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CALL FOR PROPOSALS TO HOST APNIC 36

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Table of Contents

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1. Why host an APNIC Conference?

The APNIC Conference presents a great opportunity for organizations to get closely involved with the Internet addressing community. This biannual event is a well-established part of the international and regional Internet calendar, attracting influential industry professionals in a cooperative, open environment.

The APNIC Conference provides clear benefits for the local hosts. Previous Conference hosts have received the positive exposure of being associated with a professional, well-organized event that brings world-class technical training, knowledge sharing, policymaking, and global coordination into their local economy. The local host is also marketed not only through their economy but also across the entire Asia Pacific region as a positive contributor to the local Internet community.

Organizations that host APNIC Conferences will need to invest significant time and resources. In this document, we have outlined what is required from a local host to help create a successful event. We have also included a checklist summarizing what is needed and a template to help you structure a Conference proposal. We encourage you to consider hosting an APNIC Conference in your area and will be happy to answer any questions you may have about preparing your proposal.

2. Overview

2.1 About APNIC Conferences

APNIC Conferences, which are held twice per year, are the major events in APNIC's annual calendar. The first Conference is held in conjunction with APRICOT, while the second is a stand-alone Conference. They provide a unique opportunity for members of the APNIC community to meet, attend tutorials and training, and participate in open policy development, coordination, and other important activities. Like APNIC itself, the Conferences are run on a not-for-profit basis as a service to APNIC Members and the Asia Pacific Internet operations community.

2.2 Conference location

Each APNIC Conference is held in a different location within the Asia Pacific region. This helps to boost participation and to spread the costs of attending the conference fairly across the region. APNIC needs to work with local organizations that are able to assist with arrangements and support for the Conference. For each Conference APNIC seeks proposals in advance from organizations interested in hosting an APNIC Conference in their city or area.

2.3 Hosting an APNIC Conference

Local conference hosts must commit certain resources to the event, but successful bids gain extensive exposure to the APNIC community through a prominent and important contribution to Internet development in our region.

It should be noted that the host is not expected to take financial or management responsibility for the Conference, but rather to provide local support and commitment so that APNIC can manage the Conference properly. The first Conference of the year, in late February or early March, is held in conjunction with APRICOT. The second, in late August or early September, is a stand-alone Conference. The Conference generally runs from Monday to Friday, although there may be instances where it starts on different days, to accommodate specific requirements.

Important Note

2.3.1 APNIC will reconsider past applications that were unsuccessful in their initial bids to host an APNIC Conference. If you have previously applied to host an APNIC Conference, you may wish to review your initial application, and resubmit it for consideration as outlined below in section 2.4.

2.3.2 Should your application to host APNIC 34 be unsuccessful, you will automatically be reconsidered to host APNIC 36 in 2012.

2.4 Call for proposal (CFP) requirements

This document describes the main requirements for APNIC Conferences and the areas where assistance from a local organization is needed. If you are interested in hosting a future APNIC Conference, you should read this document carefully.

Please note: You will need to lodge a completed proposal by the date specified in section 6, Proposal Deadline. You should prepare a proposal addressing all of the relevant topics, and this must be submitted by the due date. We cannot guarantee that proposals received after the due date will be considered. We have included a suggested content outline and checklist of the major meeting requirements to help you prepare your proposal.

APNIC invites meeting hosts from all economies across the region, both in developed and developing economies. Even if you cannot fulfill all the requirements, you are still invited to submit a proposal. APNIC

will review each proposal on its merits and may contact proponents to negotiate alternative ways of achieving the desired result. After receiving and reviewing the proposal, the APNIC Secretariat will contact you to discuss any details before referring the matter to the APNIC Executive Council for final selection.

2.5 Information on past Conferences

Comprehensive information on past APNIC Conferences is available on the APNIC website at:

http://www.apnic.net/meetings

Prospective Conference hosts are encouraged to review this information to get a good indication of what to expect.

