ROLES AND RESPONSIBILITIES OF THE LOCAL HOST

This document provides an overview of the requirements for hosting the MENOG Meeting and Peering Forum.

About MENOG

- The MENOG Meeting and Peering Forum is a non-commercial, technical, educational and collaborative community activity.
- MENOG is held annually over five days, which include three workshop days and two plenary days.
- The MENOG Team consists of the both, the MENOG Secretariat, and the MENOG Programme Committee
- The MENOG Secretariat functions are carried out by the RIPE NCC, responsible for all logistical, administrative and financial aspects of running the MENOG Meeting and Peering Forum.
- The MENOG Programme Committee consists of a group of volunteers with a mission to build an interesting and exciting meeting agenda on current issues for every MENOG Meeting.

Local Host Expectations and Responsibilities

The Local Host will be responsible for providing the MENOG Team with important advice on every aspect of organising the event including the programme, logistics, venue, security and accommodation.

The Local Host is expected to cover all related expenses of:

- The MENOG workshops:
  MENOG runs two parallel workshops for three days. The preferred location of a workshop venue is in the centre of a city, easily reached from the airport and close to public transport.
- The Gala Dinner**:**
  MENOG hosts roughly 100 participants at a special gala dinner on the first day of the event.
- Webcast services**:**
  MENOG sessions are streamed, recorded and uploaded to YouTube.

Requirements are detailed in ANNEX 1.

The MENOG Team will often not have local presence in any country. The Local Host is encouraged to have a representative on the MENOG Programme Committee and nominate the point of contact to liaise with the MENOG Team.

The Local Host is also expected to work with the MENOG Secretariat on the following

1. **Entry Visa and Invitation Letters:**
   The Local Host will coordinate with the MENOG Secretariat to issue formal invitation letters to facilitate the visa application process in a timely manner. In some special cases such as referral visas and participants coming from a country where the host country does not have a consulate, the Local Host will be expected to facilitate the issuance of visas on arrival.

2. **Local Event Sponsors:**
   The Local Host will be tasked with the role of identifying and introducing potential local sponsors of the event to the MENOG Secretariat and where possible securing their sponsorship both in cash or in kind. A list of what is expected from Local Sponsors and services can be found in Appendix 1.

3. **Local Stakeholders Participation:**
   The Local Host will be responsible for ensuring that local participation is maximised through creating local awareness of the event to all relevant stakeholders in coordination with the MENOG Team.

4. **Local Experts:**
   The Local Host will be responsible for identifying local experts that can present or participate in various discussion panels of the MENOG Meeting and Peering Forum in coordination with the MENOG Team.

5. **Formal Opening Session:**
   The Local Host will be responsible for identifying, inviting and securing the presence of a high-ranking official from a relevant government institution to officiate the formal opening of the event in coordination with the MENOG Team.

6. **Logistics Liaison:**
The MENOG Meeting and Peering Forum requires the temporary import of equipment and materials such as professional cameras, live streaming gear, exhibition stools and stands, banners, etc., by sponsors and consultants. The Local Host will be responsible for providing information on temporary shipment rules and procedures in advance and facilitating the expedited clearance of the shipments on arrival. Additional information includes travel, security, etiquette, information, etc.

7. **Communications:**
The MENOG Secretariat expects that the Local Host will nominate a point of contact(s) that will be responsive to the issues and inquiries lodged through email and phone. As a number of issues may be of an urgent nature, we expect responses within a period of 4 - 12hrs. Non-urgent issues can be responded to within 12 - 48hrs. In cases where the point of contact will be away for any reason for more than 48hrs, we expect the Local Host to appoint a replacement.

8. **Financial Accounting and Reporting:**
The Local Host will bear the responsibility of accounting and reporting the financial expenses to the MENOG Secretariat.

9. **On-site Logistical Management:**
The Local Host with the MENOG Secretariat will be expected to be on site at least one day prior to the start of the event and a half day after the event to supervise delivery and implementation of all external services and hotel service.

10. **Registration Desk and Badges:**
MENOG Secretariat will be expected to provide the registration desk services, including participant badging. The Local Host should provide a designated staff member at the registration desk at all times.

