshop Dinner Graduation dinner for workshop participants at end of Day 5.
 2. The Opening Reception Cocktail Reception for Delegates on the evening of Day 7.
-

-
- | | |
|-------------------------|-------------------------------------------|
| 3. Lunches | Through out the conference |
| 4. Closing Social Event | Social event on the evening of Day 9. |
| 5. Refreshment breaks | Breaks in morning and afternoon sessions. |

2.8.1) 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 will provide this human networking facility at their proposed conference venue.**

2.8.2) 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. Cabaret or karaoke
5. Exclusive use of the host nation’s language without translation into the conference’s official language.

Otherwise the scope of entertainment which could be 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. Bidders are asked to propose how they would offer such a conference opening reception. Bear in mind the 4 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 closing 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 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.

2.8.3) Other Entertainment during APRICOT

APNIC hold their welcome reception on Day 8 of the conference (Wednesday evening 7th March 2007). 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 RFP 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, any such events must be paid for by the sponsors – the local host can of course assist the sponsor with rooming arrangements if necessary.

	Monday 26 th	Tuesday 27 th	Wednesday 28 th	Thursday 1 st	Friday 2 nd	Saturday 3 rd	Sunday 4 th
DayTime		APRICOT Workshop Setup in Late Afternoon Only 8 Rooms x 30 People U-shaped Style	APRICOT Workshop 8 Rooms x 30 People U-shaped Style	APRICOT Workshop 8 Rooms x 30 People U-shaped Style	APRICOT Workshop 8 Rooms x 30 People U-shaped Style	APRICOT Workshop 8 Rooms x 30 People U-shaped Style	APRICOT Workshop 8 Rooms x 30 People U-shaped Style
	APRICOT Setup Network Operations Centre	APRICOT Setup (continued)					APNIC Secretariat Office Setup
	Terminal Room Secretariat Office (commenced on Monday 26 th) Conference Registration Area	Conference Registration Area opens for duration of conference (limited hours until Sunday 4 th)					
				APNG Camp 30 People – Round Table	APNG Camp 30 People – Round Table	APstar Retreat 30 People – Round Table	APstar Retreat 30 People – Round Table
Evening				APNG Camp Dinner	APNG Camp Tour	APstar Retreat Dinner	APRICOT Workshop Dinner

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

	(cont)	Monday 5 th	Tuesday 6 th	Wednesday 7 th	Thursday 8 th	Friday 9 th
DayTime	APTLD General Meeting 1 Room x 40 People Class-room Style (desks)	APIA General Meeting 1 Room x 40 People Class-room Style (desks)	APRICOT Opening Plenary 1 Room x 500 People Theatre Style	APRICOT Opening Plenary 1 Room x 500 People Theatre Style	APNIC Annual Members Meeting 1 Room x 200 People Class-room (front) Theatre Style (back)
		APRICOT Technical Tracks 2 Rooms x 200 People Classroom Style (front), Theatre Style (back)	APRICOT Technical Track 3 Rooms x 200 People Classroom Style (front), Theatre Style (back)	APRICOT Business Track 1 Room x 100 People Classroom Style (front), Theatre Style (back)	APRICOT Education/Policy Track 1 Room x 100 People Classroom Style (front), Theatre Style (back)	
		APNIC Track Tutorials 1 Room x 50 People Classroom Style (front), Theatre Style (back)	APNIC Track Tutorials 1 Room x 50 People Classroom Style (front), Theatre Style (back)	APNIC Track 2 Rooms x 200 People Class-room (front) Theatre Style (back)	APNIC Track 1 Room x 200 People Class-room (front) Theatre Style (back)	Sponsors Activities Requirements to be arranged with local host
		APRICOT Birds-Of-a-Feather (BOF) Meetings 3 Rooms x 50 People Classroom Style (front), Theatre Style (back)	APRICOT Birds-Of-a-Feather (BOF) Meetings 3 Rooms x 50 People Classroom Style (front), Theatre Style (back)	APRICOT Birds-Of-a-Feather (BOF) Meetings 3 Rooms x 50 People Classroom Style (front), Theatre Style (back)	APRICOT teardown Demonstration lab teardown by APRICOT sponsors in afternoon	
Evening		APRICOT Mgmt 30 People – Round Table	APRICOT Opening Reception For 300 People	APNIC Social Event Sponsor Activities	APRICOT Closing Reception For 300 People	APRICOT Teardown Network Teardown APNIC Teardown Secretariat Office