2.6 Conference program

The APNIC Conference program contains the following sessions:

- Tutorial sessions
- Lightning talks
- Plenaries
- The APNIC Member Meeting (AMM)
- Open policy discussions
- Social activities (the opening reception, social event, and closing event)
- Birds-of-a-Feather (BoF) sessions
- Other small meetings (about 10)

The program normally runs for four or five days, with a combination of parallel tutorial tracks (normally two tracks), plenaries, policy discussion sessions, and the AMM. We expect the attendance of parallel sessions to be up to 80 people in any one session, with approximately 250 people in the plenaries, open policy discussion sessions, and AMM. BoF sessions, which may be in the evening, generally attract smaller groups of between 20 and 50 people. The social activities provide opportunities for the meeting delegates from around the region to meet and share knowledge in an informal manner. The opening reception is to welcome the meeting delegates and should be in the style of a cocktail function, while the social and closing event should be in a dinner setting, preferably with light entertainment that involves all delegates.

A draft Conference program is attached for your information (Appendix 2)

3. Meeting requirements

This following section details what the local host will be required to provide for the APNIC Conference. We have also summarized these requirements as a checklist in Appendix 4. Please include the checklist as part of your proposal to ensure that all of these requirements are considered.

3.1 Conference venue

The ideal Conference venue should be a hotel with modern conference facilities or a fully equipped conference centre with a hotel directly attached or located nearby. The host should propose two or three potential Conference venues, and the final decision on which venue will be used must be confirmed by the APNIC Secretariat.

Delegates will be arriving from all over the world, so the proximity of the proposed venue to an international airport is a factor to be considered.

Total attendance can be difficult to predict; however, APNIC expects 250-300 people to attend the next APNIC Conference.

APNIC provides a substantial amount of equipment to support each Conference, including computers, data projectors, video multicasting, and simultaneous-interpretation equipment. The venue must not impose any restrictions or fees on the use of such equipment during the Conference.

3.2 Meeting rooms

The venue will require the following rooms and areas:

- A main meeting room for the plenaries, open policy discussions, and AMM capable of seating up to 300 people
- Secondary meeting rooms for the parallel tutorial sessions capable of seating up to 80 people
- A Secretariat room of at least 40 square metres to be used by the APNIC Secretariat staff and the meeting organizers
- A small meeting room capable of seating 15-20 people in a boardroom style to be used for an Executive Council meeting, teleconferences, and other small meetings
- A hostmaster consultation room capable of seating 4-6 people
- A prayer room for inter-faith worship
- A Conference registration desk capable of seating 4-5 people for on-site registrations
- A Member Services Lounge: An area measuring at least 7.5 metres x 4 metres to provide on-site member consultation services

The equipment, layout, and other requirements of these rooms are described in Appendix 4: Checklist.

3.3 Internet access

Internet access at APNIC Conferences is essential and is provided through both a terminal kiosk and public wireless network. The local host must be able to provide the following facilities:

CALL FOR PROPOSALS TO HOST APNIC 36

- Internet backbone access
- Suitable locations and access for APNIC's wireless network
- A terminal kiosk

3.3.1 Internet backbone access

Internet access needs to be the highest quality and bandwidth possible – a minimum of 10Mbps is required.

The provider should be able to provide connectivity on UTP or fibre converted to Ethernet to ensure the correct interface.

The local host is also required to help APNIC's technical staff negotiate with the venue regarding a secure and convenient location or room for routers and switches within or near the Secretariat room and with appropriate cabling to the backbone cable.

The APNIC Secretariat will provide and configure all necessary routers and switches. The backbone must be fully operational 24 hours before the Conference starts. Contact details of the Internet backbone must also be provided for the Network Operations Centre (NOC).

3.3.2 Wireless access

The APNIC Secretariat will provide the necessary equipment and configuration information for wireless access. The local host is required to help APNIC's technical staff conduct a site inspection at the venue to identify network access points, antennae, and the required cabling locations.

The local host also needs to be aware of the following wireless requirements:

- Wireless access will be provided through a standard wireless (WiFi) LAN (802.11 a/b/g) using 2.4 and 5.0 GHz frequencies within the conference venue operating 24 hours per day.
- The local host must make suitable arrangements with the venue to allow wireless access in public areas of the main Conference venue, such as hotel lobby and lounge areas, as well as guest rooms.
- Network access must be operational 24 hours before the Conference starts.

3.3.3 Terminal kiosk

The local host will help to organize the terminal kiosk and must source appropriate sponsors to provide the required equipment. The APNIC technical team will provide guidance to set up the kiosk; however, it is the responsibility of the host to coordinate with the sponsor to provide ongoing supervision of the kiosk during the Conference.

