

Venue Selection Process 11 Jan 16

This is a description of the Venue Selection Process that is followed in the planning, selection and contracting of an IETF meeting.

A. Venue Selection Process Background

The IAOC adopted a plan in December 2010 to select venues three years in advance, instead of the two-year plan that had been previously followed. The reasons for the change include:

- * Greater selection of potential venues.
- * Focused attention on venues that are realistic candidates.
- * Improved negotiating power and relationships with venues/hotel chains.

The IAOC sets the Regions 3 years in advance following the 1-1-1* model per year. 1 meeting in Europe, 1 in North America, and 1 in Asia/Pacific, with a possibility of a meeting outside those regions, or for a Host to volunteer for a particular region inside the 3 year planning period, or beyond it.

B. Venue Selection Process

Commencing the process 3.5 years in advance of an event results in the following schedule:

1. 3.5 years out: IAOC selects regions for meetings 4 years in advance of current year
2. 3.5 years out: 3 - 4 meeting target cities per region are provided to the Secretariat based upon Meetings Committee input and, if known, host preferences.
3. 3.25 years out: Potential venues in preferred cities identified, investigated and pre-qualified
Venue options provided to the Meetings Committee for consideration
Meetings Committee selects/approves potential venues for site visit
4. 3.0 years out: Site visit arranged and preliminary negotiations with selected potential sites
5. 3.0 years out: Site visit conducted and site report prepared
Recommendations of site visit team provided to Meetings Committee
Meetings Committee reviews based on venue selection criteria and makes recommendation to IAOC
6. 3.0 years out: IAOC reviews recommendation, selection criteria, and selects or rejects venue

If venue selected IAOC requests Internet Society to enter into agreements to effect the selection
If rejected the IAOC notifies the Meetings Committee of the rejection and the reasons why

6. 3.0 – 2.75 years out: Contract negotiations with selected venue by Secretariat and IAD
IAD reviews contract and requests ISOC approval of contract and authority for Secretariat to execute contract on ISOC behalf

Secretariat executes
IAD reports to IAOC
IAD announces venue