



Meeting Dates*:
Pattern: Monday - Sunday
Location(s):
Deadline for Proposal:
Decision Date: XXXXXXXXX

REQUEST FOR PROPOSAL

*Dates are fixed and not flexible.

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Client: Internet Society (ISOC)
for Internet Engineering Task Force (IETF)

Meetings follow 1 of 2 models (in order of preference)

1. Optimal: all meeting space as well as 400 - 600 guest rooms in one hotel with remainder of block in 1 overflow hotel
2. Alternative: all meeting space at one venue with 400 - 600 rooms at a proximate hotel with remainder of block in 1-3 overflow hotels

Summary of Requirements:

Approximately 32,000 square feet/ 2,973 square meters usable meeting space required
780 room nights on peak (ideally, 600 in primary hotel)
Partner with venue to augment or take-over existing Internet Infrastructure for meeting space, public areas and guestrooms
Must accommodate meeting dates, no flexibility
Approximately 1,200 people

Meeting space: (Please see Mtg Space and Power tab for more detailed information)

Registration/Break Area 13,500 sf or 1,254 sm
8 Breakout Rooms 800 - 2,800 sf or 74 - 260 sm
12 Offices 350 - 1,550 sf or 33 - 144 sm
Plenary (900 theater) 8,500 sf or 790 sm

Network Requirements:

- 1 IETF to bring in Internet circuits at our expense
- 2 IETF to install network equipment both in the main technical space (MDF) and data closets (IDF)
- 3 24 hour access to the main technical space and the data closets (escorted if needed)
- 4 24 hour secure access to a meeting room to use as an operations center one week before the event
- 5 Minimum of 2 working and available fiber optic pairs between the main technical space and data closets
- 6 Minimum of 2 working Cat5 (or better) runs to each meeting room for use of IETF
- 7 IETF to deploy wireless access points in the meeting space with venue to disable venue APs
Venue to facilitate delivery of IETF network to public and guestroom space - typically involving provisioning of an
- 8 additional SSID/VLAN on the wireless infrastructure and reconfiguration of the guestroom wired ports

Food and Beverage: (Please see Food and Beverage tab for more detailed information)

Companion Meet and Greet 20 - 30 people
Newcomers Meet and Greet 200 - 300 people
Welcome Reception 600 - 800 people
Bits'n Bites Reception 700 people
Hackathon - 2 days of breakfast, lunch, PM break and dinner 100 - 200 people
Daily continental breakfast (if not included in guest room rate) up to 1,200 people
Daily breakfasts and lunches for small working groups throughout program 20 - 40 people
Daily PM breaks up to 1,200 people
2 Dinners for small groups 50 - 70 people

Lodging: (Please see Lodging tab for more detailed information)

Total	4,245 rooms
Monday	5 rooms
Tuesday	15 rooms
Wednesday	25 rooms
Thursday	50 rooms
Friday	150 rooms
Saturday	400 rooms
Sunday	600 rooms
Monday	600 rooms
Tuesday	600 rooms
Wednesday	600 rooms
Thursday	600 rooms
Friday	300 rooms
Saturday	200 rooms
Sunday	100 rooms

Commission:

10% commissionable to the Internet Society + hotel reward points

Concessions - Client requires the following concessions over the event dates:

- 1 Complimentary Presidential Suite (or comparable)
- 7 Complimentary upgrades to 1 bdrm suites (must have sitting area closed off from the bedroom by a door)
- 1 Complimentary 1bdrm suite
- 100 Staff room nights at 50% off group rate
- 1 per 40 Comp rooms, based on pick up

- 5 Complimentary parking passes
- 5 Complimentary airport transfers
- 1 Complimentary phone in staff office
- Complimentary beverages for staff in Staff and/or NOC offices
- 10 Complimentary meals daily for staff (breakfast and/or lunch) in Staff and/or NOC offices
- 10 Complimentary room nights for site visits