

Terms and Conditions for Hosting a LACNIC Event (2019- 2020)

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1. Background

Each year, LACNIC organizes two events in different cities in its service region (<http://www.lacnic.net/web/lacnic/area-de-cobertura>). These events bring together the Latin American and Caribbean Internet community, with an estimated attendance of 550-600 participants each time.

The first event of the year (held in the month of May) includes the Annual Member Assembly, the Public Policy Forum, as well as technical workshops and training activities; it also includes panels on topics of Interest to the community and other technical forums in which the entire regional community participates. Other major regional organizations contributing to Internet development and stability such as LACTLD (the ccTLD Operators Association) and LAC-IX (the Internet Exchange Point Association) co-locate their own annual meetings and member assemblies with the May LACNIC event.

The second annual event (September-October) is similar to the first, and is co-located with LACNOG (the Latin American and Caribbean Network Operators Forum).

By geographically rotating these events, LACNIC seeks to promote local community engagement in participation and decision-making spaces. This makes LACNIC events the most important Internet meeting in the LAC region.

The audience comprises mainly Internet service providers, academic networks, regulatory bodies, ccTLD operators, NAP/IXP operators, civil society organizations, service provider representatives, hardware and software vendors, and telecommunications industry professionals in general. Average turnout is approximately 450-500 participants.

2. Incentives for Hosting a LACNIC Event?

- The organization hosting the event will have the opportunity to position itself as a local and regional reference. It will receive recognition as event host and will be able to showcase its corporate image both before and during event:
 - company logo and link to company website on the event's official website, showcased as the local organizer
 - company logo on the event's official T-shirt (if applicable)
 - corporate branding on promotional material and signage at the facilities where the event is taking place
 - showcased as local organizer in press releases and media promotion
- The LACNIC event offers its host the opportunity to network with industry leaders, major business representatives and decision makers.
- It offers the host the chance to generate local impact, promoting Internet

development in its environment: first-hand contact with regional and world-renowned experts, technical training, workshops, forums and panels.

- The host will have the chance to provide input and contribute to the event program.
- The event provides the opportunity for the local organizer to train its own teams in direct contact with experts on various topics of interest that can be applied to the organization's daily operations.

3. Logistic and Technical Requirements

3.1 - Minimum Requirements for the Venue:

- An international airport operating daily frequencies to/from the main cities of the LAC region.
- Reasonable distance from the airport to the venue (not more than one hour), public transportation available (shuttle, taxi, train, etc.)
- The fact that the venue hotel or convention center is located in an area with good public services, restaurants, banks, public transportation, shopping centers, etc. will be considered a plus.
- The venue hotel must have all the facilities needed for hosting events and conferences. It is considered an advantage that the meeting be held at the same hotel where participants will be accommodated. Five star hotels are preferred.
- The venue hotel must allow the installation of cables and wireless access points in meeting rooms and common areas such as corridors, foyer, exhibition area, etc. and the use of the wiring infrastructure existing at their facilities.
- The host must sign agreement(s) with local Internet Service Provider(s) to ensure that the bandwidth and infrastructure requirements needed to provide the event's connectivity are met. *(See Network Infrastructure Requirements in section 3.4).*

3.2 - Accommodation Requirements

Rates

The host must negotiate a daily rate with the venue hotel (preferably a 5-star hotel) that is convenient for event participants. (Reference rate: USD 95 to USD 130). This rate must include breakfast, taxes and Internet access in guest rooms.

Blocking rooms for event attendees

LACNIC will block between 140 and 160 rooms to be paid directly to the venue hotel and which will be used by LACNIC staff, directors, special guests and sponsored participants (additional charges for these rooms are to be paid by each guest).

A second group of rooms (80 to 100 rooms) will be blocked so that participants can make their own reservations and pay for their own rooms directly to the hotel (the hotel will determine when these rooms will be unblocked). Accommodation rates and hotel contact information will be published on the event website

Overflow hotels

Up to 4 alternative hotels must be selected in the area near the venue hotel (preferably within walking distance). These hotels should be less expensive, as they are intended for participants traveling on a lower budget. Accommodation rates and contact information for overflow hotels will be published on the event website

If these overflow hotels are not within walking distance of the venue hotel, a system must be implemented for transferring participants to/from the venue hotel on a daily basis.

3.3 - Conference Room Requirements (Capacity, Audiovisual and IT Equipment, Schedule).

3.4 - Catering

- 2 daily coffee breaks, 5 days
- Buffet lunch, 5 days

Historic data shows that, on average, attendees at a 450-participant event are distributed as follows:

Day	CB am	Lunch	CB pm
Monday	400	400	400
Tuesday	430	430	430
Wednesday	450	450	450
Thursday	400	400	400
Friday	300	300	300

(Please attach menu specifying coffee-break and lunch options.)

