



**Meeting Dates\*:**

**Pattern:** Wednesday - Sunday

**Location(s):**

**Deadline for Proposal:**

**Decision Date:**

**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 3 models (in order of preference)**

1. Optimal: all meeting space and lodging in the same hotel
2. Hybrid: all meeting space and at least 300 rooms in the same hotel with 4-5 overflow hotels
3. Convention: meetings held at a convention/congress center with separate lodging hotels

**Summary of Requirements:**

Approximately 25,000 square feet/ 2,500 square meters usable meeting space required  
780 room nights on peak (ideally, 600 in primary hotel)  
45 Mbps bandwidth installed, or ability to install  
Must accommodate meeting dates, no flexibility  
Approximately 1,200 people

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

Registration Area	2,010 sf or 186 sm
8 Breakout Rooms	676 - 2,703 sf or 167 - 251 sm
12 Meeting Rooms	400 - 1,800 sf or 37 - 130 sm
Plenary (900 - 1,000 theater)	9,000 sf or 837 sm
Pre-function Space	11,400 sf or 1,056 sm

**Technology Requirements: (Please see Questions for Venue tab for questions)**

- 1 1 Gb outside connection.
- 2 IPv6 to be provided and can be done via tunnel (if not now available, we may make the necessary arrangements).
- 3 Primary link which supports BGP peering.
- 4 IETF installs a full Network/Wireless Connectivity for all participants for duration of meeting.
- 5 In most instances, IETF may shut down venue's network and restore following end of meeting.
- 6 Access to entire hotel network infrastructure is necessary (roof, telecom and electrical rooms).

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

Companion Meet and Greet	50 people
Newcomers Meet and Greet	200 - 300 people
Welcome Reception	600 - 800 people
Bits'n Bites Reception	700 people
Daily continental breakfast	up to 1,200 people
Daily breakfasts and lunches for small working groups throughout program	30 - 50 people
Daily PM breaks	up to 1,200 people
2 Dinners for small groups	50 people

**Commission:**

10% commissionable to the Internet Society + hotel reward points

**Concessions - Client requires the following concessions over the meeting 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)
- 100 Staff room nights at 50% off group rate
- 1 per 40 Comp rooms, based on pick up
  - 1 Complimentary meeting planner suite
  - 2 Complimentary guest rooms
- 15 Complimentary parking passes
- 15 Complimentary airport transfers
  - Complimentary access to in-house health club and pool for all guests
- 15 VIP amenities
  - 1 Complimentary phone in staff office
- 10 Complimentary beverages and meals (breakfast and lunch), daily, for staff office