The equipment and other needs for this room are described in Appendix 4: Checklist

3.4 Audiovisual and power board requirements

Suitable audio-visual equipment is needed in each of the main rooms, including stand-up microphones and radio microphones for audience participation (more for larger Conference sessions), lapel microphones, fixed microphones, projector screens of suitable size, and white boards with markers. As laptops are widely used by the Conference delegates, it is essential to have a sufficient number of power boards available for each Conference room that are easily accessible from the seats.

Please also refer to Appendix 1: Meeting room layout.

3.5 Simultaneous interpretation

The official Conference language is English, but simultaneous interpretation services may be provided, depending on demand. If interpretation services are required, APNIC will provide the necessary equipment. However, in these cases, the local host must provide sufficient power outlets and audio feeds to support the service. The local organization may also be asked to help arrange professional interpreters. APNIC and the local host will cover the cost of hiring interpreters; however, sponsorship is welcome.

3.6 Printing

Numerous printing and copying tasks will arise before and during the course of the meeting. If possible, the printing of the conference program and related materials, signs, schedules, sponsor acknowledgements, and other display materials should be done locally with the assistance of the host organization. The local host should print the training materials.

3.7 Video-multicasting requirements

APNIC provides live multicast video of Conference sessions in the main meeting room as a service to those who are not able to attend the Conference in person. To support the multicast service, the on-site Internet connection speed must be a minimum of 10Mb/s. The wireless coverage must also be sufficient to support this service, and the entire Conference network must be configured to carry multicast traffic internally and externally.

Suggested locations of simultaneous interpretation and multicast facilities are indicated in Appendix 1: Meeting room layout

3.8 Catering
Conference catering includes a buffet lunch and morning and afternoon coffee breaks. Conference delegates originate from a wide range of cultural backgrounds, so vegetarian, Indian vegetarian and halal cuisine must be provided. The Conference registration fee will cover the costs of all catering.

3.9 Accommodation
It is expected that most attendees will opt to stay in the venue that hosts the Conference, or a hotel nearby. It is crucial that affordable accommodation options are available within close proximity to the Conference venue. The local host must provide a list of alternative accommodation options. It is expected that each "official" Conference hotel will provide group discounts for block bookings.

3.10 Fellowship program
The fellowship program encourages members of the Internet community from developing economies in the Asia Pacific region to attend the Conference. It targets key staff from organizations that are developing or providing Internet services; in particular, those responsible for managing Internet resources (such as IP addresses, Autonomous System (AS) numbers, and routing registry data). Fellows will receive financial assistance towards their Conference attendance, accommodation, meals, and incidental costs. Fifteen percent of the total sponsorship fund will be allocated to the program (and is, therefore, not available as meeting income). To provide additional support for fellowship expenses, the host organization is also welcome to make a contribution towards the program.

3.11 Registration fees
It should be noted that fees are set at appropriate levels such that they are affordable to all APNIC Members and will also take the local cost of living into account. It should also be noted that Conference fees are waived for guests of the Conference, including tutors, presenters, fellows, APNIC staff, and other invitees.

Here is a sample of the typical registration fees charged for an APNIC Conference:

Registration	Members AUD	Non-Members AUD
APNIC Conference – Early bird registration	360	450
APNIC Conference – Normal registration	400	500
Tutorials – Full day	200	250
APNIC Member Meeting	No charge	No charge
Opening Reception	No charge	No charge
APNIC Social Event	No Charge	No charge
APNIC Closing dinner	65	75

3.12 Travel security
APNIC is concerned for the well being and safety of Conference delegates, so security issues will be considered when selecting the Conference location. Such issues include possible terrorist threats or problems with law and order. APNIC may refer to official government travel advisories before selecting a Conference location. Therefore, APNIC recommends that the local host include advice about the domestic security conditions in the intended city or area in the proposal.

3.13 Opening reception and social event
The local host is expected to help APNIC organize an attractive, high quality opening reception (on the second night of the Conference) and social event (on the third night of the conference). The aim is to provide a relaxing, enjoyable atmosphere in which the delegates can relax and socialize. Such events also provide good networking opportunities for participants. The local host or a local sponsor is welcome to sponsor such events. (Please refer to the "Sponsorship Invitation" document.)