Table 4: Second 5 days of APRICOT showing activities, initial room estimates, seating style and anticipated numbers

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

3.) APRICOT 2007 Detailed Requirements

Date	<ul style="list-style-type: none"> • 28th February to 9th March, 2007
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)
Terminal Room and Conference Network	<ul style="list-style-type: none"> • 20 UNIX-like PCs (e.g. Linux/BSD or Mac) • Configured networked printers (at least two) • 20 LAN Connections for Laptops (10/100 BaseT) • Wireless LAN Connectivity
APRICOT Workshops	<ul style="list-style-type: none"> • Up to 15 PCs required per workshop for up to 8 workshops
Conference Internet connectivity	<ul style="list-style-type: none"> • Routers and Switches for LAN and WAN, DHCP for network • Minimum 8Mbps redundant connectivity, upstream providers must speak BGP with conference routers • Prefer two independent upstream connections • Mail Relay and DNS Resolver for conference network
Internet requirement for the local host	<ul style="list-style-type: none"> • Web-site, hosted on a Unix-style server, for the event with adequate backup facilities, support and maintenance • Mail Servers with adequate back up • Adequate Internet access bandwidth for all the servers used (minimum is a permanent leased line or equivalent)
Financial	<ul style="list-style-type: none"> • Ability to cover the costs of the APRICOT Fellowship programme, workshops, tutorials, BOFs and Conference Rooms • Ability to establish a separate set of accounts for APRICOT2007
Fellowship Program	<ul style="list-style-type: none"> • Ability to host and support the 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 should be catered for
Promotion & Sponsorship	<ul style="list-style-type: none"> • Ability to widely promote APRICOT2007 in host economy
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 APRICOT2007

The dates for APRICOT 2007 are the 10 days from the 28th of February to 9th March 2007. This date 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. There is an expectation through out the AP region now that APRICOT will take place around the last week of February, first week of March, so deviating from this date has to take this consideration into account.

While the APRICOT Management Committee and APIA Board have set these dates for APRICOT 2007, should they clash with other events, or provide a major difficulty for the RFP respondent, this should be noted in the RFP response with alternative suggestions submitted. Also, it would be helpful if the RFP respondent indicates that the chosen dates could present difficulties as soon as possible after this RFP has been published.

3.2) 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.

3.3) 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 bidders 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 would also be very useful to include in any response, with an indication of airlines, frequency, and expected costs. Any airline plans for new connectivity, or additional flights, should also be indicated where feasible.

3.4) 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.

3.4.1) Internet Access

The link to the Internet from the venue should be fast, efficient and, most importantly, reliable. Minimum bandwidth of 8Mbps should be provided, supported by web or content-caching if appropriate. Ideally this link will 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, two Internet connection sponsors can be selected.

The conference border routers require to talk 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 Technical Committee will apply for APRICOT's own AS number and IP address space – the local host does not require to provide this. But the local host must ensure that the connectivity provider is able to provide routability for the address space and AS number, including making all the relevant and appropriate entries in the Internet Routing Registry.

Support for IPv4 **and** IPv6 **must** be provided by the local host or Internet connection provider/sponsor.

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.

3.4.2) Wireless LAN

Wireless Internet Access (supporting at least 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 must be pegged at 11Mbps on the access points – allowing lower data rates harms access and throughput for all attendees.

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. If newer standards such as 802.11g wish to be demonstrated or showcased for the conference delegates, then the sponsor of such access should also ensure that delegates have access to loan or discounted interface devices for their portable computing devices.

3.4.3) Terminal Room LAN

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, adequate Internet connectivity should be provided via a terminal room that provides for both PC and laptop access. In addition to the PCs, Ethernet drops should be

provided for those delegates who are either unable to use the wireless, or who have security reasons for not doing so. More details of the specific requirements of this fixed LAN is described in the section discussing rooming requirements. The fixed LAN is generally provided using 10/100Mbps switched connections on a separate interface from the wireless (as it has its own security requirements).

