Meeting Location Selection Criteria

Table of Contents

Background

Each year, ICANN holds three Public Meetings in different regions around the world. Currently, the ICANN Bylaws define the five geographic regions as Africa; Asia/Australia/Pacific; Europe; Latin America/Caribbean and North America. ICANN sets the dates and regions in which it will hold its meetings.

The meeting selection criteria outlined in this document will be used to guide the evaluation of both community-recommended and ICANN-identified meeting locations. Elements such as cost of the meeting for ICANN and the community, convenience to international airports, availability of sufficient hotel guest rooms in or near the venue, meeting facilities, network infrastructure, personal safety of meeting participants, and total level of financial support will be considered by ICANN in making its final selection of a meeting site.

I. Cost

A major factor in determining the location of the ICANN Meeting will be the cost to ICANN, and to community members. In cases where funding is being offered, it will be considered as part of the overall economic evaluation of recommended locations.

II. Air Travel

Accessibility to international airports, and convenience and cost of travel to and from the recommended city, will be considered by ICANN when selecting a location for the meeting. ICANN will also examine visa restrictions for individuals travelling from specific countries.

III. Local Transportation

The meeting venue should be a reasonable distance from the airport. Access to convenient and affordable public transportation, including but not limited to trains, buses, shuttles, taxis or subways will be considered.

IV. Hotel Accommodations

Hotel accommodations located close to the meeting venue must be available for up to 1000 participants. ICANN will contract guest rooms for approximately 260 Board, staff, and supported community members. ICANN will negotiate special rates for all attendees, and will have the hotel guarantee the lowest possible room rate, inclusive of Internet and breakfast. Primary hotel accommodation costs should be reasonable. Supporting hotels should provide accommodations at varying price points.

For detailed Hotel Sleeping Room Requirements, see Appendix A.

V. Meeting Facilities

The meeting venue should provide excellent space for required meetings, should be conveniently located in a metropolitan area close to other hotels, restaurants, banks, public transportation, and shopping areas, and should provide a social environment conducive to networking among community members.

VI. Meeting Space Requirements

The table below outlines the estimated required space to accommodate the ICANN meeting. All meeting space must be available on a 24-hour basis for the dates specified below.

Meeting Space	Capacity/ Setup	Sq Ft / Metres	Required Days										
			Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri
Workroom 1A (Staff)	60 / Classroom	1441 ft^2/134 m^2	X	X	X	X	X	X	X	X	X	X	X
Workroom 1B (Staff)[1]	60 / Classroom	1441 ft^2/134 m^2	X	X	X	X	X	X	X	X	X	X	X
Workroom 2 (ICANN Tech)[2]	16 / Conference	643 ft^2/60 m^2	X	X	X	X	X	X	X	X	X	X	X
Workroom 3 (Technical)[3]	16 / Conference	643 ft^2/60 m^2	X	X	X	X	X	X	X	X	X	X	X
Workroom 4 (Board)	24 / Conference	964 ft^2/90 m^2				X	X	X	X	X	X	X	X

[1] A single room, or any number of smaller rooms, may be substituted for Workroom 1A and Workroom 1B, provided that the space accommodates a total capacity of 120 / Classroom or similar setup.

[2] Workroom 2 (ICANN Tech) may be substituted with two smaller rooms.

[3] Workroom 2 (Technical) may be substituted with two smaller rooms.

