

**The Internet Society**  
**on behalf of**  
**The IETF Administrative Oversight Committee**

**Request for Proposal**  
**Development of Meeting Agenda Creation Tool**

**Date of Issuance: May 25, 2012**  
**Proposal Submission Deadline: July 9, 2012 no later than 5:00 P.M. EDT**

## **IETF Request for Proposals**

### **Development of Meeting Agenda Creation Tool**

The Internet Society (“ISOC”) on behalf of the IETF Administrative Oversight Committee (IAOC) is soliciting this Request for Proposals (“RFP”) to develop the IETF Meeting Agenda Creation Tool. Those submitting a Proposal (“Vendor”) shall do so in accordance with this RFP.

#### **I. Introduction**

The Internet Engineering Task Force (IETF) desires a Meeting Agenda Creation Tool that will manage all meeting scheduling and space allocation associated with regular IETF meetings. This includes working group sessions, leadership meetings, EDU sessions, BoFs, office hours, registration, breaks, and more. Currently these meetings take place over 7 days and have between 250 and 300 distinct sessions, with between 8 and 12 of these sessions taking place concurrently. The tool will also manage meeting scheduling for Large Interim Meetings (LIMs). These are meetings are expected to take place over 2 to 3 days, with 3 sessions taking place concurrently.

#### **II. Instructions and Procedures**

##### **A. Submissions**

Proposals must be received via email at [agenda-tool@ietf-bids.org](mailto:agenda-tool@ietf-bids.org) no later than July 9, 2012 at 5:00 P.M. EDT.

Vendor assumes all risk and responsibility for submission of its Proposal by the above deadline. ISOC shall have no responsibility for non-receipt of Proposals due to network or system failures, outages, delays or other events beyond its reasonable control.

All Proposals shall become the property of the Internet Society.

##### **B. Questions and Inquiries**

Any inquiries regarding this RFP must be submitted in writing to [agenda-tool@ietf-bids.org](mailto:agenda-tool@ietf-bids.org). Other than such inquiries, Vendors are prohibited from contacting any person or institution involved in the selection process concerning this RFP.

Questions may be submitted at any time, however all questions/inquiries must be submitted in writing and must be received no later than midnight EDT on June 18, 2012.

Responses to questions and inquiries shall be posted on the IAOC website, <http://iaoc.ietf.org/rfprsrfis.html>, within three days of receipt however, no later than midnight EDT on June 22, 2012.

##### **C. Addenda and Updates**

Any addenda and updates to this RFP shall be posted on the IAOC website, <http://iaoc.ietf.org/rfprsrfis.html>. The RFP addenda and update deadline is June 22, 2012. Each Vendor is responsible for checking the IAOC website prior to submission of any Proposal to ensure that it has complied with all addenda and updates to this RFP.

#### D. Selection Criteria

Each Proposal must specifically address each of the selection criteria listed in Section III.B, and each proposal must use the format provided in Section IV.A. Each Proposal may be accompanied by any technical or product literature that the Vendor wishes the IAOC and the Internet Society to consider.

The IAOC will seek to enter into a contract with a Vendor or Vendors that the IAOC deems, in its sole discretion, to represent the best value combination of performance and cost, not necessarily the low bidder.

#### E. Cancellation; Rejection

The Internet Society reserves the right to cancel this RFP, in whole or in part, at any time. The IAOC may reject any or all Proposals received in response to this RFP in its sole discretion. The Internet Society makes no guarantee or commitment to purchase, license or procure any goods or services resulting from this RFP.

#### F. Costs and Expenses

Each Vendor is responsible for its own costs and expenses involved in preparing and submitting its Proposal and any supplemental information requested by the IAOC. The Internet Society shall not reimburse any such costs or expenses.

#### G. Public Information

The IETF is a community committed to transparency in the manner in which it conducts its operations. Accordingly, the following principles will apply to the Proposal and negotiations:

The names of all Vendors submitting Proposals may be announced publicly, but the Proposals and individual negotiations with Vendors will not be publicly announced or published.

Any Agreement negotiated with a Vendor, excluding cost, will be made public after execution.

#### H. Intellectual Property Rights

All work performed, all software and other materials developed by the Vendor under the Agreement, shall be “works for hire” and shall be owned exclusively by the IETF Trust, and the Vendor shall not obtain or retain any rights or licenses from any

work. Open source software is excepted from this requirement. Modifications to existing vendor software are also excepted from this requirement as long as the IETF Trust is granted a non-revokable perpetual license to use the software.

#### I. Relationships

Describe any relationship between your company, or any parent, subsidiary or related company, or any director or officer of any of them, with the Internet Society, IAOC, IETF, IETF Trust, or any employee, director, officer or consultant of any of them.

#### J. Process Modification

1. In the case where responses to this RFP fail to meet the basic requirements defined herein, the IAOC reserves the right to modify this RFP process.

