



**I E T F®**

## Prequalification Specification

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

### Meeting Space Requirements:

Purpose	Space Required/ Set	sf/sm	Room Assigned	Daily Rate + (set-up rate)	Days + (set-up)	Total Price
Registration/Breaks**	1200/custom	13,500/1254	Reg areas or foyers		6 + (1)	
NOC	25 / conf	1200/111			8 + (5)	
Terminal Room	75 / class	1350/125			7 + (1)	
Storage (if Reg <1000sf)		350/33			6 + (4)	
Plenary *	900 / theatre	8500/790			2	
Breakout 1	80 / theatre	800/74			6	
Breakout 2	100 / theatre	1000/93			6	
Breakout 3	100 / theatre	1000/93			6	
Breakout 4	150 / theatre	1400/130			6	
Breakout 5	150 / theatre	1400/130			7	
Breakout 6	200 / theatre	1900/177			7	
Breakout 7	250 / theatre	2400/223			6	
Breakout 8	300 / theatre	2800/260			6	
Office 1 Registration	10/conf	1000/93			6 + (4)	
Mtg Rm 1 (IAB)	8/conf	350/33			6	
Mtg Rm 2 (ISOC1)	20 / conf	900/84			6	
Mtg Rm 3 (ISOC2)	20 / conf	900/84			6	
Mtg Rm 4 (IAOC/IAD)	15 / conf	650/60			6	
Mtg Rm 5 (NC)	15 / conf	650/60			6	
Mtg Rm 6 (NC IV) Nov	5/conf	150/14			6	
Mtg Rm 7 (40U)	40/u-shape	1550/144			7	
Mtg Rm 8 (20U)	20/u-shape	950/88			6	
Mtg Rm 9 (IESG)	16 / conf	800/74			6	
I: Postel Rec'n (WedPM)	40 / rec	400/37			1	
I: AC (Fri PM)	70 /custom	1700/158			1	
I: BoT (Sat/Sun)	70 /custom	1700/158	Same as AC		2	
I: Bot Lunch (Sat/Sun)	40 / banquet	550/51			2	
I: Brfg Panel (Tue lunch)	150/theatre	1400/130	Same as BO4		1	
I: Rec/Dinner (Fri)	50 / rec/ban	700/65			1	
I: Fellows Dinner	70/rec/ban	900/84			1	
Lounge	50 / lounge	600/56			5	
Companion Rec'n	20 / rec	200/19			1	
Newcomers Rec'n	300 / rec	2500/232			1	
Welcome Rec'n	800 / rec	6400/595			1	
Hackathon	200/class	3000/279			2 + (1)	
Bits 'n Bytes	700 / rec	7000/650			2	

\* 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

Note: Prices quoted are those that will apply on the dates of the event and include all tax, services and fees



**Accommodation:**

Day/Date	Total Rooms Required	Desired Rooms at Primary Hotel	Primary Hotel Availability	Rate* Primary Hotel	Desired Rooms at Overflow Hotels	Overflow Hotel Availability	Rate * Overflow Hotel
Total room nights	5,250 (780 peak)	4,245 (600 peak)			1,005 (180 peak)		
Monday	5	5			0		
Tuesday	15	15			0		
Wednesday	25	25			0		
Thursday	50	50			0		
Friday	185	150			35		
Saturday	500	400			100		
Sunday	770	600			170		
Monday	780	600			180		
Tuesday	780	600			180		
Wednesday	750	600			150		
Thursday	700	600			100		
Friday	370	300			70		
Saturday	220	200			20		
Sunday	100	100			0		

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

**Food & Beverage:**

Purpose	When	Service
Meet and Greet	Sunday afternoon (250 - 350 people)	Cold appetizers, beer and wine
Welcome Reception	Sunday evening (600 - 800 people)	Appetizers and cocktails (no-host bar)
Companion Reception	Sunday afternoon (20 – 30 people)	Appetizers / non-alcoholic beverages
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 hot buffet
Lunch	Daily (15 to 70 people)	Box or buffet
Dinner	Friday and/or Sunday evening (50 people)	Bar and hot buffet
Bits ‘n Bytes (reception)	Thursday evening (700+ people)	Appetizers and cocktails

**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?	