

## **Venue Selection Criteria 28 Apr 15**

### **Venue Selection Objectives & Criteria:**

**The following are the objectives desired in the selection of an IETF meeting venue:**

- 1. Advancing standards development**
- 2. Facilitating participation by active contributors**
- 3. Encouraging new contributors**
- 4. Sharing the travel pain; balancing travel time and expense across the regions from where IETF participants are based.**

**The is the list of the criteria that is evaluated when selecting a venue. This is not in any priority order.**

- 1. An Optimal Facility for an IETF meeting is held under "One Roof", that is, qualified meeting space and guest rooms are available in the same facility.**
- 2. The Meeting Space must be adequate in size and layout to accommodate meeting and participant networking where possible.**
- 3. The Technology must be capable of supporting meeting network requirements.**
- 4. The Guest Rooms at the headquarters hotel must be sufficient in number, have an adequate network, or the Hotel will accept the IETF network, and within close proximity to venue.**
- 5. The Venue Surroundings must be surrounded by other hotels, restaurants and bars, and within walking distance; not isolated**
- 6. The Cost of guest rooms, meeting space, food and beverage must be affordable.**
- 7. The meeting should be Hostable and Sponsorable, that is, the Meeting is in a location and at a price that it is possible and probable to find a host and sponsors. Host costs typically include the cost of the meeting space, network operation and circuits.**
- 8. Overflow Hotels are hotels under contract typically within walking distance of the venue and have a variety of guest room rates. They do not include the IETF network, but typically have free Internet.**

**9. Travel is a consideration, ease of access and number of hops. Travel to the venue should be reasonably acceptable based on cost, time, and burden for participants traveling from multiple regions. Also, are there other travel barriers to entry, e.g., visas?**

**10. Can the venue and hotels be put under contract?**

**11. Risk - Review risks associated with this venue over selected dates.**

**12. Are there safety concerns for the participants at this venue?**

**13. Are there health concerns for the participants at this venue?**