



Latin American and Caribbean Internet Addresses Registry
Registro de Direcciones de Internet para **América Latina y Caribe**
Registro de Endereçamento de Internet para **América Latina e Caribe**

CALL FOR CANDIDATES TO HOST LACNIC XIII

LACNIC summons regional organizations interested in hosting its 2010 annual meeting. This meeting will be tentatively held during the week of 24 - 28 May, 2010 in a city within LACNIC's service region. (A list of the countries included within LACNIC's service region can be found at <http://www.lacnic.net/sp/sobre-lacnic/cobertura/index.html>) Local organizers interested in hosting this meeting must meet certain conditions and requirements set forth in this document.

The following activities are carried out within the framework of LACNIC events: LACNIC's Annual Member Assembly, learning and training workshops, the Latin American and Caribbean IPv6 Forum, the Public Policy Forum, the Latin American IPv6 Task Force meeting, as well as the NAPLA (NAP operators) meeting and the Network Security meeting. In addition, meetings of other important regional organizations that contribute to the development and stability of the Internet in the region, such as LACTLD (ccTLD operators), e-COMLAC (ISP association), ISOC (Internet Society) among others, take place simultaneously. If the agenda of the meeting allows this, round tables on issues currently of interest are also scheduled.

LACNIC meetings focus mainly on the development and stability of the Internet within the region of Latin America and the Caribbean. Its target audience is extremely broad including, among others, Internet service providers, regulatory bodies, academic networks, ccTLD operators, NAP operators, members of civil society and professionals from the telecommunications industry in general.

Participating in these meetings, particularly in the Public Policy Forum, is of great interest to those who wish to discuss and affect the drafting of standards for the distribution of Internet number resource within the region. These forums provide the opportunity for attending presentations and discussing technical issues that are significant for the regional community.

Proposals for hosting these meetings are received and evaluated by LACNIC's Board of Directors, who will decide where the meeting will be held on the basis of different factors. This document details the requirements and obligations for a local organizer to be able to host the meeting. In evaluating the proposals, particular attention shall be paid to the following: fulfillment of minimum requirements, costs, location of the proposed hotel or convention center, network infrastructure (band width), and local counterpart support.

Proposals to host LACNIC XIII must be sent to: meeting@lacnic.net before 15 May, 2009.



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I - TYPICAL PROGRAM STRUCTURE:

- **Day 0** – Meeting of LACNIC’s Board of Directors and a half-day Tutorial (subject to confirmation).
- **Day 1** – Meeting of LACNIC’s Board of Directors, LACNIC Tutorials, meetings of other regional organizations (LACTLD, eCOM-LAC, ASO AC, etc).
- **Day 2** – Regional Interconnection Forum, Public Policy Forum, regional organization meetings, meeting of LACNIC’s Board of Directors.
- **Day 3** – Network Security Event, Public Policy Forum, regional organization meetings, meeting of LACNIC’s Board of Directors.
- **Day 4** – FLIP-6 (Latin American IPv6 Forum), LACNIC Member Assembly, Public Policy Forum, regional organization meetings, meeting of LACNIC’s Board of Directors.
- **Day 5** – FLIP-6 (Latin American IPv6 Forum), Public Policy Forum, ISOC meeting.

Although this is the typical program structure, it may be subject to changes which will be informed with due anticipation.

II - VENUE

LACNIC meetings are held in hotels that have all the necessary facilities required for major events and conferences. It is considered an advantage that the meeting be held at the same hotel where participants will be accommodated.

In case it is proposed to hold the meeting at a convention center, one hotel must be identified as the "main" hotel. In order to avoid transportation costs, discomfort for the participants and the loss of time that commuting implies, this main hotel must be located in close proximity to the convention center.

The hotel must preferably be located in a commercial area where there are other hotels and restaurants, and with easy access to public transportation. The hotel must allow the temporary installation of cabling (if necessary) and devices for wireless networks in the conference rooms and other areas where they may be required.