11. **Service and Contract Negotiation:**
The Local Host is expected to negotiate services, fees and contractual obligations on behalf of the MENOG Secretariat with all local service providers. The Local Host is also expected to sign the service contracts with the local service providers on behalf of and subject to approval by the MENOG Secretariat. Some of the areas that will require negotiations to achieve the best price possible will include but is not limited to:

- **Conference Package:**
  The hotel should be able to provide suitable conference room, exhibition room, meals, water, snacks and two coffee-breaks for between 150-200 people at the reasonable rate.
- **Hotel Accommodation:**
  The venue hotel should provide a reasonable rate inclusive of bed, breakfast for at least 50 of the MENOG Team and participants. The hotel should be flexible on early check-in and late checkout, amongst others.
- **Social Events:**
  Negotiate for reasonable prices for social dinners/cocktail events at the hotel venue and external restaurants.
- **Airport Transfers:**
  Contract a suitable and low-cost airport transfer and transport provider for event participants.
- **Printing Services**:
  Recommend a suitable printing press service to print signage, brochures, flyers etc., that may be required for the event.
- **Audio/Visual Services:**
  Negotiate with a competent audio, lighting and projection service provider to cater for the needs of the conference at a reasonable rate.

Commercial Interests

The MENOG Meeting and Peering Forum is a non-commercial, technical, education, collaboration and community-oriented activity. An exhibition room/centre 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.

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 organisation during the opening session.
- A presentation slot for the Local Host organisation on the event's agenda in a session of your choosing,
- Logo placement on the event banner, website and other materials produced specifically for the event
- At least ten seats at the plenary for staff from the Local Host organisation
- Pre- and post-event press releases issued jointly offering publicity to both MENOG and the Local Host

ANNEX 1
List of all Local Sponsors/Partners/ Logistics expected for the successful hosting of the MENOG Meeting and Peering Forum

A. **Internet and ICT Partner:**
As per the hosting document, the event requires a minimum of 30Mbps of Internet connectivity and wireless access infrastructure at the conference venue to support over 400 devices connected concurrently. The Local Host is expected to source a suitable service provider to provide Internet connectivity, wireless access infrastructure (access points, switches, routers, etc.) and on-site support**.**

B. **MENOG Social Event:**
This is to be covered by the local host**.** The MENOG Meeting and Peering Forum hosts the participants at a special gala dinner on the first day of the event. The MENOG Secretariat would prefer the costs associated with the gala dinner and associated logistical expenses such as transportation, entertainment, etc., to be covered by a Local Host sponsor(s).

C. **Financial Sponsors:**
The Local Host is responsible for identifying potential Local Sponsors who can sponsor the event along the set sponsorship criteria.

D. **Users and Registration Desk:**
The Local Host will be responsible for identifying a Local Sponsor to provide personnel to help with meeting preparations and registration desk assistants for the duration of the event.

E. **Service Provider Recommendation:**
The Local Host is expected to have a comprehensive list of suitable service providers that can be approached to deliver services as per the hosting modalities and hosting requirements. Some of the areas that we require for MENOG recommendations for service providers are as follows:

- Suitable hotel to host the event
- Alternative low budget hotels within close proximity to the main venue
- Airport transfer services
- Sound, lighting and projection services
- Signage printing services

F. **Workshop Organisation:**
The Local Host is expected to cover all expenses related to workshops and support the logistics of organising the workshop. The preferred location of a workshop venue is in the centre of a city, easily reached from the airport and close to public transport. Requirements include:

- Three days of parallel workshops
- The workshops consist of two rooms in either "classroom" or "u-shape" seating for 20-25 people
- Flip charts, projectors, screens and whiteboard markers should be available at the workshop venue
- A separate unrestricted Internet wireless connection for the workshops. (All ports should be open on the workshop SSID)
- Arrange for one PostScript table laser printer and at least two separate paper trays to be used during the workshops and plenary at the registration desk. The printer is required to be delivered, installed, tested and fully functioning at least one day prior to the workshops

G. Webcast Services:
The Local Host is expected to cover the organisation and costs of webcast services. Requirements for a webcast service provider include:

- Recording the event: The Webcaster shall record the sessions of the event, this includes the presentations and discussions. Sessions will take place during the two-day plenary from 09:00 until 18:00 hours.
- Uploading the recordings of the event to YouTube: The Webcaster shall upload the recordings not later than a week after the last day of the Event on the RIPE NCC channel. The recordings shall be divided into videos consisting of an individual presentation and the following discussions. The Webcaster shall upload the videos via a link to the YouTube channel sent by the RIPE NCC using the login information sent by the RIPE NCC.