3.4.4) 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.

3.4.5) 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>). Figure 3 gives an example of how the conference network would be expected to be laid out – it can of course be more sophisticated if desired, but this is rarely necessary.

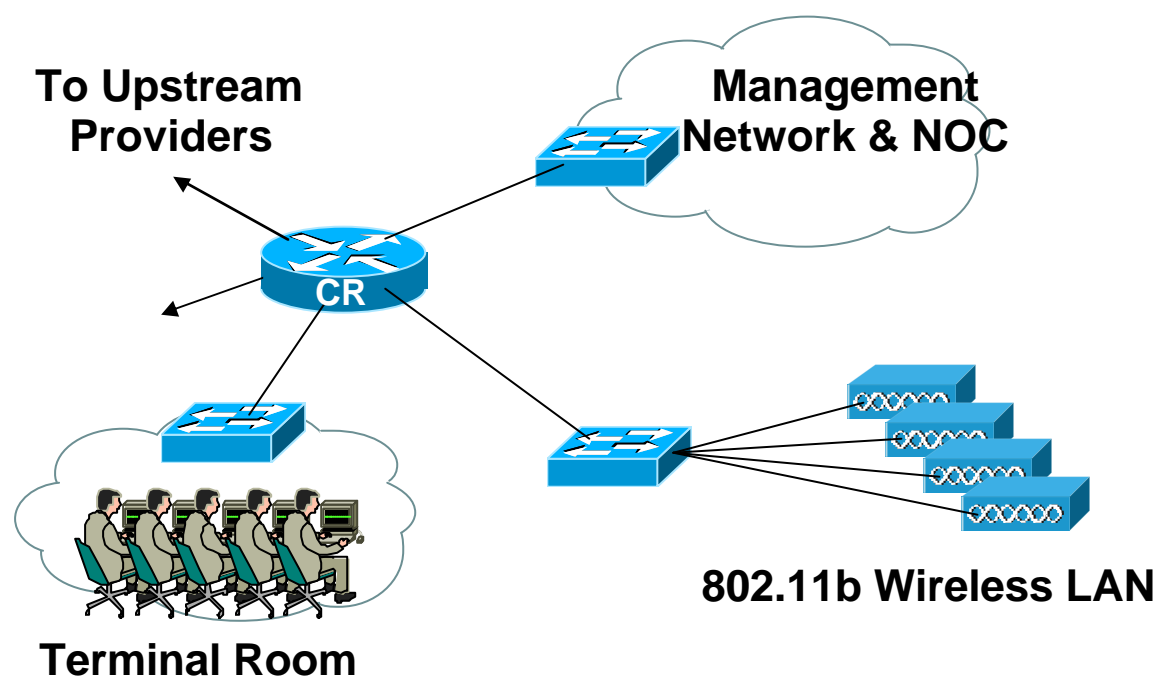


Figure 3 – Conference Network

The wireless LAN should have the SSID set, 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.

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.

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 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.

3.4.6) 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).

The NOC should also provide a website which displays network performance statistics (available from tools like cflowd/Flowscan 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.

3.4.7) 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.

3.5) 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.

3.5.1) Terminal Room

In the terminal room, approximately 20 PCs running UNIX or variants should be 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.

At least twenty (20) Laptop access points should be provided via 10/100-baseT LAN connections. These laptop access points need not be all in the terminal room but should also be situated around the conference venue, around the “lounge chairs” and other convenient seating mentioned earlier in the RFP. These laptop Ethernet drops should be accompanied by sufficient power outlets. Because the wireless LAN does not have any active security set on it, delegates who don't have secure access clients such as SSH or IPsec will require Ethernet access for any secure activities they require to undertake.

Figure 4 shows the PC terminal room as set up for APRICOT 2004. Note that the APRICOT Management Committee would wish that the terminal room should be made available for 24 hours per day during APRICOT – within venue constraints as discussed earlier. How this provision could be made, especially with regard to venue security, should be discussed in the RFP response document.



Figure 4 – APRICOT2004 Terminal Room

3.5.2) 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.