Meeting Space	Capacity/ Setup	Sq Ft / Metres	Required Days										
			Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri
Workroom 5 (CEO)	12 / Conference	482 ft^2/45 m^2				X	X	X	X	X	X	X	X
Workroom 6 (Chairman)	12 / Conference	482 ft^2/45 m^2				X	X	X	X	X	X	X	X
Committee Breakout Room 1	35 / U-Shape	1225 ft^2/114 m^2				X	X	X	X	X	X	X	X
Committee Breakout Room 2	40 / Classroom	961 ft^2/89 m^2				X	X	X	X	X	X	X	X
Committee Meeting Room 1 (ALAC)	35 / U-Shape + Audience	1500 ft^2/130 m^2				X	X	X	X	X	X	X	X
Committee Meeting Room 2 (Board)	35 / U-Shape	1225 ft^2/114 m^2				X	X	X	X	X	X	X	X
Committee Meeting Room 3 (GAC)	70 / U-Shape + Audience	3000 ft^2/279 m^2				X	X	X	X	X	X	X	X
SO Meeting Room 1 (ccNSO)	150 / Classroom	3603 ft^2/335 m^2				X	X	X	X	X	X	X	X
SO Meeting Room 2 (GNSO)	45 / U-Shape + Audience	1575 ft^2/146 m^2				X	X	X	X	X	X	X	X
Coffee Breaks Internet Café Registration Exhibit Space (est. 20 booths @ 10 ft^2/3 m^2)	May be divided space	6300 ft^2/585 m^2				X	X	X	X	X	X	X	X
Storage	0	300 ft^2/28 m^2				X	X	X	X	X	X	X	X
Ballroom 1 (Main Room)	1000 / Theatre	11000 ft^2/1023 m^2					X	X	X	X	X	X	X
Workroom 7 (Legal)	5 / Conference	201 ft^2/19 m^2					X	X	X	X	X	X	X
Workroom 8 (Ombudsman)	5 / Desk & Chairs	120 ft^2/11 m^2					X	X	X	X	X	X	X
Workroom 9 (Press)	15 / Classroom	360 ft^2/33 m^2					X	X	X	X	X	X	X
Workroom 10 (Video/Interviews)	10 / Desk & Chairs	120 ft^2/11 m^2					X	X	X	X	X	X	X
Ballroom 2	300 / Theatre	3000 ft^2/279 m^2						X	X	X	X	X	X
Sponsor Room 1[4]	12 / Conference	482 ft^2/45 m^2						X	X	X	X	X	X
Sponsor Room 2	12 / Conference	482 ft^2/45 m^2						X	X	X	X	X	X
Sponsor Room 3	12 / Conference	482 ft^2/45 m^2						X	X	X	X	X	X
Sponsor Room 4	12 / Conference	482 ft^2/45 m^2						X	X	X	X	X	X
Catering 1 (Staff & Board)	80 / Banquet	960 ft^2/89 m^2						X	X	X	X	X	X
Catering 2	100 / Banquet	1200 ft^2/112 m^2								X	X		

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[4] Sponsor room 1 may be substituted with a hotel sleeping room converted into a meeting room

VII. Network Infrastructure

The venue must permit the installation of cables and wireless access points in hallways, meeting rooms, and open areas. The total conference space must naturally provide a minimum amount of technology infrastructure and equipment to support a successful meeting. Formal meeting space must also be able to accommodate a variety of audio-visual equipment, with special attention to acoustical separation from surrounding spaces.

For detailed Network Infrastructure Requirements, see Appendix B.

VIII. Safety and Security

In keeping with ICANN's commitment to transparency and accountability, a high degree of information and disclosure is required from the prospective host about security, the political situation in the host city and country, and any other issues that could affect the success of the meeting.

The meeting location must provide a safe and secure environment for all meeting attendees. ICANN-contracted security assessments, government advisories, and UN phase ratings will be used to determine the overall risk of the proposed location.

ICANN may choose to employ independent security experts to ensure the safe conduct of the ICANN Meeting. Our ability to do that is requisite to holding a Meeting in the proposed location.

IX. Local Host Responsibilities

The following items will be the responsibility of the local host:

a. Assist ICANN in locating a suitable meeting venue and supporting hotels

b. Plan, host, and fund the Gala event

c. Identify providers and fund installation of necessary external Internet bandwidth

d. Provide and coordinate required IP address space

e. Identify and invite government dignitaries to speak at the Welcome Ceremony

f. Arrange meetings with government security agencies

g. Assist with customs issues

h. Assist attendees with visa invitation letters and immigration issues

i. Facilitate an airport welcome desk, as needed

j. Identify local vendors to provide required services such as A/V, registration staffing, signage, and tour services

k. Provide content for the meeting website such as information about the city, tourism, and local customs

Appendix A

Hotel Sleeping Room Requirements

1. **Room Blocks:**

    - ICANN Staff Block: ICANN contracts approximately 245 - 260 rooms and pays for room and tax. Guests are responsible for their incidental charges.

    - Courtesy Block: Attendees book their own reservations. Hotel to determine cut off date and provide a booking link for ICANN to post on the meeting website.

2. **Rates:** Non-commissionable rates inclusive of Internet and breakfast. Some guests will request suites. Please provide pricing for suites.

3. **Commission:** Non-commissionable rates + hotel reward points

4. **Information:** ICANN will guarantee total room nights based on cumulative nights (rather than a total of sleeping rooms per night). ICANN will use approximately 260 sleeping rooms on peak nights.

5. **Estimated room pick-up: ICANN Staff Block (Contracted)**

	Week Prior to the Meeting						Official Meeting Dates								Total
	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	**Total**
ROH	4	12	43	64	112	190	190	195	195	195	195	130	40	5	
Suite	1	1	1	11	14	14	14	14	14	14	14	14	4	1	
TOTAL	5	13	44	75	126	204	204	209	209	209	209	144	44	6	1701

6. **Estimated room pick-up: Courtesy Block (Non-Contracted)**

	Week Prior to the Meeting						Official Meeting Dates								Total
	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	**Total**
Combination of all room types	4	5	6	42	186	256	260	260	260	260	250	200	40	4	2033

Appendix B

Bandwidth and Infrastructure

Host Requirements:

1. **BANDWIDTH:** External bandwidth (Internet Transit) must be in the form of dedicated circuits with at least **150Mb** of throughput delivered over redundant 1Gb Ethernet links. Preference may be given to proposals that contain higher capacity and more detailed redundancy planning. The same carrier may provide redundant lines, though multiple carriers are preferred. The IP transit carrier must be able to provide inbound QoS in the form of at least one IP destination based priority traffic queue.