3.5 - Network Infrastructure Requirements

3.6 - Social events

Welcome Cocktail

Time and date: Monday (first day of the event), 19:00 - 23:00

An event for participants to meet and socialize at the beginning of the event

Number of attendees: 350-400

Format: Cocktail (beer, wine, cocktails, soft drinks) and canapés

Entertainment: Live music and/or DJ

Location: A pleasant open space inside the venue, or a location outside the venue

If an external location is chosen, it is important to consider transferring participants to and from the venue and overflow hotels.

Two or three proposals must be submitted.

Meet and Greet Social Event

Time and date: Wednesday (third day of the event), 19:30 - 23:30

Most important and attractive socialization activity for participants, large turnout

Opportunity for visibility as a sponsor

Number of attendees: 450

Format: Cocktail (beer, wine, cocktails, soft drinks)

Food: Consider a variety of local food choices served at different stations

Entertainment: Live music show.

Location: Location outside the event venue, tourism attraction, to be used exclusively for the social event.

Must include transfer of participants to and from the event and overflow hotels.

Two or three proposals must be submitted.

Peering Forum Cocktail

Time and date: Tuesday or Thursday (second or fourth day of the event), 18:30 - 21:30

Social event for a reduced group of event participants

Number of attendees: 100-120

Format: Cocktail (beer, wine, cocktails, soft drinks) and canapés

Basic audiovisual equipment (projection screen and audio) and background music

Location: Open or closed space inside the event venue.

3.7 - Graphic Materials and Merchandising

The local organizer will be responsible for the production of the printed materials to be handed out to attendees (bags or backpacks, notepads, program, pens, T-shirts, etc.) and for the signage and graphic materials needed based on the characteristics of the conference center chosen for the event (main conference room gigantography, directions, banners etc.). The local organizer will also be responsible for the production of the merchandising items to be handed out to participants and will be in charge of putting together and preparing these materials.

The content, design and layout of these materials will be specified and approved by LACNIC. The local organizer and LACNIC will agree on a schedule for the delivery of the

materials such that they will be available 72 hours prior to the beginning of the event. LACNIC will provide a list of these materials in due time.

4. Obligations of the Parties

4.1 - Obligations of the Local Organizer (Host):

The local organizer will be responsible for setting up the local organization needed to coordinate and provide the services and facilities required for holding an event with an estimated attendance of 450-500 people.

The following is a general list of the services and facilities required for the event:

- Selecting a venue hotel with the facilities and conference rooms needed for the event. Alternatively, identifying a main hotel and a convention center with the facilities needed for the conferences.
- Negotiating with potential venue hotels preferential rates for participants (rooms to include breakfast and Internet connectivity).
- Selecting 3 or 4 overflow hotels in the area near the venue and negotiating preferential rates for event participants.
- Hiring audio, video, IT and simultaneous interpretation equipment and services according to the requirements detailed in the document.
- Hiring the services needed to hold the social events detailed in the document.
- Hiring coffee-break and lunch services for participants according to the requirements detailed in the document.
- Hiring support staff to prepare the materials to be handed out to participants (prior to the start of the event).
- Hiring support staff for tending to conference rooms and participant registration during the event.
- Making available the organization's support staff for coordinating technical services (network and Internet connectivity).
- Providing the support needed for participants to obtain their visas to enter the country, issuing letters of invitation and offering local support to help them complete the process.
- Hiring emergency medical services for event participants at the venue hotel.
- Coordinating the production of printed materials, merchandising items and signage for the entire event.
- Designating a General Coordinator who will permanently interact with the counterpart designated by LACNIC.
- Designating a Technical Coordinator to collaborate in the preliminary analysis of technical alternatives and in the implementation of the agreed solutions, prior to and during the event, so as to guarantee the highest quality standards for both the network and the Internet service.
- Designating a Communications Coordinator to work in conjunction with LACNIC on the local promotion and dissemination of the event.

4.2 - Obligations of LACNIC

LACNIC will be responsible for the general organization of the event, its international promotion and communications, coordinating with other Internet organizations and actors, as well as seeking and facilitating the participation of speakers and participants to ensure an event of the greatest possible relevance for the region.

LACNIC will attempt to support the local organizer at all times so that it may fulfill the general and specific tasks for which it is responsible in order to provide the services required and listed above.