2. The IAOC may choose to re-open the RFP or to enter into further negotiations with one or more of the Vendors if the situation warrants at the discretion of the IAOC.

### **III. Selection**

#### A. Selection Procedure

1. The IAOC will or will cause the review and evaluation of each proposal to determine if the Vendor is qualified.
2. The IAOC will contact references.
3. The IAOC will conduct interviews and may require oral presentations.
4. Requests for clarity may be made of the Vendor.
5. Qualified Vendor will be notified of their selection for advancement to the negotiation phase by July 20, 2012.

#### B. Selection Criteria as Judged by the IAOC

The IAOC must have confidence in the Vendor - its qualifications, experience, capabilities, personnel, timely performance, and professionalism. To that end the IAOC will evaluate the following to inform its decision:

1. Vendor Qualifications and Experience performing similar services
2. Key Personnel qualifications, if any
3. Vendor Ability to Meet Requirements
4. Proposal as a reflection of the Vendor's understanding of the Supported Organizations, their processes, culture, and the scope of work and methodologies
5. Oral presentation, if conducted
6. Cost to furnish the services in USD; note that the lowest cost offer will not necessarily be awarded a contract
7. Whether an automatic agenda creation capability is offered or not

#### C. Schedule

The IAOC intends to process this RFP in accordance with the following schedule:

<b>Projected Schedule of Events</b>	
<b>Date</b>	<b>Action</b>
25 May	RFP Issued
18 June	Questions and Inquiries deadline
22 June	Answers to questions issued
22 June	RFP Addenda & Update issued
9 July	Proposals due
23 July	Negotiations Begin
9 Aug	Contract Award
1 November	Tool Delivery Target

#### **IV. Proposal Format**

##### **A. Proposal Submissions**

Proposals shall be submitted using the following format:

1. Executive Summary
2. Project Approach & Plan
3. Schedule
4. Test Plan
5. Cost & Payment Schedule
6. Warranty & Late Delivery Consequence
7. Technical Support & Maintenance
8. Documentation
9. Experience, Qualifications and Accomplishments
10. Key Personnel Resumes, if any
11. References (Two references attesting to performance)
12. Subcontractor Information (if any)
13. Assumptions
14. Intellectual Property
15. Miscellaneous

# **IETF Meeting Agenda Creation Tool**

## **Statement of Work**

### **Overview:**

This document describes the requirements for a new Secretariat Meeting Agenda creation tool. The agenda tool will manage all meeting scheduling and space allocation associated with regular IETF meetings. This includes working group sessions, leadership meetings, EDU sessions, BoFs, office hours, registration, breaks, and more. Currently these meetings take place over 7 days and have between 250 and 300 distinct sessions, with between 8 and 12 of these sessions taking place concurrently.

The tool will also manage meeting scheduling for Large Interim Meetings (LIMs). These are meetings are expected to take place over 2 to 3 days, with 3 sessions taking place concurrently.

The Secretariat will construct the agenda template in the tool by entering venue, date and time information. The community will input the agenda content by submitting session requests. The tool shall include an interface for an automatic schedule creation capability, which may optionally be included in the initial delivery or procured in the future. The schedule creation capability will generate a proposed agenda by finding the most appropriate match of venue (room capacity and availability) and the session request profiles, which includes conflicts to be avoided. The tool will also be flexible enough to allow for ongoing updates and schedule regeneration as the meeting content evolves.

To support conflict resolution, the tools shall provide a graphical user interface (GUI) that allows the Secretariat to rearrange the session assignments. It is almost impossible to create a completely conflict-free schedule, and therefore the GUI shall highlight conflicts in the current schedule.

To accommodate trial of alternate scheduling algorithms and report generators, the tool shall export and import well-documented structures in csv (comma separated value) format at each stage of the workflow.

Finally, the tool will support a variety of reporting functions.

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## Glossary

### Meeting Types:

- Session Meetings: A room that is used for an IETF working session: IETF working group (WG), Birds of a Feather (BOF), or Internet Research Task Force (IRTF) research group (RG) meeting.
- Leadership Meetings: A room used for formal meetings of IETF leadership – IESG, IAB, IAOC, and NomCom.
- Side Meetings: These are meetings of corporate teams, non-profit affiliates, or other groups that wish to meet in conjunction with IETF meetings. Side meetings are of secondary priority to other IETF working sessions in the scheduling process. Side meetings can be either public or private.
- Offices: Several groups or individuals may have an office during the meeting week. Examples of current offices are: Secretariat, Internet Administrative Director (IAD), ISOC, NomCom, and the Meeting Host. Offices can be either public or private.
- Secretariat Assigned: The Secretariat assigns some space initially in the tool, preventing the tool from moving these sessions to other parts of the agenda. Examples of such sessions include the Welcome Reception, Terminal Room, Plenaries, Registration, and EDU sessions. Offices may also fall into this category. These meetings can be either public or private.