4. Host contributions

4.1 Administrative support
The host organization's major contribution will be human resources. People are required throughout the Conference preparation period and during the Conference itself for many activities. The local host should assign a key meeting coordinator for further administrative support. Management resources are not required; the APNIC Secretariat will take that responsibility; however, local event coordination experience would be greatly appreciated. The host will also be expected to provide staff who are fluent in both English and the local language to help at the registration desk.

4.2 Financial support
APNIC is able to bear the costs and risks associated with the Conference up to a reasonable limit; however, it may be necessary for the host organization to make a financial contribution in cases where direct costs are higher than can be covered by registration and sponsorship incomes. Financial

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CALL FOR PROPOSALS TO HOST APNIC 36

responsibilities will be negotiated and agreed upon on a case-by-case basis during and after APNIC's selection of the successful host bid.

4.3 Sponsors

APNIC Conferences normally receive substantial sponsorship contributions from organizations interested in assisting our work and promoting themselves to the APNIC community. There are normally six or seven classes of sponsorship available (Platinum, Diamond, Gold, Silver, Bronze, Supporting, and In Kind) according to the value of cash or in-kind contributions.

Sponsorship will be sought specifically for individual days of the Conference, the opening reception and social event, and Conference facilities such as simultaneous interpretation, real-time captioning, Internet connectivity, the wireless network, and the terminal kiosk. (Please refer to the "Sponsorship Invitation" document.)

The host organization is expected to source appropriate local sponsors for at least 50% of the total sponsorship requirements. Ideally, the Internet connection, wireless network, and terminal kiosk should be sponsored locally, due to the difficulty of setting up and transporting equipment. The sponsorship benefits should be provided to the local sponsors in accordance with the "Sponsorship Invitation" document.

In order to reduce the cost borne by APNIC Members, additional financial contributions from the host organization, while not compulsory, will be welcomed and acknowledged at the appropriate sponsorship level (in addition to the acknowledgement given to the organization as meeting host). Please see Appendix 5 – Sponsorship Invitation for an example of the Conference Sponsor Invitation.

4.4 Promotions

The host organization is strongly encouraged to promote the APNIC Conference in the local area and attract local delegates to attend the Conference. Local media releases or company announcements should be used to increase awareness if possible. APNIC can be of assistance by providing articles for this purpose. The host organization can also promote the Conference by establishing a Conference website providing local information for Conference delegates.

4.5 Visa application assistance

As many Conference delegates come from economies where travel visas or invitation letters are required, the host organization should be able to provide necessary assistance in arranging visas, invitation letters, and other related travel documents.

4.6 Full assistance for import and re-export procedures

The APNIC Secretariat will ship technical equipment, stationery, promotional gifts, and printed materials before the Conference. APNIC technical equipment will also need to be re-exported to Australia after the Conference. The local host will be required to pay any refundable import duty deposit that may be required by the host country. The local host will also be required to provide full assistance with import and re-export procedures and provide a secure storage area for shipped boxes.

4.7 Other assistance

The host organization is also expected to assist with all other Conference-related issues, such as a preliminary site visit by APNIC staff and sourcing promotional items locally.

5. Content of proposal

APNIC has provided a template to help you prepare your proposal. Please see the template in Appendix 3: "Proposal to host an APNIC Conference".