III - LOGISTIC AND TECHNICAL REQUIREMENTS

A - Meeting Rooms

Preferably all meeting rooms should be located on the same floor, even more preferably contiguous to each other or within the same area, with the purpose of simplifying the wiring system, Internet connections, and the coordination of the meeting as a whole. It



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will be necessary to have several electric extensions distributed throughout the meeting rooms.

Secretary's Office

This room will be used by the staff of LACNIC and the organizers, and it must be available at least 24 hours in advance of Day 0 and until 24 hours after Day 5. The room must be located as close as possible to the main conference room and other meeting rooms. It must be sufficiently spacious to accommodate 8-10 persons plus the following equipment:

- One (1) work table with seating for 8 persons located at the center of the room
- Three (3) rectangular tables against one of the walls for placing PC and laptop computers
- Three (3) personal computers
- One (1) ink jet (or laser) printer
- Paper for the printer
- A telephone connected to a line that allows receiving and making international calls
- Internet: Two (2) UTP ports: One (1) for an 8-port switch, one (1) for an Access Point.
- Electric outlets for PC and laptop computers on all tables
- The room must allow the possibility of remaining locked when LACNIC's staff so requires.

Network Operations Center and Computer Room

A room must be available for placing network equipment and for use by the technical team. Depending on the facilities, the computer room may be separate from the operations center. The computer room will be used for housing the equipment detailed in item C).

Board of Directors

This room will be used by LACNIC's Board of Directors for their own meetings and/or extraordinary meetings. It must be available 24 hours in advance of Day 0 and until and including Day 4. It should be located within the area covered by the access points for wireless connectivity and be provided with the following equipment:

- Meeting table with seating for 12 people



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- Telephone line for making and receiving international calls and holding audio conferences
- One (1) polycom
- One (1) PC and a monitor for following the webcasting transmitted from the main conference room
- Internet: One (1) UTP port and wireless network
- One (1) electric outlet every two persons
- Audio-visual equipment: Projector with projection screen
- One (1) rotafolio or board
- One (1) additional table for placing light refreshments or serving coffee breaks or breakfast within the room

LACNIC Tutorials

According to the event's program, a half-day tutorial may be held on Day 0 (subject to confirmation) and four tutorials will be operating simultaneously at all times during Day 1. The rooms must be available 48 hours before the day on which activities are scheduled to begin (for equipment installation and testing purposes). This means that, on Day 1, it will be necessary to have four (4) rooms operating simultaneously with the following equipment:

- Layout: Classroom seating for 80-100 persons.
- Audio-visual equipment: Projector and projection screen
- One (1) rotafolio or board
- Amplification: Two (2) microphones (1 wireless microphone and 1 clip-on microphone)
- Internet: One (1) UTP port and wireless network
- One (1) electric outlet every two persons

Note: If the instructor in charge of the tutorial so requires, it may be necessary to configure the room as a classroom equipped with 40 personal computers operating as a laboratory. This item will be duly clarified once the details of the program are available.

Meetings of Other Regional Organizations

These rooms will be used by other organizations that will hold their own meetings in parallel with the LACNIC event. They must be available 24 hours in advance of Day 1 and until and including Day 4.

Three (3) rooms will be necessary, all which must be provided with the following basic equipment (subject to confirmation closer to the date of the event):

- Capacity for 40-60 persons, layout subject to confirmation.



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- Audio-visual equipment: projector with screen, two (2) wireless microphones
- One (1) rotafolio or board
- Videoconferencing equipment may be required in some of the rooms; this will be informed in due time.
- Internet: One (1) UTP port and wireless network
- One (1) electric outlet every two persons

Conference Room:

This room will be used for the following activities: Tutorial, FLIP-6, Interconnection Forum, Network Security Event, LACNIC Member Assembly, LACNIC Public Policy Forum, ISOC meeting and plenary meetings in general. It must be available 24 hours in advance of Day 1 (for equipment installation and testing purposes) and until and including Day 5. (On Day 1 this room will be used for one of the tutorials; on Days 2 to 5 it will be used for the other activities.)