### Acronyms

- Working Group (WG):
- Birds of a Feather (BoF)
- Internet Research Task Force (IRTF)
- Research Group (RG)
- Internet Engineering Steering Group (IESG)
- Internet Architecture Board (IAB)
- IETF Administrative Oversight Committee (IAOC)
- Nominations Committee (NomCom)
- Education Team (EDU)

### Agenda Terminology

- Time Slot: the span of time for a meeting (example: 9:00am-11:30am).
- Session Track: There are typically eight (8) concurrent session tracks, which is another way of saying that we have eight rooms being utilized for working sessions at one time, and each of those rooms is considered a track.

### Venue Terminology



- Room Name: The name that the meeting venue (the particular hotel or convention center) has given to the room (example: 101B or Cypress)
- Room Configuration: This refers to the furniture in the room, and the way in which it is configured (example: theater, boardroom, u-shape).
- Room Capacity: This refers to how many people the room can hold (example: 50, 100, 800).

### Meeting Terminology

- IETF Meeting: A meeting of the whole IETF. These meetings are sequentially numbered, and they take place three times each year.
- Large Interim Meeting (LIM): A meeting of several working groups at the same venue.
- Single Interim Meeting (SIM): A meeting of a single working group at a venue.

### IETF Organization

- Each IETF Working Group or BOF has one or more Chairs and is part of an IETF Area. Each IETF Area has one or (generally) two Area Directors; the Working Group and BOF Chairs report to the Area Directors for their Area, and the Area Directors have ultimate responsibility for the meetings in their Area. Similarly, the IRTF Chair has ultimate responsibility for the BOF, Research Group and Side meetings in the IRTF.

## Account Access Levels

All community members must be able to have an account on the scheduling tool. The tool will reuse existing Datatracker account information. A community member is required to have an account to request a session, and the privileges associated with that account will determine which sessions that community member is allowed to request. A community member is not required to have an account in order to see the published IETF or LIM meeting agenda, but it is anticipated that future enhancements – including a separate tool to allow users to create personalized versions of the agenda – will require an account.

### Level One: Secretariat

The Secretariat must have access to all portions of the tool. The Secretariat must be able to create, edit, delete and view all meeting information. The Secretariat must be able to take actions on behalf of any other user; the audit logs should indicate which person actually took any action and (when appropriate) on which user's behalf the action was taken.

### Level Two: IETF Leadership

Level Two users are composed of all areas of IETF leadership and include members of the IAOC, IESG, IAB, and the IRTF Chair. Level Two users must be able to view information for all sessions. They can view blackout dates, as well as private sessions.

Actions available to Level Two users include adding, editing, or deleting a session. Area Directors must be able to take these actions for any WG within their Area, and the IRTF Chair must be able to take these actions for any IRTF RG.

### Level Three: Chairs and Secretaries

Level Three users include Working Group (WG) Chairs, WG Secretaries, and IRTF

Research Group (RG) Chairs. Level Three users can view all sessions *except* those classified as Leadership or Private Side Meetings; those meeting slots show up as unavailable, but no details are provided.

Actions available to Level Three users include adding, editing, or deleting a session. WG Chairs and WG Secretaries must be able to take these actions for their WG. RG Chairs must be able to take these actions for their RG.

#### Level Four: General Community

General IETF Community users can view IETF WG, IRTF RG, and EDU sessions, Public Side Meetings, as well as all plenary, breaks, and so on. If the user has made a request for a Private Side Meeting, then the user can also see that meeting on the schedule.

Actions available to Level Four users include requesting Public and Private Side Meetings.

### Phases of Agenda Development

Below is a brief overview of the four distinct phases of agenda development. The tool shall include an interface for an automatic schedule creation capability, which may optionally be included in the initial delivery or procured in the future. The schedule creation capability will generate a proposed agenda by finding the most appropriate match of venue (room capacity and availability) and the session request profiles, which includes conflicts to be avoided. The tool will also be flexible enough to allow for ongoing updates and schedule regeneration as the meeting content evolves.

#### Phase 1: Template Creation

Phase 1 consists of the Secretariat's construction of the agenda template, which includes such things as input of date and venue information as well as Secretariat Assigned spaces. The Secretariat will also provide the cutoff date for session requests.

#### Phase 2 – Draft Agenda: Internal Review

Once the template is ready, the Secretariat will indicate that the tool can receive session requests and scheduling will begin. With each new session request provided by Level Two and Level Three users, the tool will match the session request information with the venue information to produce a schedule with the minimum number of conflicts, producing a revised draft agenda. At a time configured by the Secretariat, the tool will stop accepting session requests. Prior to that deadline, the Secretariat and Level Two users address conflicts that cannot be resolved automatically by the tool.