Specifically, LACNIC will be responsible for:

- The general organization of the event.
- Preparing the activity schedule for the week (program).
- Identifying potential presenters and panelists and facilitating their participation.
- Developing and maintaining the event's website.
- Any direct expenses incurred by the organization's staff and directors.
- Managing the sponsorship program to facilitate the participation of the regional community.
- Coordinating with the hotel staff to reserve rooms for LACNIC staff, directors, sponsored participants and guests.
- Supporting the management of local and international sponsorships to help finance the event.
- Making available a basic document with the general terms and conditions for sponsoring a LACNIC event.
- Disseminating the event and promoting the participation of the international community.
- Conducting a preparatory visit to the host city in order to support the local organizer in the selection of the venue and in all matters concerning logistics (conference rooms, production of materials, options for social events) and technical aspects (connectivity, network configuration, audio and streaming services).
- Designating a General Coordinator who will permanently interact with the counterpart designated by the local organizer.
- Designating a Technical Coordinator (engineering) to collaborate in the preliminary analysis of technical alternatives and in the implementation of the agreed solutions, prior to and during the event, in order to guarantee the highest quality standards for both the network and Internet services.

5. Contributions by the Host

When selecting a venue, LACNIC will take into account and weigh the contributions that the host organization undertakes to perform in its capacity as local organizer, namely:

- **At least 30% of the total event budget**
 The total event budget is the total cost associated with preparing and running the meeting as a whole. It includes the following services and materials: rooms, audiovisual and IT equipment, simultaneous translation equipment and interpreters, food and beverages (coffee-breaks and lunches), social events, graphic materials and merchandising, daily transfer of participants to/from the venue, recruitment of the staff needed for participant registration and tending to the conference rooms, medical service.
- **A team of professionals:** General Coordinator (logistics, communications), Technical Coordinator, Communications Coordinator. *(See details under 7. General and Technical Coordination of the Event)*
- **The staff and equipment needed to welcome and register participants as well as to take care of the conference rooms**
 A team of six people is required (at least two of these must be bilingual English-Spanish) for the following tasks: preparing the materials to be handed out to participants prior to the start of the event, registering participants and handing out registration materials from Sunday to Friday, meeting room support tasks (changing speaker name displays, delivering gifts, counting the people in the room, etc.). *Prior to the start of the event, this team will be provided training on how to use the registration system.*
- **Agreement with a connectivity provider that will provide the Internet link for the event free of charge**
 This agreement will be signed between the local organizer and the Internet service provider, and will be considered a sponsorship. The provider will receive all the benefits of a sponsor of the corresponding category. (See sponsorship document)
- **Organization and funding of the Welcome Cocktail**
(See details under 3.6 - Social Events)
- **Active participation in summoning participants to the event, with emphasis on the local community**
 The local organizer will work hard to summon participants and disseminate the event using its own dissemination channels and sharing the information with the local community in coordination with the LACNIC Communications team.
- **Commitment to involving key leaders of various sectors of the local community so that they will attend the event**
 (e.g. Ministry of Telecommunications, government representatives and/or other areas related to the topic of the event).
- The level of participation of the host organization within the institutional live of LACNIC will be valued.

6. Sponsorships and Registration Fees

Sponsorships will be managed by both LACNIC and the local organizer in accordance with the terms and conditions set forth in the sponsorship document provided by LACNIC.

The contributions of companies and organizations managed by the local organizer will be administered by said organizer so as to help finance their contribution to the event.

Contributions by international companies and organizations and participant registration fees will be managed and administered by LACNIC.

In the case of sponsorships of international organizations having a subsidiary in the host country or of an organization with which the local organizer has relevant business or institutional ties, the local organizer will have preference to negotiate the best possible conditions for the event.

The registration fee for the event will be USD 300 (three hundred US dollars). This amount may be modified by LACNIC if it is considered necessary based on the location of the event and the particular situation of the country.

LACNIC member organizations may designate two (2) participants who will be exempted from the registration fee. LACNIC will be in charge of exempting registration fees for speakers, sponsored participants and guests.

Other registration fee exemptions which the local organizer wishes to implement must be informed and agreed with LACNIC for the purpose of their registration and control.

7. General and Technical Coordination of the Event

Once the host organization has been confirmed, LACNIC and the local organizer will appoint the representatives who will be in charge of the event's General and Technical Coordination.

- About General Coordinators
 - General Coordinators will be responsible for ensuring the event's success and must have the experience and technical ability needed to carry out the overall management of the event.
- About Technical Coordinators (Engineering)
 - The persons designated by the parties will be responsible for compliance with the technical standards (Internet) that apply to connectivity in all event areas (main conference room, rooms used for tutorials, secretariat, board of directors, common areas), as well as audio, video and streaming services.

- About Communications Coordinators
 - The persons designated by the parties will be responsible for establishing a coordinated communications strategy for disseminating and promoting the event both locally and internationally.

8. Application Form

Applicants must send an expression of interest to host the event (to: eventos@lacnic.net) and complete the application form below.

When accepting and selecting a proposal, LACNIC will take into account the items detailed in section 5. of this document, as well as other factors that may be at LACNIC's sole discretion.

[Application form](#)