- Capacity: 350 - 400 persons, layout: 75% classroom seating at the front and 25% theatre seating at the back
- Table to preside the meeting with seating for 7 persons, on raised platform or stage.
- Podium for the presenter at the front of the room.
- Audio-visual equipment: Two (2) projectors, two (2) large projection screens.
- Two (2) PCs with monitor.
- One (1) laptop computer for presentations from the podium.
- One (1) flat screen monitor with stand (this will be located in front of the table presiding the room, for the benefit of those seated at the table)- One (1) rotafolio or board
- Amplification: Six (6) microphones (two floor standing microphones positioned in the aisles of the conference room), the rest located on the presiding table and podium.
- Simultaneous translation equipment for three languages: Spanish-English-Portuguese, complete with booths and receivers.
- Three (3) independent audio outputs are required for webcasting: one from the conference room microphones, the other two from each of the translation booths.
- The room must have appropriate lighting to allow filming, and be provided with the following equipment necessary to conduct the webcasting:
 - Two (2) cameras
 - Two (2) tripods
 - One (1) camera director
 - Two (2) assistant technicians
 - One (1) two-channel mixer



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- Monitors
- Internet: Two (2) UTP ports for Access Points (preferably with a switch).
- Electric outlets shall be installed throughout the room, at a rate of one socket every two persons.

Support staff (at least two people) must be available to perform tasks both inside and outside the room, such as passing microphones to those who wish to ask questions, and cooperating with any need that may arise. If necessary, during Day 1 the same staff may cover the rooms where tutorials are held.

Computer Room or Cybercafé

This room (which may alternatively be an open area) will be used to place PCs connected to the Internet during the entire course of the event and it shall be freely accessible to all participants. It must be available for setup and testing 24 hours in advance of Day 1 and until 24 hours after the closing of the event. It must be equipped with the following:

- Ten (10) PCs connected to the Internet distributed on rectangular tables with chairs.
- Tables and chairs for seating comfortably at least 20 persons with their laptop computers.
- Internet: One (1) UTP port and wireless network.
- One (1) electric outlet every two persons.

B - Participant Registration Room or Registration Area.

An appropriate space, or alternatively an appropriate room, must be available within the area in which the meeting will take place. This space or room will be used for registering participants, collecting registration fees and handing out personal identifications, as well as for providing informative material pertaining to the meeting. It must operate during the following hours: from 2 p.m. to 6 p.m. on Day 0 and from 8 a.m. to 6 p.m. from Day 1 until and including Day 5, staffed by personnel specifically hired to perform these tasks. (On Day 1 the desk shall open at 7:30 a.m.) Four persons are required for performing these tasks. At least two of them must be bilingual or possess a basic knowledge of the English language and have the skills required for collecting registration fees.

Equipment:

- Two (2) rectangular tables (with chairs) for placing PCs and accreditations.
- Two (2) rectangular tables (with chairs) for placing the materials that will be provided to participants.



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- A secure area must be provided for storing materials.
- Internet: One (1) UTP port and wireless network.
- Four (4) electric outlets.

C - Connectivity

Specific requirements for each room have already been explained above. It is important to highlight that each room requires a number of wireless network stations that is sufficient for the number of people expected in each room.

In general, the following is required:

- 1) A 10 Mbps symmetrical Internet connection with double stack support (IPv4 and IPv6).
- 2) Network access equipment (router) and a contingency plan in case this equipment fails.
- 3) At least one Ethernet switch with VLAN support. If only one piece of equipment is provided, a contingency plan must be specified in case of its failure.
- 4) Four servers with the following minimum requirements: Quad Core, 4 GB RAM, 2 GHZ CPU.
- 5) Two of these servers shall be used for providing remote access service and two shall be configured as outgoing DHCP, DHCPv6 and SNMP servers.
- 6) Wireless coverage is required in all event areas specified in previous items, supporting at least WIFI 802.11b technology (ideally it should support 802.11a/b/g). Wireless equipment must support broadcasting at least 4 SSIDs (Service Set Identifiers).
- 7) Computer room wiring: Network wiring must be laid out from the computer room to the wireless access points and terminals located in the different rooms.
- 8) Technical counterpart: A local technical counterpart must be identified.
- 9) Availability of support technicians or personnel responsible for the task will be greatly appreciated.