#### Phase 3 – Draft Agenda: External Review

Once all of the requests are made, the IESG and Secretariat meet to discuss and resolve the most significant of the outstanding conflicts. The result is the first public draft of the agenda; it is made publicly viewable and shared with the community on the IETF website. There is a period managed by the Secretariat, typically about a week, for the community to review the agenda and recommend changes by email. The

agenda is quite dynamic during this external review period.

### Phase 4 – Final Agenda

The agenda is considered final when it is ready to go to print; at this point, the Secretariat must be able to mark the agenda as final in the tool. This occurs approximately three weeks prior to the meeting. Once the agenda is marked as final in the tool, only Level One (the Secretariat) users can make changes. Throughout the meeting, the Secretariat will continue to use the scheduling tool to make changes to the agenda. Examples of possible changes include last minute session cancelations, meeting room swaps due to a surprise in the number of attendees, and high-priority late requests from the IETF leadership.

## Creating A New Meeting Template

The first step in building the IETF meeting agenda is for the Secretariat to create a template for the meeting.

### General Meeting and Venue Information

The Secretariat starts by inputting basic meeting information into the tool. The basic meeting info fields include:

- Meeting Type (IETF or LIM)
- Meeting Start Date [YYYY/MM/DD]
- Meeting End Date [YYYY/MM/DD]
- Meeting City [text field]
- Meeting State [text field]
- Meeting Country [Two letter abbreviation]
- Local Time Zone [TZ]
- Max number of concurrent session tracks (default is the number from the prior meeting)
- Duration of each meeting slot
- Date and time when the tool will start accepting session requests [YYYY/MM/DD HH:MM TZ]
- Date and time when the tool will stop accepting session requests [YYYY/MM/DD HH:MM TZ]

### Meeting Space Information

The Secretariat will be able to add the following information about the meeting rooms and other contracted space in the venue:

- Venue name
- Venue address
- Room name [text field]
- Break area name
- Registration area name
- Contracted availability date range [YYYY/MM/DD – YYYY/MM/DD]
- Contracted availability time range (can be different from day to day)

- Room Capacity [text field]

### Meeting Types

Meeting Types persist from meeting to meeting; however the Secretariat must be able to create, edit and delete space types at any time. Initial space types include:

- Session Meetings
- Leadership Meeting
- Public Side Meeting
- Private Side Meeting
- Public Office
- Private Office
- Public Secretariat Assigned
- Private Secretariat Assigned
- Other [text field]

### Room Configuration:

Room Configuration types also persist from meeting to meeting. The Secretariat must be able to create, edit and delete room configuration types at any time. Initial room configurations include:

- Theater / Classroom
- Theater
- Classroom
- Boardroom
- U-shape
- Registration
- Lounge
- Open (no furniture)
- Other [text field]

### Room Capacity:

Room capacity will change from meeting to meeting based on the venue. The Secretariat must be able to set the room capacity based on room configuration.

### Additional Comments:

This will be a text field, to be used by the Secretariat to note any peculiarities about a room (e.g., giant pillars, odd trapezoidal shape) that need to be taken into consideration.

### Designating Space as Unavailable

The Secretariat must be able to designate when a room is not available for use, according to contract terms. This is known as a “blackout period.” The Secretariat must be able to set blackout periods for each room. The Secretariat must be able to locate blackout periods based on the following options:

- Select Room (based on the list of rooms previously entered)
- Select Date or Date Range
- Select Start of Blackout time

## Select Stop of Blackout time

There must be a text field associated with each blackout period for additional comments.

## Pre-populated Agenda Template

The Secretariat constructs the meeting template. The Secretariat will be presented with a pre-populated template based on a prior IETF meeting agenda or LIM agenda depending on what the Secretariat selected during initial meeting creation. The template contains meeting tracks and time slots from a prior IETF meeting agenda or prior LIM agenda. However, the tool will not bring forward room names from the prior meeting, as those change from meeting to meeting. Also, the dates will be automatically adjusted to those of the new meeting.

The pre-populated schedule will contain the information below:

<b>Date</b>	<b>Start Time</b>	<b>End Time</b>	<b>Session Name</b>
Sunday, 2 Mar 2012	0900	1130	Session Track #1

When entering information, the Secretariat must be able to easily and quickly select such things as meeting start and end times, and the Secretariat must be able to adjust hours and minutes separately. The Secretariat must also have the ability to add new dates, session slots, and so on. The Secretariat must be able to edit all prefilled template content. The Secretariat must also be able to add or edit the types of space that are available.

The Secretariat must be able to import or export the agenda template as text file or csv file.

