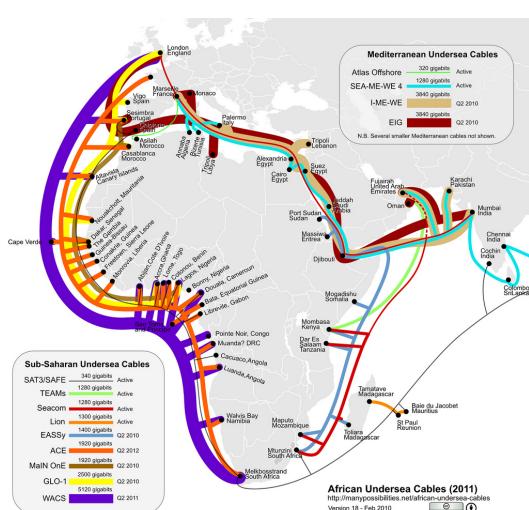


HOSTING REQUIREMENTS FOR THE AFRICA PEERING AND INTERCONNECTION FORUM (AFPIF) EVENT

DATES: August/September

1. Background Information

Africa Peering and Interconnection Forum Brief



As a result, the changing environment has led to increased competition amongst the different operators in the region. Further, the establishment of critical infrastructures such as national Internet Exchange Points (IXPs) has provided additional cost savings to the operators, by diverting the local traffic away from the more expensive international links to a local connection.

The Issue

However despite the growing regional infrastructure, most of the cross-border Internet traffic exchange is done in Europe and North America. This is a clear indication that the satellite routing policies are still predominant in a submarine and terrestrial fiber setting.

A visible example is a trace of the path followed by an Internet packet from Nairobi, Kenya to Kigali, Rwanda. The packet from Nairobi will go to Europe then back to Kigali. The anomaly is that Rwanda is a landlocked country, and has its international fiber connectivity terrestrially connected through the Kenyan coastal city of Mombasa.

Background

Gradual ongoing policy and regulatory changes have positively impacted a region that is heavily dependent on satellite connectivity for its main regional and global means of communications. Today there are major investments that have been made on submarine, terrestrial fiber infrastructures, mobile and wireless data technologies. These developments appear to be addressing some of the challenges that have contributed to the slow Internet growth in the region.

Who Should Attend?

The forum is targeted at;

- *Executives*
- *Chief Technology Officers*
- *Peering Coordinators*
- *Business Development Managers*
- *Telecoms Operators*
- *Regulators*
- *Content Providers*
- *IXP Operators*,
- *Infrastructure Providers*
- *Data Center Managers*
- *NRENs Operators*
- *Carriers and Transit providers.*

The scenario is replicated across the entire region and serves a barrier to growth, innovation and operational efficiency. Of most concern is, cross-border and regional communications are entirely dependent on global connectivity.

The Opportunity:

The Africa Peering and Interconnection Forum is a three (3) day forum that aims to address the key Interconnection opportunities and challenges that exist in the region. As a multi-stakeholder forum, the event seeks to foster the national and cross-border interconnection opportunities by ensuring the key players such as; infrastructure providers, Service Providers, IXPs and regulators are present at the event. For more information please visit www.afpif.org

The AfPIF Program Committee in collaboration with the Africa IXP Association (Af-IX) and the Internet Society, henceforth referred to as the Organisers, are looking to partner with institutions or organizations to host the next AfPIF event. This document gives an overview of the requirements and expectations for those interested in hosting a future AfPIF event.

2. Space Requirements For The Event

The following conference space will be required.

A registration area: An open area for participants' registration. The registration area must be able to allow queuing of registrants, to put a long table (even two so as to create an L-shape area) and banners for the event. The registration area should be as close to the meeting rooms as possible. Internet access is required for this area. The registration and booth area should have the following characteristics:

- It has to be in area where registrants can queue,
- It has to be organised either on a set of table or as booth
- Allow the display of the event banner and the banner of partners/sponsors organisations
- To be close enough to the meeting rooms.

Conference room (Main Event): Large conference room to accommodate a maximum of 200 people that should be in classroom style. It should be available no later than the evening day before the conference begins and through to the end of the event. The main conference room should have the following characteristics.

- Must comfortably seat 200 people, classroom style;
- The room's height should be more than 2m high
- The panel of presenters, Chairperson and observer should be on a stage (not more than 80 cms high) – It is preferable that speakers be on a stage also. We suggest that one same stage be used.
- We should be able to dim out the lights when doing presentations;
- Public Address system to which an audio feed can be removed;
- Lectern with space to fit a laptop and cabling to the SVGA projector as well as microphone
- Translation booth (the Organisers are prepared to pay for this);
- Entry, exits and access pathways;
- Air-conditioned, especially in hotter climates;
- It is essential that the conference room has sufficient electrical outlets, because many of the conference attendees will want to connect their laptop computers; at least one outlet per attendee should be available; and,
- Complimentary Wireless Internet coverage in the entire conference room and registration areas.
- Laptop with Mac OS or Windows Vista and installed with MS Powerpoint and other similar applications for presentations.