3.5.3) Venue Open Areas

In line with APRICOT's social function, discussed on Page 18, 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.

3.5.4) Workshop Room Requirements

Each workshop room needs to be laid out in a U-shaped format, with electrical outlets at each seat, with some workshops requiring PCs or laptops to support the course work. The room requires an SVGA projector, screen, laser pointer, lapel microphone, and a convenient resting point for the instructor teams' computers and other workshop equipment. Figure 5 shows a picture of the typical room layout used for such workshops (this one at SANOG3 in Bangalore, India).

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, all the workshops require the 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, and others simply being used as consoles to control routers or other networking equipment. Minimum requirements would be screen, keyboard, mouse, Ethernet interface and CD-ROM.



Figure 5 – Workshop U-shaped layout

3.5.5) 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 top 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.

3.5.6) Conference Room Requirements

Up to five large rooms are required for the main conference tracks. Three rooms should be laid out partial classroom, partial theatre format (as for the tutorials), while the two rooms for APNIC conference tracks should be laid out in classroom style (with desks) in a U shaped format at the front and theatre style at the back. 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.

3.5.7) 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 at least 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.

3.5.8) 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 2 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.

3.5.9) Secretariat Offices

Both APRICOT and APNIC Secretariats require office space for the duration of the APRICOT Conference. The APRICOT Secretariat (basically 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 5 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 10 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 6 shows the Secretariat office for APRICOT 2004, a large room shared by the APRICOT local host, APIA Secretariat, and by the APNIC Secretariat.



Figure 6 – Secretariat Office APRICOT 2004

3.5.10) Conference Registration Area

The conference registration area should be large enough to accommodate delegates arriving en-masse on Days 6 and 8 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 7 – this is at a Convention Centre, and shows the good use of space in the Centre lobby.

As with most conferences, delegates expect to 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 give-aways) for early registration, and early on-site documentation collection.



Figure 7 – APRICOT2003 registration area

3.5.11) Lunch Room

Lunches are on offer to APRICOT delegates throughout the whole 10 days of the conference. The requirements for the lunch room 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 250 people (depending on the size and number of Workshops on offer at APRICOT 2007). Workshops tend not to finish at exactly the same time, so a buffet style sit down meal is usually the best to offer.

The tutorials and conference sessions see the number of attendees at APRICOT increase, so the lunchroom needs to cater for that increased number. Tutorials might see around 400 attendees, with the two conference days possibly seeing around the 700 mark that the Management Committee expect to attend. Again a buffet style sit down meal would probably work the best, although other options can work depending on the venue (see Figure 8 for an example). Also, if the RFP respondent proposes to run the Sponsor Demonstration 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 10 will also require lunch accommodation. The local organiser should contact the APNIC Secretariat to discuss those needs.

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



Figure 8 – Lunch room at APRICOT

3.6) 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.

3.6.1) Workshops

It is anticipated that APRICOT 2007 will host 8 workshops of up to 30 attendees each. The following table lists equipment needs for these workshops. PCs which are installed 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 requested to supply their own laptops – if the number of laptops can't be met, then the local host will have to make up that number with PCs.

Workshop Event	PC Requirements	Other Requirements
ISP Routing Workshop	14 (+)	none
BGP Multihoming Workshop	14 (+)	none
IPv6 Routing Workshop	14 (+)	Ethernet switch
DNS & DNS Sec Workshop	15	Ethernet switch
ISP Security Workshop	15	Ethernet switch
ISP Network Management Workshop	15	Ethernet switch
Multicast Workshop	15 (+)	Ethernet switch
IP Services Workshop	15	Ethernet switch

Table 6: Workshop Equipment Requirements

Note that the terminal room can be built with maybe 5 to 10 PCs during the workshop week – the PCs in use for the workshops can then be moved to general terminal room duties or for any other requirements once the workshops are complete.

3.6.2) 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 point, this requirement should be requested when the tutorial abstract is submitted, and arranged with the local host and organisers then.

3.6.3) Conference Sessions

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

3.6.4) Conference Network

The network equipment for the conference network has been outlined previously in the description of the actual network. Arrangements are generally made by the conference network equipment sponsor.