6. Proposal deadline

Parties interested in hosting the APNIC 36 Conference (to be held during August 2013) are encouraged to express their interest as soon as possible by email to conference@apnic.net.
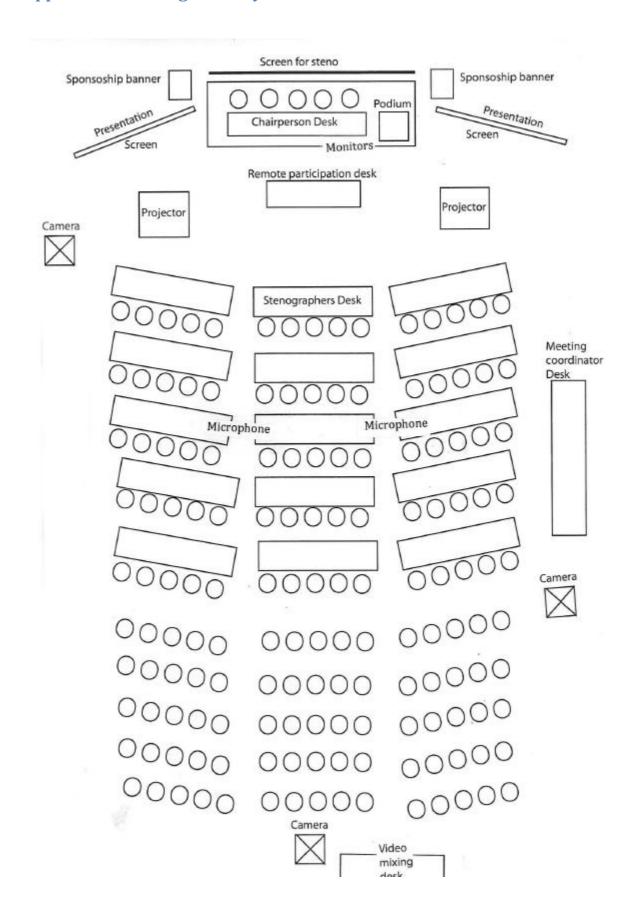
Completed proposals (including the checklist - Appendix 4) should be submitted by email to conference@apnic.net by Monday 16 January 2012.

The APNIC Executive Council (EC) will make a final selection on the location of the Conference and the host organization during APNIC 33. The EC may invite the candidates to present their proposals at the EC meeting during APNIC 33. A public announcement of the decision will be made at the APNIC Member Meeting on the final day of APNIC 33.

Proposal submission deadline: 16 January 2012

Public announcement: At the end of APNIC 33 on 2 March 2012

APNIC staff will be happy to answer any questions you may have before submitting a final proposal. Please email conference@apnic.net with any queries.
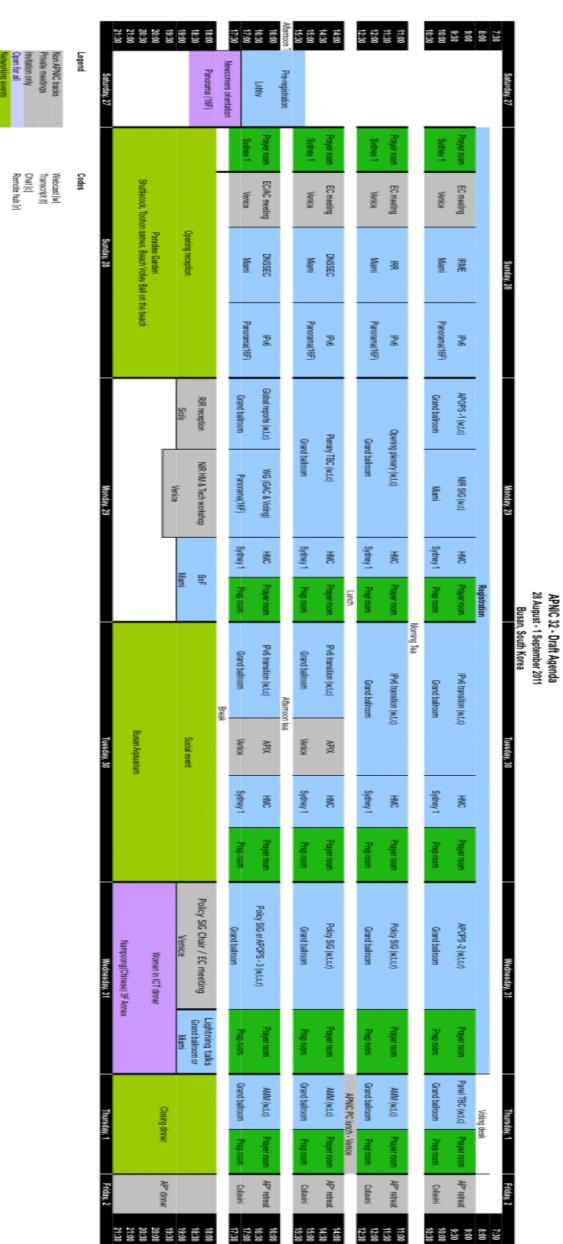
Appendix 1: Meeting room layout

CALL FOR PROPOSALS TO HOST APNIC 36

Appendix 2: APNIC Conference program – Draft

APNIC 32 - Draft Agenda
28 August - 1 September 2011
Busan, South Korea

Appendix 3: "Proposal to host APNIC Conference" template

1. Conference host details

      1.1. Organization name

      1.2. Contact person's details

2. Overview

This section should briefly indicate the reasons why the APNIC Conference should be hosted in your economy. You may include your organization's background, your local Internet industry's history, and the benefits of hosting this Conference in your economy.