Exhibition area/space: This is a room/space adjacent to the main conference room to be used by sponsors to exhibit their services to the participants. It is preferable that the space is large enough to hold 20 booth setups in a U-style setup. The middle of the room is used as the coffee break station. This setup ensures that participants enter into the exhibition area during the coffee breaks for their coffee and also get visit the exhibitors in the same space at the same time. Internet access is required for this room. The exhibition area should have the following characteristics:

- Setup is U-style and can accommodate at least 20 booths/tables measuring at least 1.5m long. The booth/tables are set close to the walls in a U-Style to allow for walk and viewing
- The space should accommodate the coffee station in the middle room to allow for access to the coffee and visibility of the exhibits.
- The space should be able to accommodate at least 100 – 150 people cocktail style including the booth/tables and the coffee station.
- Exhibition area is required for at least 3.5 days (half day for setup)
- To be close enough to the meeting rooms.
- Air-conditioned, especially in hotter climates;
- It is essential that the area/space has sufficient electrical outlets, because many of the exhibitors will want to connect their displays to electricity. Having at least 4 – 5 points per booth/table should be sufficient.

Bilateral Meetings Room: The bilateral meetings room is reserved from day 2 and 3 of the main AfPIF event. It is designed for participants to have brief (25 minutes) face-to-face meetings with other participants. for the organizers to store and hold meetings during the course of the event. The room should be able to accommodate 15 - 20 tables, with each table seating 4 people. The bilateral meetings room should have the following characteristics:

- 15 – 20 tables seating 4 people per table.
- Wi-fi connectivity should be available.
- To be close enough to the conference rooms.
- Air-conditioned, especially in hotter climates;
- Water should be provided in the room;
- It is essential that the secretariat room has sufficient electrical outlets.

Secretariat Room: The secretariat room is reserved for the organizers to store and hold meetings during the course of the event. The room should be able to seat at least 10 people boardroom style. The secretariat room should have the following characteristics:

- Can accommodate at least 10 U-Style
- Wi-fi connectivity should be available.
- The room should be lockable and keys assigned to one person for security reasons
- To be close enough to the conference rooms.
- Air-conditioned, especially in hotter climates;
- It is essential that the secretariat room has sufficient electrical outlets, because those occupying the room will want to connect their laptop computers. 10 – 15 outlets should be sufficient.

Af-IX Conference Room (Pre-event): The Af-IX conference room is needed for the first day prior to start of AfPIF event. The conference room setup is U-style for 30 participants with adequate room to add extra chairs (at back of the room) for another 10. The Af-IX conference room should have the following characteristics:

- Can accommodate at least 30 boardroom-style
- Wi-fi connectivity should be available. The room should be available for all at least 5 days.
- The room should be lockable and keys assigned to one person for security reasons
- To be close enough to the conference rooms.
- Air-conditioned, especially in hotter climates;
- It is essential that the conference room has sufficient electrical outlets, because many of the conference attendees will want to connect their laptop computers; at least one outlet per attendee should be available

Translation Facilities

- Translation booth;
- Translators capable of simultaneous translation of technical discussions in the English and French languages. Additional languages may be considered;
- Headsets to cater for up to [120] participants – numbers may be adjusted upwards based on registrations.

Audio/Visual

- 1 SVGA Projector, for projecting computer and/or video output onto a screen;
- Slide Splitter
- Public address system of sufficient power to cover entire hall;
- Lapel or cordless microphone;
- Purpose built back drop with inbuilt screen (as per below) approximately 7m x 3m
- Projector screen built into backdrop or hanging, approximately 4m x 3m
- Two Hand held microphones in the conference rooms or desk microphones on each table
- One Lectern

Internet Connectivity

- At least 100Mbps of bandwidth to the Internet (Wireless backhaul is not preferred). More bandwidth would be nice.
- The Internet connection must not be subjected to any kind of firewalls or Filtering (The use of NAT or private address space is not desired where possible);
- Provision of IPv6 & DNSSEC aware resolvers is optional but nice to have.

3. Security

In view of the value of the specialized equipment such as laptops, P.A system, personal mobile phones, etc, it is desirable for the area to be patrolled by security guards. The conference room should be lockable especially during the conference breaks. Further, an official presentation of the security staff should be done to the events coordinator, giving their names and contact details and incident reporting procedures.

4. Accommodation

It is preferred that the accommodation, and the meeting room for the conference, all be provided at the same location. For the meeting/conference part of the event a 4-5 star hotel is requested. Internet connectivity in the accommodation rooms of AfPIF delegates is mandatory.

The hotel should provide the menu of the lunch and dinner far in advance for discussion and agreement. The menu should have a variety of menu options including special food for vegetarians. Please note that lunch is served between 12:30 – 14:30, and that we do include coffee/tea breaks during the conference days.

Additional hotel capacity to accommodate conference attendees is essential. The expected total number of conference attendees including the organisers team, is expected to range between 150 - 230.