3.7) Audio Visual

Unless an MBONE broadcast of the event is planned, APRICOT does not have any special Audio/Visual requirement. For each room, the standard configuration should include the following:

1. Colour LCD Projector being able to support VGA/SVGA resolution modes
2. Large Screen such that presentations can be read by all the audience, even those at the back of the room.
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.

3.8) 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.

3.8.1) Website

The local host is expected to build, run, and maintain the APRICOT 2007 conference website. Ideally this website will be up and running as soon as feasible after the decision to award the conference has been made (even if this website is a placeholder giving venue and timing information, and asks the visitor to return at a later date for registration and programme information).

The local host should ensure that the website for the event is kept up-to-date with the latest news and announcements. Turn around time for updates should not be more than 24 hours. This should be especially critical during the last few days leading to the event.

The website **must** be simple, with a bandwidth friendly homepage. Designers employed by the local host should check the performance of the website through a 14.4kbps dialup connection, quite often the typical bandwidth still found in some of the emerging Internet economies in the Asia Pacific region. Complex Java, JavaScript, Flash, QuickTime, and other “fancy” web applications are strongly discouraged by the Management Committee.

The website should still be maintained during the APRICOT event itself. It can be used for displaying the latest news and announcements for the participants, updates to presentation content, and any online scribing of the plenary sessions, if the local host chooses to offer this facility.

The website must be hosted on a Unix or Unix-like operating system (such as Linux) with adequate security.

Once APRICOT 2007 is concluded, the Management Committee requires that the content of the website is either maintained in perpetuity by the winning bidder, or is transferred to the current permanent host of the www.apricot.net website for long term archival and public availability.

3.8.2) 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 APRICOT Secretariat, the Programme Committee and the local organisers.

3.8.3) Internet Bandwidth

Most foreign registrants will depend on the event Website and e-mail for their information and possibly registration. Therefore, the systems supporting the website and 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

3.9) Lunches and Breaks

Any food or beverage consumed during the APRICOT conference or social events are usually sponsored by third parties. Given the wide regional audience of delegates, vegetarian, halal and other specialist cuisines found in the Asia Pacific region **should** be catered for.

3.9.1) Breaks

Mid morning and mid afternoon breaks are generally of the coffee/tea/juice/water with biscuits or other light finger food. Food/drink 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.

3.9.2) Lunches & Lunch Tickets

Lunches should be buffet in format – sit down 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 tickets 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 food is available, and that sufficient space is also provisioned by the venue.

3.10) Financial

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.

3.10.1) Seed funding

The host organisation for APRICOT will receive US\$30000 seed money to assist with the initial set up and necessary coordination work to develop the APRICOT conference in the host’s economy. This seed money is paid from the APRICOT fund by APIA approximately 6 to 9 months prior to the conference taking place, so generally in the June to September timeframe, when the first real expenses are due to be incurred by the host organisation. This seed money **must** be returned to APIA within 3 months of the conclusion of the APRICOT conference, and certainly by 15th June following the conference.

3.10.2) Fees

The fee structure for the 10 day event is designed to be flexible yet simple. As APRICOT is three distinct events, attendees have the option in participating in the whole 10 days, or any of the three constituent parts.

Event	Cost	Discount
Workshops	US\$300 for 5 days	No discount
Tutorials	US\$125 per day	25% for APIA members, APNIC members, early bird, and students with valid ID
Conference Sessions	US\$250 for 2 days	25% for APIA members, APNIC members, early bird, and students with valid ID

Table 7: Recommended fees for APRICOT

The APRICOT Management Committee would like to see the fees for APRICOT set as 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 successful bidder wants to use this incentive to encourage early registration, it usually gives 25% discount for the tutorial and conference portions of APRICOT. When responding to the RFP, the bidder should include allowances for any such discount in their budget proposal.

Given APNIC's integral part in the APRICOT event, APNIC members are offered a 25% discount on registration fees for tutorials and the conference. Those who are in full-time education (for example, in possession of a student identity card) are traditionally offered a similar discount. APRICOT Fellows and APRICOT Management Committee members gain access to the tutorials and conference portion of APRICOT without paying the registration fee.