## Building a New Agenda Template

The Secretariat must be able to build a new agenda template from scratch. The tool must prompt the Secretariat (“Do you really want to proceed?”) before overwriting any existing template, and the tool will not alter an existing template without an affirmative answer. There must also be a way for the Secretariat to replace the template based on another prior meeting, again only after an affirmative answer. The Secretariat should be able to schedule at least two meetings simultaneously.

When starting with a new template, the Secretariat will input all date and time slot information. The Secretariat must be able to choose whether the time slot is for one, some, or all of the meeting days.

A highly desirable, but optional capability, would be for the tool to suggest a template based on the start and end time of the meeting and the existing collection of session requests.

## Secretariat Assigned Meetings

Once the template is ready, the Secretariat must be able assign certain groups into space using the GUI. The Secretariat takes this action based on considerations such as one room's proximity to another, the need for privacy, and so on. These considerations may be too complex for the automatic assignment. In addition there are times when assignment is so clear that it is simpler to bypass automatic scheduling (e.g., there is only one room that can support the plenary session). When the Secretariat assigns a session, it must be locked into place and the tool will not attempt to move it as part of subsequent attempts at automatic scheduling.

The Secretariat must be able to assign any group to a room using the GUI, even if the tool handled this assignment during a previous iteration of automatic scheduling.

Examples of groups / spaces that are typically assigned by the Secretariat are:

- Welcome Reception
- Newcomers' Meet and Greet
- Companions' Reception
- Plenaries
- Terminal Room
- Code Sprint
- Beverage & Snack Breaks
- Registration
- Secretariat Office
- Host Office
- All Leadership Meetings (IESG, IAOC, IAB)

## Session and Meeting Requests

Once the Secretariat Assigned spaces are complete (approximately 12 weeks from the meeting) the Secretariat will invite WG Chairs, WG Secretaries, IRTF Chair, RG Chairs, ADs, and other community members to request slots at the upcoming IETF meeting.

### Working Group Session Requests

Users must login prior to requesting IETF or IRTF meeting sessions (example: alto, a working group meeting). Only Level One, Two, and Three users are authorized to make working group requests. Datatracker username / password must be used for the user to request sessions within his/her scope of responsibility.

Some fields in the sessions request form are required; others are optional. The required fields are noted below with an \*.

#### **a) Number of Sessions and Session Length \***

Default is one session, but users can request two sessions if desired. If users request more than one session, they must be able to select unique requirements for each session. If a user wants three sessions, the user must request the third session after the first draft of the agenda has been made public. Default time for all sessions is one

hour, but users must be able to specify longer sessions, as determined by availability in the meeting template. However, if the user selects anything longer than a one-hour session, the tool must require the user to input text explaining how the additional time will be used.

If a third session is requested, an Area Director must approve the request before it is scheduled. As noted earlier in this document, the Secretariat can also take this action; however, the time constraints and Area Director approval are not imposed on the Secretariat.

**b) Number of anticipated participants \***

If the WG has met before, the tool will automatically display the number of people who signed the blue sheet at the prior meeting. If the group meet more than once at the previous meeting, the tool displays the greater of the two (or more) attendance numbers. This field cannot be updated, but there will be a separate field for users to add number of people anticipated at the coming session. If the user requests a room capable of accommodating a group much larger (more than 50 people) than the attendee count from the previous meeting, the tool will require the user to provide explanatory text.

**c) First priority conflicts \***

The user must be able to identify conflicts to avoid with working groups, Area meetings, IRTF groups and BoFs. The tool must warn users if any of the supplied names are not in the Datatracker database. Conflict information must not be inherited from the previous meeting. Conflict entries should be flexible as to capitalization and spaces, and must inform the user if conflicts entered do not correspond to any known meeting choices.

**d) Second priority conflicts \***

This will look the same as first priority options, but collisions are less troublesome than those in the first priority list.

**e) Third priority conflicts**

This will look the same as first and second priority conflict options but collisions are less troublesome than those in the first priority list or the second priority list.

**f) “Please do not schedule on” conflict**

The tool will present the user with a list of available meeting dates, configured during the initial meeting template creation process. The user must be able to ask to avoid a date or a specific session on a date. The user must provide an explanation in a text field for such a request.

### **g) Room configuration**

The default configuration is theater, with some classroom in the front. Other options include: classroom, boardroom and u-shape. A graphic representation of each option must be available to the user. If the user selects anything other than theater, then the user is required to include text explaining why they need alternate configuration. Here the tool will also provide a description of the room amenities such as one projector, one wireless lapel microphone, one standing microphone. If these room amenities are insufficient, the user may make a special request (see below).

### **h) Special Requests**

The user must be able to enter special requirements in a text field. This is used for requesting such things as a second projector, an additional microphone, a flipchart, and so on. The tools must display a warning that there may be a cost for some items.

