



**I E T F**<sup>®</sup>

**IETF Meetings Qualifications Criteria  
Secretariat 2012 RFP**

**Prequalification Specification**

**IETF Meetings Qualifications Criteria - Preliminary**

<b>Meeting Dates:</b>	
<b>City:</b>	
<b>Venue Considered:</b>	
<b>Contact:</b>	
<b>Phone:</b>	
<b>Email:</b>	
<b>URL:</b>	

**Meeting Model (in order of preference):**

Type	Description	Availability
Optimal	All meeting space and lodging in one hotel	
Hybrid	All meeting space and at least 300 rooms in one hotel with 2-3 overflow hotels	
Alternative	Meeting held at a convention/congress center with separate lodging	

**Meeting Space Requirements:**

Purpose	Space Required	sf	sm	Room Assigned	Daily Rate + (set-up rate)	Days + (set-up)	Total Price
Total mtg space		25,000	2,250				
Registration		2,010	186			6 + (2)	
NOC	15 conf	603	56			6 + (6)	
Terminal Rm	75 conf	1802	167			7 + (1)	
Storage		400	37			6 + (3)	
Plenary *	900 theatre	9,009	837			2	
Breakout 1	75 theatre	676	63			6	
Breakout 2	75 theatre	676	63			5	
Breakout 3	100 theatre	901	84			5	
Breakout 4	175 theatre	1,577	147			6	
Breakout 5	175 theatre	1,577	147			6	
Breakout 6	200 theatre	1,802	167			6	
Breakout 7	250 theatre	2,252	209			5 + (1)	
Breakout 8	300 theatre	2,703	251			5 + (1)	
Mtg Rm 1 (40 U)	40 u-shaped	1,400	130			9	
Mtg Rm 2 (20 U)	20 u-shaped	700	65			6	
Mtg Rm 3 (ISOC)	15 conf	603	56			8	
Mtg Rm 4 (NC)	20 conf	803	75			6	
Mtg Rm 5 (Reg)		700	65			6 + (3)	
Mtg Rm 6 (IAB)	20 conf	803	75			6	
Mtg Rm 7 (IAOC)	15 conf	603	56			6	
Mtg Rm 8 (IESG)	20 conf	803	75			6	
Mtg Rm 9 (Sec)	10 conf	402	37			6	
Mtg Rm 10 (Host)	10 conf	402	37			6	
Rcptn/Breaks**	1,200 rcptn	11,364	1,056			6	

\* Breakouts 6 +7+8 (or some combination thereof) to be used as the Plenary as Plenary and Breakouts do not run simultaneously

\*\* Additional space required, not included in total meeting space



**Accommodation:**

Day/Date	Total Rooms Required	Rooms at Primary Hotel	Primary Hotel Availability	Rate* Primary Hotel	Overflow Hotel Availability	Rate * Overflow Hotel
Total room nights	5,745 (1,000 peak)	3,459 (600 peak)				
Wednesday	10	10				
Thursday	15	15				
Friday	100	60				
Saturday	450	270				
Sunday	920	552				
Monday	1,000	600				
Tuesday	1,000	600				
Wednesday	970	582				
Thursday	880	528				
Friday	305	183				
Saturday	90	54				
Sunday	5	5				

- Guest-room Internet, breakfast, 10% commission, all tax, service and fees must be incorporated into the lodging rate.
- Guest-room rates quoted must be those that will apply on the dates of the event.
- Attendees will book individually.

**Food & Beverage:**

Purpose	When	Service
Meet and Greet	Sunday afternoon (150 people)	Cold appetizers, beer and wine
Welcome Reception	Sunday evening (~700 people)	Appetizers and cocktails (no-host bar)
AM Breaks	Daily beginning Monday (~1,000 people)	Continental breakfast
PM Breaks	Daily beginning Monday (~1,000 people)	Light snack with beverages
Breakfast	Daily (15 to 60 people)	Continental or buffet
Lunch	Daily (15 to 70 people)	Box or buffet
Dinner	Friday evening (50 people)	Bar and hot buffet

**Technology:**

Item	Question	Response
Outside connection	Can we bring in our own external circuit?	
Infrastructure	Can we use your cabling infrastructure to build a dedicated network, including installation of network equipment in data closets and phone rooms?	
Access	Is it possible to have 24-hour access to data closets and phone rooms to support the network?	
Wireless	Is it possible to deploy a wireless network?	
Venue network	Would you be willing to disable your wireless network in the meeting and public spaces?	
Infrastructure	Do all proposed meeting rooms have at least one available Category 5 twisted pair connection?	