Members of APIA are also granted a 25% discount on registration fees for tutorials and conference. At the time of writing, this discount regime had not been fully ratified by the APIA Board. Updates to this RFP will include such details.

3.10.3) Costs

The host organisation(s) should be financially able to cover the costs of the meeting rooms for all of the:

1. Workshops
2. Tutorials
3. BoFs
4. Terminal Room and
5. Conference.

The costs for AP* meeting rooms will be borne separately by each AP* organisation. 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.

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

3.10.4) Budgeting

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

As part of the RFP response, the local host **must** present a budget describing how the conference will not be loss making. The successful bidder has to inform the Management Committee should there be any increase in proposed budget, for what ever reason, between the awarding of the conference and the actual event taking place.

It is the APRICOT Management Committee's expectation that any conference surplus will be split 50:50 between the APRICOT organisation and the local host, with the local host agreeing 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.)

Furthermore, 20% of the APRICOT international sponsorship revenue is used to fund the APIA organisation which provides the ongoing legal and secretarial function for the APRICOT event. This needs to be factored into any budgeting for the APRICOT event.

3.10.5) Accounts

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 surplus which is shared between the local host and APIA must be paid within one month of these final accounts being agreed by the APIA Board. This payment must also include the 20% sponsorship revenue for the APIA fund mentioned in the preceding subsection.

3.11) 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.

3.12) Insurance

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

3.13) 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 (AsiaPacific) 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.

Promotion of APRICOT in the Asia Pacific region is a joint activity carried out between the APRICOT 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, articles in newspapers or industry magazines with a regional readership, and so on.

3.14) 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 in the months leading up to APRICOT2007. Sponsors of APRICOT come from the international community as well as from the local economy.

3.14.1) Categories

In the past, sponsors of APRICOT have been organised in Platinum, Gold, Silver and Bronze categories:

- Platinum Sponsor contributes US\$20,000 in sponsorship
- Gold Sponsor contributes US\$10,000 in sponsorship
- Silver Sponsor contributes US\$5,000 in sponsorship
- Bronze Sponsor contributes US\$2,500 in sponsorship

Sponsorship can be financial, or in kind, or a mixture of both. The local host is expected to work with the APRICOT Secretariat in contacting sponsors, discussing and arranging the level and detail of sponsorship on offer from the potential sponsor, and so on.

Financial sponsorship is simply a cash donation to the conference, payable before the event. 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, heavily discounted travel or accommodation, access to the media or advertising, and such like.

20% of the international sponsorship money received by APRICOT is contributed directly to APIA to provide the ongoing legal and secretarial support for APRICOT.

3.14.2) Local, Returning & International Sponsors

International sponsors are usually ongoing sponsors of APRICOT, and will be introduced to the local organiser by the APRICOT Secretariat. Seeking sponsorship in the wider region is an activity jointly undertaken by the local host and the APRICOT 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 country.)

Returning sponsors of APRICOT receive special mention – it is usually agreed between the APRICOT 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.

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.

3.14.3) Sponsor Benefits

Platinum, Gold and Silver sponsors of APRICOT who are equipment vendors, systems integrators, or other Internet services organisations, 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. 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 Platinum, Gold and Silver sponsors of APRICOT have access to their own areas for customer meetings, sales and marketing activities, whatever they wish to do, provided they are kept private and do not impinge with the operation of APRICOT.

- Platinum Sponsors are offered a private area typically around six square metres which they can use as a meeting room – this room is generally a small board room in the conference venue.
- Gold Sponsors are offered an area of about 3 square metres. This can be a subdivided boardroom in the conference venue, or a portion of a larger “sponsors room”. This area will generally include a table and 4 or 5 chairs where small meetings can be held or the establishment of a small booth can be made
- Silver Sponsors are offered a table and a couple of chairs in a public “sponsors room”.

Respondents to the RFP will need to earmark areas in the venue which can be used for the above purposes.

At previous APRICOTs, the sponsors also receive a limited number of complimentary registrations for APRICOT. Typically 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 used in any way the sponsor chooses.

Sponsors who opt to participate in the demonstration lab during APRICOT will also receive complimentary staff registrations for APRICOT. 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 Platinum, 4 for Gold and 2 for Silver. If additional staff are required, they will need to register as per all the other conference delegates.

