

ROLES AND RESPONSIBILITIES OF THE LOCAL HOST

This document provides an overview of the requirements for hosting a 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 MENOG Secretariat and the MENOG Programme Committee. 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 topics for every MENOG Meeting.

Local Host Expectations and Responsibilities

The Local Host is responsible for providing the MENOG Team with 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 reachable 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.
- **A photographer:** To take pictures of the event and share them with the RIPE NCC.
- **A videographer:** To upload recordings of the event to YouTube.

Requirements are detailed in ANNEX 1.

When the MENOG Meeting and Peering Forum takes place outside of the United Arab Emirates, the MENOG Team does not have a local presence in the country. The Local Host is encouraged to have a representative on the MENOG Programme Committee and to nominate a 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 in cash or in kind. A list of what is expected from Local Sponsors and services can be found in ANNEX 1.

3. Local Stakeholders Participation

The Local Host will be responsible for ensuring that local participation is maximised through raising local awareness of the event for 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 Local Host will nominate a point of contact(s) that will be responsive to the issues and inquiries lodged through email and by phone. As a number of issues may be of an urgent nature, we expect responses within a period of 4-12 hours. Non-urgent issues may be responded to within 12-48 hours. In cases where the point of contact will be away for any reason for more than 48 hours, 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. Onsite Logistical Management

The Local Host and the MENOG Secretariat will be expected to be onsite at least one day prior to the start of the event and half a 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 badges. The Local Host should provide two designated staff members for 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 local service providers on behalf of and subject to the approval of the MENOG Secretariat. Some of the areas that will require negotiations to achieve the best price possible will include but are not limited to:

- **Conference Package:**
The hotel should be able to provide a suitable conference room, exhibition room, meals, water, snacks and two coffee breaks for between 150-200 people at a reasonable rate.
- **Hotel Accommodation:**
The hotel should provide a reasonable rate inclusive of bed and breakfast for at least 50 of the MENOG Team and participants. The hotel should be flexible on early check-in and late check-out, among other needs.
- **Social Events:**
Negotiate a reasonable price 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, roll-up banners, stage backdrops, a media wall, flyers etc. that may be required for the event.
- **Audio/Visual Services:**
Negotiate with a competent audio, lighting and projection service provider to cater to 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 will be 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 250Mbps 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 onsite 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 per 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 as well as 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 per the hosting requirements. Some of the areas for which we require MENOG recommendations for service providers are as follows:

- A suitable hotel to host the event (3 different options to compare prices)
- Alternative low-budget hotels in 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 to support the logistics of organising the workshops. The preferred location of a workshop venue is in the centre of a city, easily reachable from the airport and close to public transport. Requirements include:

- Three days of parallel workshops
- The workshops consist of two rooms in either a “classroom” or “u-shape” seating arrangement for 20-25 people
- Flip charts, projectors, screens and whiteboard markers should be available at the workshop venue
- A separate, unrestricted wireless Internet connection for the workshops (all ports should be open on the workshop SSID)

G. Photographer and Video Services

Photographer:

- Take pictures of the event and share with the RIPE NCC

Videographer:

- Upload the recordings of the event to YouTube
- Upload the recordings no later than a week after the last day of the event on the MENOG YouTube channel
- The recordings shall be divided into videos consisting of an individual presentation and the following discussion

- The Video Company shall upload the videos via a link to the YouTube channel sent by the RIPE NCC using the login information also sent by the RIPE NCC
- There must be 2 versions of each video created, in English and Arabic audio
- The audio tracks can be recorded by/obtained from the live translators who will be onsite

H. Interpreter English to Arabic and vice versa

- Two interpreters, English-Arabic and Arabic-English
- Interpreters will arrange headsets
- Interpreters will arrange staff to distribute and collect the headsets
- Interpreters will check with the hotel to ensure their system is not in conflict with the meeting room's sound system
- Interpreters will provide the translator booth

I. Barista

Find a good barista, including a stand:

- From 08:30 to 17:00 on the plenary days
- 150 attendees expected per day
- 600 drinks needed in total
- A wide range of coffees
- Provide paper cups and everything else for the coffee to be served (sugar, napkins, plastic/wooden spoons)

J. LED Screens

Provide 3 40x50 LED Screens:

- One in front of the stage (confidence monitor)
- Two on a stand in the foyer area

K. Printers

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 functional at least one day prior to the workshops. The printer should preferably come with an English manual.