### **Side Meetings**

All members of the IETF community can request use of IETF meeting space for corporate, affiliate or other meetings. These meetings require AD, IRTF Chair, or IETF Chair approval before they can be scheduled, and space is allocated for side meetings only after all WG sessions have been scheduled. A login will be required for side meeting requests, and in some cases, such as corporate meetings, a fee will apply for use of IETF meeting space. Once the user is logged in, the tool will display the name and email address of the requestor as part of the session request information.

When requesting a side meeting, users will input the following information:

- Company / Meeting Name
- Phone
- Desired Meeting Date
- Alternate Meeting Date
- Meeting Type (If IETF meeting, select appropriate Area. If external meeting, select corporate or non-profit as appropriate)
- Make this meeting viewable on public agenda? (Yes/No)
- Additional Contact Name
- Additional Contact Email
- Additional Contact Phone
- Expected Attendance
- Desired Meeting Start Time
- Duration of Meeting
- Room Configuration
- Speakerphone Requested (Yes / No)
- LCD Projector Requested (Yes / No)
- Food & Beverage Requested (Yes / No)
- Comments (text field)

All requests must be reviewed by an AD, the IRTF Chair, or the IETF Chair. If the



side meeting request is associated with a WG, BOF, or RG, the tool sends an email to the supervising AD or the IRTF Chair. If space for a corporate or affiliate meeting is requested, then the request is sent to the IETF Chair. The email will contain an embedded link to the request record, which will include a place for the recipient to mark the request at “under review,” “approved” or “rejected.” The recipient must be able to provide comments to the requestor in a text field.

If the request is approved, the tool will pass the information on to the Secretariat for scheduling.

### Informal Leadership Meetings

In addition to the formal leadership meetings, the IESG, IAB and IAOC each have a designated room that they can reserve for their own side meetings. The tool should enable each leader to reserve time in the appropriate room.

### Session Notifications and Confirmations

When someone makes an initial session request, the tool sends a confirmation email to the requester. The email will contain a record of all session request details and will also include an embedded link that will take the user directly to that session request in case updates are needed.

The Secretariat will also receive an email notifying them that a new session request has been submitted. The email will contain all session request details, including requestor name and email address.

### Making Changes to a Session Request

Anyone who makes a session request must have the ability to login and update the request if desired (e.g., if a conflict with a particular day changes). Upon login to the tool, the user will see a list of their meeting requests that have already submitted, and will be able to edit any of those requests. The Secretariat must also have the ability to edit these requests.

Note that one WG Chair can request a session, and then if another WG Chair for the same WG were to login, they will see the request made by the first WG Chair.

### Session Change Request Notifications

When a user updates their session request, the Secretariat will receive email announcement with the subject “[Meeting Name]: Meeting Request Changed” and the body of the email will contain only what was changed. Each such email will contain a link to entire request, so that Secretariat can easily access it for further review.

### Locking the Tool

The Secretariat must have the ability to indicate dates / times when the session request portion of the tool will close, as well as when it will reopen. Once this information has been set, the tool will act automatically to close, and then reopen scheduling as dictated by the Secretariat. In addition, the Secretariat will have the ability to craft a message that will be displayed to users when they attempt to use the tool during this locked time. Only the Secretariat will have the ability to make updates when the tool is

locked.

### Hold and Hide

The Secretariat must be able to indicate that the details of a session should not be displayed, which means that this meeting session will appear on the public agenda as “reserved”, without naming a specific use of the room. The Secretariat uses this option when a session has been reserved, but the meeting is not to be publicly announced.

## Optional Space Allocation Tool

### Assigning Space and Managing Conflicts

#### Conflicts with Venue Space and Availability

The basic Meeting Agenda Creation Tool is used to set up a meeting template, to collect and maintain a list of scheduling requests along with constraints on the requests and to provide an interface with which the Secretariat can manually place sessions into the template to create a final agenda. As a highly desirable option, the tool will allocate meeting space to working sessions based on best fit between the request and the venue. Factors that the tool must consider include:

- Room availability
- Room size should match or exceed forecasted attendance numbers
- Availability of desired room configuration.

If this option is provided, the Secretariat must be able to assign soft priorities to all constraint categories in order to ensure the tool can adapt to the changing priorities of the IETF.

#### Conflicts with Working Sessions

As a highly desirable option, the tool will address session conflict issues. As above, if this option is provided, the Secretariat must be able to assign soft priorities to all constraint categories with working sessions. An example of a possible conflict prioritization scheme is below.

Avoid scheduling sessions at the same time if:

1. They have the same managing AD.
2. The result would be a working group session conflicting with its Area meeting.
3. The result would be a BoF held at the same time as an open Area meeting.
4. There are first priority conflicts for both groups.
5. There are first priority conflicts for one group.
6. There are second priority conflicts for both groups.
7. There are second priority conflicts for one group.
8. There are third priority conflicts for both groups.
9. There are third priority conflicts for one group.