3.14.4) 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.)

3.14.5) 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

3.15) 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 on there.

If the local host wishes to offer this for APRICOT 2007, this should be detailed in the RFP response, and included in the budget. Note that producing a CD requires all presentations to be submitted in advance, and has significant production costs.

Note that it is expected that the local host will gather all the presentation materials and include them in the APRICOT 2007 website. So that when this website is transferred to the main APRICOT website for archival, all the presentations will be available online. This is usually preferable to a CD-ROM, and is easier to correct errors, and so on.

3.16) Visas & Work Permits

Some APRICOT delegates come from economies where travel visas or invitation letters are required. Furthermore, tutorial presenters who charge for presenting their material may be required to obtain necessary temporary work permits.

The host organisation(s) should 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.

3.17) Fellowship Programme

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 30 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 countries within the Asia Pacific region.

The successful bidder 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 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.

3.18) On-site Storage & Shipping

While this does not need to be detailed in the 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.

3.19) Site visit

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 APRICOT2007 venue.

During the visit, the proposed host should be prepared and able to demonstrate the facilities that will be made available during APRICOT2007 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.

4.) 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.

The APRICOT Advisory Committee 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 Advisory and/or Management 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.

5.) Selection Process and Deadlines

The APRICOT2007 selection process comprises 6 phases:

- | | |
|------------------------------------------|-----------------------------------------------|
| 1. Request for Proposals (This document) | - available from June 1 st 2004. |
| 2. Expression of Interest | - by November 1 st 2004 |
| 3. Submission of Proposal | - on or before December 1 st 2004 |
| 4. Site Visit & Clarifying Period | - before February 1 st 2005 |
| 5. Presentations | - during APRICOT 2005 in Kyoto |
| 6. Final Decision | - on or before February 23 rd 2005 |

All correspondence should be sent to apricot-rfp@apricot.net

5.1) Request For Proposals

The Request for Proposals (this document) will be posted on the APRICOT website www.apricot.net from 1st June 2004.

5.2) Expressions of Interest

It would be helpful for the APRICOT Advisory Committee if parties who are interested in submitting a proposal to host APRICOT 2007 in their economy would send an email expressing this interest to apricot-rfp@apricot.net no less than one month prior to the submission deadline. This is not mandatory, but would assist the APIA Secretariat in planning their activities during the proposal clarification period and site visits.

5.3) Submission of Proposal

Interested parties should submit their proposal by email to apricot-rfp@apricot.net on or before midday UTC/GMT, December 1st 2004.

5.3.1) 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

Each proposal should be concisely presented and structured as outlined in Section 6. All proposals and supporting documentation should be submitted in English.

5.4) Proposal Clarification Period, including Site Visit

If the APRICOT Advisory Committee has any clarifying questions regarding the proposals that it has received, these will be asked no later than 1st February 2005.

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.

5.5) Presentation to APRICOT Advisory Committee

The RFP respondents will be invited to give a 15-20 minute presentation on their bid to the APRICOT Advisory Committee. 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 APRICOT 2005 conference in Kyoto, Japan, early in the conference week, usually Days 4 to 7. RFP respondents should ensure that they, or a representative, can be available as non-attendance does little to help to support the bid.

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

5.6) Final Decision

The APIA Board will announce the winning bid for APRICOT 2007 no later than the 23rd February 2005 at APRICOT 2005, and thereafter directly to the bidders via e-mail and via the APRICOT website (www.apricot.net).

All decisions of the APIA Board are final.

5.7) Going on

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 2007 host is aware of the work taking place for the preparations for APRICOT 2006, and being part of the Management Committee will allow them to “learn the ropes”.

A Memorandum of Understanding will be signed between APIA and the winning 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.

From then on, work begins, with the Management Committee, on preparations for APRICOT 2007.

6.) 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 which can be provided by the bidder, the better placed the Advisory Committee will be in determining the successful bid for APRICOT 2007.

6.1) 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.

6.2) Proposed Venue

Details and justification for the proposed venue should be provided in as much detail as practical. Specifically, confirmation of the proposed venue's availability should be provided.