It is imperative that a contract be signed with the hotel / conference venue and any supplier well in advance of the start of the event. In some cases the contracts shall be signed between the supplier and the local host representing AfPIF. The different parties must have a copy of the signed agreement. The contract negotiation should be done in close consultations with AfPIF event coordinators.

5. Travel

The local host will from time to time be required to provide local coordination for travel arrangements for event participants. This may involve:

- Providing information regarding travel regulations to the host country, such as health restrictions, recommended vaccines, tips on pre-travel medication;
- Providing information regarding local visa requirements, this may include the facilitation of group visas, visas on arrival and referral visas etc; and, letter of invitation - Providing Letters of Invitation for visa and passport purposes and assist with immigration problems; and, For this we shall require a local contact person details including phone and email address to forward requests and inquiries to.
- Arranging the meeting of delegates at the airport and Optional: a shuttle service at the airport for all delegates.

6. Assist with Local Logistics

The local hosting organisation should also be prepared to:

- Provide recommendations of conference venues in the selected city. The names of the locations should be included in the information sent as well as the costs;
- Assist the Organisers with hotel negotiations;
- Provide logistical support during the meeting, including staffing (at least 4 people at all times) for the registration desk, conference room setup, interaction with hotel staff, and helping in general with day-to day logistics, etc;
- Facilitate and coordinate Internet connectivity setup at the hotel or conference centre; and,
- Assist the Organisers with sourcing potential local sponsors i.e. sending of letters and making follow-ups with the organisations and coordination with the Organisers sponsorship management team.
- Assist with identifying local speakers and moderators for the different topics and panel sessions
- Facilitate the invitation and participation of a high level representative (from relevant Government Institution) to officiate the formal opening session
- Create local awareness and invite local stakeholders to attend the event

Social/Entertainment events

Welcome Cocktail

The AfPIF event holds a welcome cocktail on the eve of the first day of the event. The local host is invited to assist with identify the venue and arrange for this event for all delegates (max 150). The welcome cocktail event can be sponsored in part or in total by one of the local or International sponsors.

The cocktail shall include but not be limited to the following:

- Welcome Drink
- Finger buffet and drinks
- Music in background

Gala Dinner

The Organisers hold a social event the second day of the conference. The local host will help identify the venue and arrange transportation to the social event for all delegates (max 150). The social event can be sponsored in part or in total by one of the sponsors. The sponsor is allowed to display marketing materials at the venue of the social event. The Organisers will also display its own marketing materials and those associated to the AfPIF event.

The social event shall include but not be limited to the following:

- Welcome Drink
- Cultural Display
- Dinner
- Music and entertainment

Fairwell Cocktail

The AfPIF event holds a Farewell cocktail on the eve of the last day of the event. The local host is invited to assist with identify the venue and arrange for this event for 70% of the delegates (max 100). The welcome cocktail event can be sponsored in part or in total by one of the local or International sponsors.

The cocktail shall include but not be limited to the following:

- Welcome Drink
- Finger buffet and drinks
- Music in background

7. Financial

The local host is encouraged to provide financial support in terms of sponsorship towards the costs of running the AfPIF event. This can be provided in-kind. Besides direct financial assistance, the Local Host may be expected to provide budgetary figures for:

- Entry visas facilitations;
- Rental of Computer, Public Address (Audio and Video) equipment;
- Local transportation; shuttle hire, vehicle rentals, fuel expenses, etc;
- Internet connectivity;

8. Publicity/Public Relations

The local host is also encouraged to assist the Organisers communications team with local publicity and press/media coverage for the event (pre-event, during event and post-event) and to coordinate among others:

- Press conferences;
- Develop pre and post event press releases
- Press Releases distribution;
- Media Kits distribution;
- Advertising in local newspapers and magazines;
- Preparation of banners and posters; and,
- Printing of T-shirts, caps, pens and other giveaway where requested.
- The local host is encouraged to invite a VIP to give the opening speech and should inform the Organisers once a suitable VIP speaker has been informed and the protocols for receiving and handling with the VIP.
- The details about any giveaways that the local host is planning to produce must be communicated to the organizers in advance.

9. Commercial Interests

The AfPIF event is a non-commercial, technical, education, collaboration and community-oriented activity. An exhibition room/center is provided for all related commercial and promotional activities. Any use of the event for advertising or marketing by the local host and sponsors must be approved in advance by the organisers and must not detract from the non-commercial atmosphere.

10. Local-Host Benefits

In view of the significant involvement and contributions that are made by local-hosts towards the success of the event, special considerations have been made as follows;

- A speaking slot for the local host organization during the opening session.
- A presentation slot for the local host organization on the events agenda in a session of your choosing, interest or expertise.
- Logo placement on the event banner, website, T-shirts and other materials produced specifically for the event
- At least 10 slots for local-host's staff to attend the event
- Pre and Post event press releases issued jointly offering publicity to both AfPIF and the local-host