2. **ROUTING:** With single carrier situations, static routing is acceptable as long as the service provider's BGP ASN will advertise our IP network block. Under multiple carrier situations, BGP4 is required. ICANN will supply it's own ASN and IP address space. It is expected that Internet services carriers have no packet filtering in place.

3. **INFRASTRUCTURE:** The venue must have proper infrastructure installed in all spaces used by ICANN. All meeting rooms and public spaces must have at least one functional RJ-45 jack. All jacks must be wired to central wiring locations with CAT5e or better cabling. CAT5e, CAT6, or fiber optic cabling must properly interconnect wiring locations. All cabling must be tested and functional.

4. **DIAGRAM:** The venue must provide a diagram (DWG, JPG or PDF) to the ICANN technical staff detailing the local infrastructure for the meeting.

5. **POWER:** The venue must provide adequate reliable power for all network systems. All core infrastructure devices must have UPS and generator backup power supplied to cover potential power outages. Power must be provided by dedicated circuits used for infrastructure purposes only, and the load properly distributed. The host or venue must also provide twenty (20) additional 3KVA UPS units for use in the meeting rooms.

6. **TEMPERATURE:** The core network rooms and the ICANN IT control rooms should not reach temperatures in excess of 85F/30C or a relative humidity in excess of 50%.

7. **SERVICE LEVEL:** Access to high-level support by the transit provider must be available 24 hours a day for the duration of the conference by the local host support staff. Troubleshooting transit and bandwidth issues often takes place at odd times so as not to impact the conference. Direct contact information to English-speaking support staff must be provided to the ICANN Technical Staff.

Bandwidth and Infrastructure

ICANN Provided Services:

The ICANN Technical Staff is those people consisting of ICANN staff and their contractors assigned to manage, design, and deploy technical services at the ICANN meetings. ICANN Technical staff does not include local hosts, service providers or those entities contracted by ICANN for a single meeting.

ICANN employs contractors that are responsible for deployment, and operation of the meeting network, telephony and audio broadcast services at the meeting. Services provided by ICANN contractors are not to be supplied by the host and are listed below as a notice of the potential support needs that the host will be called upon for. The expectation is that the host will provide assistance to ICANN Technical Staff to facilitate the delivery of these services.

1. **DHCP:** All addressing of the attendees hosts must be accomplished through DHCP. All DHCP server(s) must reside within the local infrastructure.

2. **SMTP:** An SMTP server will be used to allow the conference attendees to send email.

3. **DNS:** At least two recursive (caching) DNS servers will be available. At least one of these servers will reside WITHIN the local infrastructure. The other may reside at the transit provider(s) but must be topologically close to the conference network. Reverse delegation (in-addr.arpa) must be used on the network block(s) being used at the meeting.

4. **WIRELESS:** 802.11(a, b, g and n) will be available throughout the meeting venue. This includes the main meeting room, board and staff workrooms, smaller meeting rooms, Internet Café, common areas, hotel lobby and bar, etc. Where possible, wireless or high-speed wired access will be offered in guest rooms.

5. **SSIDs:** The SSID of the conference will be ICANN. All 802.11a channels allowed for a specific country will be utilized. 802.11b/g channels 1, 6 and 11 will be used. All other broadcast SSIDs that have coverage in the meeting space used by ICANN must be disabled so as to minimize interference.

6. **MONITORING:** Monitoring of traffic will be restricted to only that necessary for network maintenance and diagnostics. Any monitoring tools MUST be made available upon request.

7. **TELEPHONY:** ICANN requires a minimum of 14 lines capable of international dialing. The phone lines must have the highest audio quality and 100 percent availability (uptime) as they are used for remote participation and conference calls. Most of the calls are used in a broadcast situation.

8. **STREAMING AUDIO:** All meeting rooms will have streaming audio except for those where it is explicitly designated as not needed. Audio feeds will be taken from the main audio mixer board in each room. Rooms where there are translation services will use the highest quality feed available, either from the translation equipment or from the main audio for the room.

9. **HARDWARE:** Replaceable backups of critical services hardware will be standing by (DHCP, DNS, SMTP, etc). The ability to replace critical equipment within one hour of the problem being detected is required.