3. Date

Please specify the dates you propose to host APNIC 34 or 36.

4. Implementation outline

This section should provide information (in compliance with our Conference requirements) about the proposed venue, catering plan, opening reception and social event plans, accommodation, and transportation. Please also provide quotes for the venue and catering, as well as confirmation of the proposed venue's availability.

      4.1.   Meeting venue

      4.2.   Meeting rooms

      4.3.   Internet access

      4.4.   Audiovisual and power boards

      4.5.   Simultaneous interpretation

      4.6.   Video multicasting requirements

      4.7.   Printing

      4.8.   Catering

      4.9.   Accommodation

      4.10. Fellowship program

      4.11. Registration fees

      4.12. Travel security

      4.13. Opening reception and social event

5. Host contributions outline

5.1.   Administrative support

5.2.   Financial support

5.3.   Sponsors

5.4.   Promotions

5.5.   Visa application assistance

5.6.   Full assistance for import and re-export procedures

5.7.   Other assistance

Appendix 3: "Proposal to host APNIC Conference" template

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CALL FOR PROPOSALS TO HOST APNIC 36

6. Cost projection

This section should indicate estimates of the major expenses, including the Conference venue, catering, events, souvenirs, etc., and major income items, including registration and sponsorship fees and necessary contributions by APNIC and the host organization.

Item	Expenses in local currency	Expenses in AUD
Rental - Meeting rooms		
Rental – Meeting rooms that are required overnight		
Rental – Setup period for meeting rooms		
Catering – Buffet lunch		
Catering – Two daily tea breaks		
Opening Reception (Day two) – Food and drink		
Social Event (Day three) – Food and drink		
Stage banner and signage		
Internet connectivity		
Wireless network		
Rental – Audiovisual equipment (for example, TVs)		
Rental – Office equipment (for example, photocopier)		
On-site printing costs		
Contingency (5%)		

APNIC will provide quotes for the following:

Stenographer		
Shipment and insurance		
Expenses – Speakers and invited guests		
Promotional items		
Subtotal:		

Less

Expected registration income		
Expected sponsorship		
Total:		

7. Supplementary information

This section may include tourist information and other local information that relates to the Conference.

Appendix 4: Checklist

Requirements for the APNIC Conference

☐ Conference facility suitable for up to 300 delegates

- Should be a hotel with conference facilities or a conference centre with a hotel directly attached or located nearby.
- Proximity to an international airport will be considered.
- Expected maximum attendance:

  - 300 in the plenary and policy discussion tracks
  - 200 in the APNIC Member Meeting
  - 80 in the secondary parallel track
  - 50 in the BoF sessions

☐ Main Conference room to seat up to 300 delegates

- For the plenaries, policy discussion sessions, and AMM.
- Preferably with a flat floor (not a sloping, lecture-hall style floor).
- Three projection screens (one for presentations, one for the video and the other for the transcription service).
- Classroom-style seating for at least 60% of the attendees, with additional chairs available for the remainder
- This room should be rented for set up one day before the Conference day with 24-hour room rental to maintain the equipment setup in the room.
- The main Conference room must include:

  - Power boards for each row
  - One lapel microphone for the presenter on the stage
  - Two to four table microphones on the stage
  - Two standup microphones on the floor
  - Two large monitors on the stage floor

☐ Tutorial I meeting room to seat up to 80 delegates

- Preferably with a flat floor (not a sloping, lecture-hall style floor)
- One projection screen
- Classroom-style seating for at least 80% of the attendees, with additional chairs available for the remainder
- Power boards for each row of seats
- Two microphones: one lapel and one stand up

☐ Tutorial II meeting room to seat up to 40 delegates

- Preferably with a flat floor (not a sloping, lecture-hall style floor)
- One projection screen
- Classroom-style seating for at least 80% of the attendees, with additional chairs available for the remainder
- Power boards for each row of seats
- Two microphones: one lapel and one stand up