6.3) History and Background of Local Internet Industry

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

6.4) Benefits of Hosting APRICOT in your Economy

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

6.5) Background of the Organisation(s) 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, we shall encourage that these parties work together to submit a joint proposal.

Backgrounds to the organisation(s) submitting the proposal should be provided together with an indication of its financial, managerial and technical strength. Particular attention will be paid to the local human resources that will be assigned to APRICOT2007 tasks. Any prior experience with organising similar events should also be highlighted.

6.6) Budget

This section should clearly present a proposed budget for APRICOT 2007. It also has to highlight how any surplus revenues, losses, tax and insurance issues will be handled by the host organisation(s). It should also suggest how any surplus would be split between APRICOT and the local host, and how that 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.

6.7) 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 APRICOT2007 should be indicated in this section.

6.8) 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 Advisory Committee look forward to understanding how the bidder will deal with these issues to support the conference.

6.9) Contact Person

Details of the primary contact person should be provided. These should minimally include the name, title, e-mail address, phone and fax numbers.

6.10) 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.

7.) 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 (1996-2004)

APRICOT 2004

The ninth APRICOT was held in Kuala Lumpur, 18th – 27th 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
- France Telecom
- FreeNet
- HSBC
- IPv6 Promotion Council
- IPvX
- JARING
- 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
- Redtone
- Samsung
- Softbank BB
- Time Dot Come
- Twinhead
- Tourism Malaysia

APRICOT 2003

The eighth APRICOT was held in Taiwan, 24th – 28th 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
- Microsoft
- Mobitai Communication
- Motorola
- NAI S

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- 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
 - 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 3rd – 7th 2002. The attendance of 645 represented over 30 countries throughout the Asia-Pacific region and the rest of the world.

APRICOT 2002 was sponsored by the following 26 companies:

- ADC Datnet
- APIA
- APNIC
- ArtCyber
- Bangkok Post Newspaper
- Cisco Systems
- Communication Authority of Thailand (CAT)
- EWeek Thailand Publications
- Extreme Networks
- Internet Thailand
- Mass Communications of Thailand (MCOT)
- Mitsubishi Electric
- Netpia
- NIPA Technology
- Nortel Networks
- Panasonic Systems
- Pantip.com
- PHILIPS
- PIKOM
- Telephone Organisation of Thailand

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- Juniper Networks
 - KRNIC
 - KSC Internet Service Provider
 - Thai Airways International
 - THNIC
 - Unisphere Networks

APRICOT 2001

The sixth APRICOT was held in Kuala Lumpur, February 26th- 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, 28th February – 2nd 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
- KT Freetel
- KT Hitel
- Level3
- Lucent
- Nortel
- NTT
- Netpia

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- Dreamline
 - Hanaro Telecom
 - HansolM.Com
 - iBi
 - IBM
 - IpVx
 - iDNS-NET
 - JPNIC
 - Juniper Networks
 - KDC Corp
 - KITI
 - KORDIC
 - Korea Telecom
 - 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 1st – 5th 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
- Commercial Internet Exchange Association
- Compaq
- Hongkong Telecom
- Netpia
- Nortel
- O'Reilly and Associates
- Pacific Internet
- PSINet
- SGNic
- Singapore Telecom
- Teleglobe
- Unitech
- Webworks

APRICOT'98

The third APRICOT was held in the Philippines from 16th – 20th 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
- Hong Kong Telecom
- Infonet Services Corp

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- Asia & Pacific Internet Association (APIA)
 - Asia Internet Holding
 - AT&T Asia Pacific Group
 - Bay Networks
 - Breeze Wireless Communications
 - Cisco Systems
 - Digital Equipment Asia Pacific
 - 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 27th – 30th January 1997. The attendance of 630 people from 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
- Digital
- Dynalab, Inc.
- Gilat Satellite Networks
- Global One
- HK Net
- Hong Kong Telecom
- IBM
- KDD
- NTT
- O'Reilly & Associates
- Sembawang Media
- Softbank Expos
- Sourcecom
- Spyglass
- Star Internet
- Telstra
- The Black Box

APRICOT'96

The first APRICOT was held in Singapore between 17th – 19th 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