#### **Definition of First, Second, Third Priority Conflicts:**

These definitions should be visible to WG Chairs, WG Secretaries, RG Chairs, Area Directors, and the Secretariat as they are making session requests.

First Priority: the meeting is not worth having if this conflict remains and/or key members of the leadership must attend both sessions.

Second Priority: Some contributors will not be able to attend and/or the meeting will not be as productive as possible if this conflict remains.

Third Priority: Ideally these sessions should be scheduled at different times.

Users may list a given group as a conflict in only one category. That is, a user cannot indicate that a group is both a first and a second priority conflict. The tool must prohibit the inclusion of the same group on more than one of the conflict lists.

### Manipulating Conflict Request Priorities

It is almost impossible to schedule a session without encountering any sort of conflict, and the importance of a particular conflict may change from meeting to meeting. To accommodate such changes, the Secretariat must be able to manipulate the priority that a particular conflict request receives. The Secretariat must be able to manipulate conflict priorities must apply to an individual session request or to all of the session requests. As an example, the Secretariat must be able to rank the priority level of a request such as “Do not schedule on Friday” for an individual session request, and also for all requests at once.

#### Conflict Resolution

The GUI must include a calendar view of the agenda, and the GUI must allow the Secretariat, the Area Directors, and the IRTF Chair to easily see conflicts. One possible technique is to use colored highlighting. The Secretariat must be able to make adjustments to the schedule in real time. If automatic scheduling is provided, then the Secretariat can make these adjustments to the schedule by manipulating the conflict priorities (as described above) and allowing the tool to generate a new agenda revision. Whether automatic scheduling is provided or not, the Secretariat must be able to make adjustments manually by “dragging and dropping” a session into a new session in the calendar view, and then the tools will lock that assignment into place and update the conflict display, showing the conflicts the move generates or relieves. None of the changes made by “dragging and dropping” are saved to the agenda until the Secretariat chooses to commit them. Further, the Secretariat must be able to save named versions of the agenda, and the Secretariat must be able to easily revert to any of the named versions. Date, time and user name that created the named version must be stored with the named agenda. One possible example of how this calendar view might look can be found at <http://datatracker.ietf.org/meeting/agenda/#INT>.

The Secretariat must be able to generate a conflict report as a text file or csv file. Conflict data will be included as an export option, and the venue conflicts will appear in a different cell than session conflicts. The Secretariat must be able to choose to export all

data, or only some of the data based on session request, Areas, tracks, days, or other criteria.

Level Two users must be able to access the agenda and perform “dragging and dropping” manipulations in the same way as the Secretariat, except that Level Two users cannot save their result as the active agenda. Level Two users can only save their result as a named agenda.

Each named version of the agenda must have a unique URL, which Level One and Level Two users are able to share with each other.

The Secretariat and the IESG hold a conflict resolution meeting, and an application-sharing tool such as WebEx is used during this meeting to review conflicts and resolve challenging scheduling issues. During this meeting, the participants will manipulate the agenda (see the Manipulating Conflict Request Priorities section and the Conflict Resolution section above), and the tool must be able to process the changes, and generate new conflict reports, quickly enough for the Secretariat and IESG to review the results of each agenda manipulation and take action in real time.

### Agenda Revision Notifications

When saving a new version of the agenda, the Secretariat must be able to send a notification to the impacted WG Chairs, WG Secretaries, RG Chairs, BoF Chairs, and Area Directors. Message will have the subject: “AGENDA CHANGE: <name> session re-scheduled”. The Secretariat must also be able to send notification of agenda changes that impact NomCom, IESG, IRSG, IAB, or IAOC. The Secretariat must be able to configure an email address for each of these groups.

### Automatic Generation of Alternate Templates

As a highly desirable option, the Secretariat will be able to have the system propose a new agenda template based on the existing session requests. This new template will not overwrite the prior template but will be stored as a named template and agenda so that the Secretariat can compare the two agendas produced by each template and determine which one (Secretariat-generated or tool-generated) resulted in a more efficient use of time and meeting space.

If this option is supported, the proposed automatically-generated template will adjust time slots to create a new template that makes the best use of the available meeting time. Time slots will be a multiple of 30 minutes. The number of time slots of each duration will be based on the session requests, and all concurrent time slots across the various tracks must begin and end at the same time.

## End: Optional Space Allocation Tool

# Final Agenda

As noted earlier, when the agenda is ready for printing the Secretariat must be able to mark the agenda as “final”. Users must be able to easily see any changes that made after the agenda was "finalized". In user-exported files, changes to the “finalized” agenda must be highlighted in some fashion, such as a different color. However, the online agenda must present users with a minimum of two view options:

- 1) The default view, which will present a clean version of the current agenda.
- 2) A “track changes” view that presents a colored markup of any changes made since the “finalized” agenda.