☐ Secretariat room of approximately 40 square metres for APNIC Secretariat staff and the Conference organizers

- The Secretariat room must be available for six days and include:

  - Set up 24 hours before the start of the Conference
  - A boardroom-style table capable of seating up to 20 people
  - A high-volume photocopier operable at reasonable rates (not the hotel business centre rate), with on-site maintenance services
  - A fax machine and telephone on separate lines capable of international calls with on-site maintenance services for the fax machine
  - Approximately five metres of additional tables or shelving to store technical equipment and meeting materials
  - 24-hour room rental to allow the office to remain set up in the room
  - Power boards

☐ Conference registration desk to seat up to five people

- To be used for on-site registrations, the Conference registration desk must include:

  - Close proximity to the main Conference room
  - Ethernet connections

CALL FOR PROPOSALS TO HOST APNIC 36

- Power boards
- Desks and chairs
- A notice board

Member Services Lounge to seat up to 10 people

- To provide on-site Member query services, the Member Services Lounge must include:

- An area of approximately 7.5 metres x 4 metres
- Power boards
- A sofa and tables
- An LCD/plasma television (at least 42")

A terminal kiosk for one or two PCs

- One or two public access PCs are required, each with:

- USB ports
- CD-ROM drives
- A web browser and SSH client
- Full-time Internet access
- Up-to-date anti-virus protection and operating system security patches
- One public-access laser printer must be provided, with all computers configured to use the printer
- The kiosk should be available for the duration of the Conference, from 8am to 6pm, with appropriate supervision at all times.

Small meeting room 1 to seat 15-20 people in boardroom style

- For the Executive Council meeting and other teleconferences, this room must include:

- Internet access
- One projection screen
- A phone line suitable for use as a conference phone, capable of international calls

- This room may only be required for part of the week. The schedule will be negotiated as the program is developed.

Small meeting room 2 to seat ten people

- For hostmaster consultations, this room must include Internet access.

Prayer room

- This room must be suitable for inter-faith worship.

Internet backbone access

- Backbone access must be of the highest quality and bandwidth possible. At least 10Mbp/s is required.

Wireless access

- The local host must assist the APNIC Secretariat to establish the wireless network in the Conference rooms, meeting rooms, and public areas.

Simultaneous interpretation (if required)

- Sufficient power outlets and audio feeds for APNIC's interpretation equipment.
- The local host may be asked to help organize professional local interpreters.

Video multicasting requirements

- A minimum 10Mb/s on-site Internet connection.

Sufficient wireless coverage

- Connectivity to a multicast and IPv6 route exchange point.

Printing

- The local host must print training materials and be prepared to provide support for other printing needs.

🔲 Catering

- Buffet lunch, including halal and vegetarian options.
- Morning and afternoon coffee breaks.

🔲 Accommodation

- Block booking in the hotel at discounted Conference rates.
- The local host must provide a list of alternative, affordable accommodation options that are nearby to the Conference.

🔲 Fellowship program

- The local host is encouraged to consider making a contribution towards the fellowship program.

🔲 Registration fees

- The local host must be able to budget for registration fees to be affordable to all APNIC Members, as indicated in the Call for Proposals document.

🔲 Summary of local security situation

- The proposal must include a brief assessment of the security situation at the proposed venue.

🔲 Opening reception and social event

- Generally, this consists of a dinner with light entertainment.

🔲 Administrative support – local Conference coordinator

- The local host should provide a staff member with some event organization experience to assist APNIC staff with local logistics.

🔲 Sponsorship assistance

- The local host should help seek local sponsors or consider sponsoring the Conference themselves.
- Sponsorship may be for the entire Conference, social events, specific sessions, or services (such as interpretation or captioning).

🔲 Promotions

- The local host is encouraged to use local media contacts to promote the Conference.
- The local host may also consider establishing a Conference website providing local information.

🔲 Visa application assistance

- Including invitation letters and other administrative support.

🔲 Full assistance for import and re-export procedures

- The local host must:

  - Pay any refundable import duty deposits if required
  - Provide full assistance for import and re-export procedures
  - Provide a secured storage area for shipped boxes

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