D - Signage

The hotel must allow placing signage in the area where the meetings are held to show the names of the rooms where each meeting takes place, as well as signs with the sponsors' logos and the event's logo where required. (The section "Printed Material and Merchandising" contains specific details regarding printed materials.)

E - Security



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The hotel shall be responsible for the security of the equipment and all the material pertaining to the event during the hours during which no meetings are being held. The rooms must remain closed and security guards must be posted.

F - Accommodation

In order to provide accommodation for the participants, a minimum of 60 rooms must be reserved at the hotel where the event will be held. The local organizer shall be responsible for negotiating special rates for all the participants and for obtaining free rooms every certain number of reservations. In addition, we require information on three (3) alternative hotels located in close proximity of the hotel where the event will be held for those persons traveling on a limited budget.

G - Catering

Participants shall be offered two (2) daily coffee-breaks from Day 1 to Day 5. In addition, if activities are confirmed for that day's afternoon, one (1) coffee-break shall be offered on Day 0. Please attach menu stating coffee-break options.

All participants shall be offered lunch at least on Days 2, 3, and 4. The organizer's responsibilities include negotiating with the hotel special buffet lunch rates for all participants.

H - Opening Event and Social Event

The local organizer shall present two (2) proposals for the opening event. Said event will be held on Day 1, shortly after the meetings end. The event shall be a "welcome cocktail," the purpose of which is to conduct the official opening of the event and offer participants the opportunity to socialize and mingle while enjoying music and drinks. (For further details we recommend contacting LACNIC staff).

Likewise, two (2) proposals shall be presented for the social event. This event is an important part of the meeting. It will preferably be held at a venue that has some sort of tourist appeal and where it is possible to sample typical foods or dishes. The social event must include a show for the participants (live music, typical dances, etc.) and/or a cultural outing. It is important that the venue be secured on an exclusive basis. Should this not be possible, an area must be designated that can accommodate all participants with a certain degree of privacy. The event shall be of an informal nature in the sense that its purpose is for all participants to have the chance to socialize and mingle without being seated at a table.

I - Printed Material and Merchandising

The local organizer shall be in charge of providing the printed materials that will be handed out (folders, note pads, programs, pens, signage, etc.) as well as for the



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merchandizing items that will be presented to the participants. The content, design and layout of these materials shall be specified and approved by LACNIC. The local organizer and LACNIC shall agree on a schedule for the delivery of the materials so that all printed material and other items are available 72 hours prior to the beginning of the event.

IV - COSTS

Applicants must specify which costs would be assumed by their organization. We recommend contacting LACNIC's Membership Services and Communications Department: meeting@lacnic.net

Accommodation and travel expenses – Each participant shall be responsible for his/her own accommodation expenses. The local organizer shall be responsible for the round trip of all the participants from the venue towards the place where the social events are held. Likewise, although this is not an essential requirement, the local organizer may offer shuttles for all the participants to and from the airport, and daily shuttles from the alternative hotels to the venue and vice versa. LACNIC shall be responsible for the travel and accommodation expenses of its staff and directors.

V - SPONSORS

Both LACNIC and the local organizer shall be in charge of negotiating sponsorships. These negotiations shall be based on LACNIC's general sponsorship policy: (<http://www.lacnic.net/ops-de-patrocinios-SP.pdf>)

VI - INQUIRIES

For inquiries relating to this document or for more detailed information on LACNIC meetings, please write to meeting@lacnic.net or contact LACNIC at the following number: +598 2 604 2222 ext. 105, Membership Services and Communications Department.