The Secretariat must be able to export the agenda and/or to view it as an online calendar. One possible view can be found online currently at <https://datatracker.ietf.org/meeting/81/agenda.html> by playing with the customizable calendar option, and a screen shot of this tool is shown below.

You can customize the agenda below to show only selected working group sessions. To be able to return to the customized view later, bookmark the resulting URL.  
 \* Select working group sessions

APP	GEN	INT	OPS	RAI	RTG	SEC	TSV	IRTF
apiana		smam	brnum	akoca	ccamp	afzab	atlo	dtvrg
apobing		amcc	armd	avicore	forces	ccim	behave	hrgp
apoc		atc	brmg	axtest	gr	dane	ccri	irtf
ea		homenet	time	clue	lla	emu	conex	mobops
htobauh		isp	dnsp	coode	karp	hokay	decade	imng
htobab		hwg	aman	goss	zvon	kitten	icpm	ibzrg
htci		ipf	ipfk	gaspach	manet	rttveg	motop	bamg
ir		multimob	rtobed	gpcna	mpis	res	rtvut	vrrg
oasis		reltext	multitrans	scrt	ospf	oauth	post	
oasis		pop	relconf	geonry	osip	osix	oscp	
repute		software	retmod	imuaio	osim	osag	rme	
seave		stocac	opasnae	opasip	osidp	osag	stom	
icardnav		stoll	opaswg	paanae	coll	woes	icpm	
websec			redext	FlowB	rgarea		lavars	
			rdook	stfpe	rtwg		lavarg	
			vdook	stocore	stir			
				stoc				
				stip				
				stmpo				

  

Week View Download as an iCal file						
Saturday	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday
0930-1700 Code Sprint 200 D	1000-1200 IEPG Meeting 200 D	0900-1130 Multprotocol Label Switching (mpls) 200 B	0900-1130 Peer-to-Peer Research Group (P2PRG) 200 AB		0900-1130 Kerberos (krb-wg) 200 I	
	1300-1430 Newcomer's Training Group	1300-1430 Newcomer's Training Group	1300-1500 Web Security (websec) 202	1300-1500 Network Configuration (netconf) 2103	1300-1500 Multi-protocol Label Switching (mpls) 200 D	1300-1500 Call Control UML Service for SIP (ccsml) 204 B
	1400-1600 Appx Area Preparatory Meeting for Internationalization Working Groups	1500-1650 Bringing New Work to the IETF	1510-1610 Congestion and Pre-Congestion Notification (pcn)	1530-1700 Pseudowire Emulation Edge to Edge (peew) 202	1300-1500 Network-Based Mobility Extensions (netext) 202	1415-1515 SIP for Instant Messaging and Presence Leveraging Extensions (simpl)
	1600-1700 Newcomer's Meet and Greet (open to newcomers and WG chairs)	1630-1930 Technical Plenary 200 AB		1710-1810 Pseudowire Emulation Edge to	1530-1720 Open Shortest Path First IGP (ospf) 204 A	
	1700-1900 Welcome Reception 2000 ABC			1710-1810 STONage Maintenance (stom)		
				1830-1930 IETF Operations and Administration Plenary 200 AB		

The online agenda must use the time zone that is local to the meeting venue by default. However, all users must be able to convert times to any other time zone in database available from <http://www.iana.org/time-zones>. The tool should also support the floating iCal feature.

## Reports

Secretariat must be able to generate various reports during the meeting agenda process. Each report should be able to be exported into text or csv file.

At any point in the process, the Secretariat must be able to import or export the agenda as text file or csv file.

## Conflict Report

During the conflict resolution process, the Secretariat and the Area Directors must able

to generate various reports to show conflicts that require resolution.

### Special Requests Report

The Secretariat must be able to generate a report that shows all Special Requests received (i.e., additional projector, catering, and so on.).

### Sessions by AD or Sessions by Area Report

The Secretariat and Level Two users must be able to generate a report that shows all meeting sessions listed by Area and the IRTF, and the report must include a separate list of all of those IETF WGs in each Area that did not request a session at this meeting.

### Sessions by Meeting Length

The Secretariat must be able to generate a report that shows meetings by time duration (e.g., show all 2 hour meetings.).

### Sessions by Meeting Room

The Secretariat must be able to generate a report that shows meetings by room in which they are to be held (e.g., show all meetings in room 204.).

### Sessions by Date

The Secretariat must be able to generate a report shows meetings by date (e.g., show all meetings on Monday, 27 July 2012.).

### A/V report

The Secretariat must be able to generate a report shows all A/V requests by day and by room.

### F&B report

The Secretariat must be able to generate a report shows any special F&B orders. The report must highlight F&B orders that are outside of regular break and breakfast planning.

### Other Reports

The Secretariat should also be able to create custom reports. Responders to the RFP should indicate their ability to support custom reporting.