Asia Pacific Regional Internet Governance Forum & Youth IGF Camp

Request For Proposals of Local Host

This document is intended to give interested parties planning to host the APrIGF and yIGF the background information and the requirements for hosting.

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Background Information

Asia Pacific Regional Internet Governance Forum (APrIGF) has been held annually, together with Youth Internet Governance Forum (yIGF) since these activities were initiated in 2010 in Hong Kong. APrIGF is the recognized regional event of the global Internet Governance Forum (IGF) process, and serves as a platform for discussion, exchange and collaboration of Internet Governance issues in the Asia Pacific region.

The multi-stakeholder approach is a core principle of the APrIGF, along with an emphasis on the diversity of participants, and openness of the discussion. All APrIGF events are expected to advance these principles actively.

The APrIGF is led by the Multi-stakeholder Steering Group (MSG) which provides overall direction, themes and program management; as described below.

The yIGF operates under common principles with the APrIGF, as an initiative to engage youth on Internet Governance issues; and is organized annually, hand-in-hand with the APrIGF. It is led by an independent organizing committee, as described below.

Important Note: The document "APrIGF Operating Principles" provides detailed information about the event and its operations, and should be fully understood and supported by any prospective local host. The document is available on the official website, under the MSG section.

Please visit http://www.aprigf.asia for more information, including documentation and links to the past conferences. The APrIGF Secretariat is available to assist with any enquiries or further information as needed.

I. Program Planning

A. Asia Pacific Regional Internet Governance Forum (APrIGF)

i) Program Outline

The APrIGF consists of a 4-day programme including the following elements:

- Pre-events: side meetings, orientation sessions, tutorials etc (1 day)
- Opening Ceremony: Welcome Remarks and Speeches (90 minutes)
- Opening Plenary: Attended by all participants (90 minutes)
- Plenary Sessions: Selected workshop to be attended by all participants (90 minutes each)
- Parallel Sessions: Run simultaneously on different thematic issues (up to 2 days).
- Closing Plenary: Wrap-up session, summaries and closing speeches (up to half-day)
- Social Events: Welcome Receptions/cocktail and Closing Social

The Local Host is responsible for organizing the Opening & Closing Plenary sessions and all social events, in consultation with the MSG. The rest of the programme (i.e. parallel sessions) content, are entirely the respsoniblity of the MSG.

ii) Multi-Stakeholder Steering Group

The APrIGF Multi-stakeholder Steering Group (MSG), a self-organised committee with members from around the AP Internet Community, is responsible for deciding the overall direction, themes and program content for each meeting. Weekly or bi-weekly conference calls are held during the preparation period, as well as face-to-face meetings where possible.

Representatives from the local host are welcome on the MSG, and are also required to join MSG meetings regularly, in order to provide regular updates on event preparations and coordination on the program & logistic arrangement.

iii) Call for Workshops

The main content of the APrIGF consists of workshops and other working sessions which are initiated and organised by the community. These are scheduled in parallel streams (up to 4 concurrently) which may address individual sub-themes of the meeting.

An open call for proposals is issued by the MSG, allowing public Internet community members to propose these sessions through an open and competitive process. The MSG and local host are expected to outreach actively to their respective communities to promote the call for workshops and help to attract high-quality proposals.

An evaluation sub-committee is convened by the MSG to review and select the proposals, according to suitable open and inclusive processes (defined within the Operating Principles of the MSG). The APrIGF secretariat is responsible for supporting and managing this selection process.

B. Youth Internet Governance Forum (yIGF) Camp

i) Program Outline

The Youth IGF Camp is a 4-day-3-night camp mirroring the multi-stakeholder approach of the global IGF, whereby for youth to discuss various Internet Governance issues. It consists of the below elements:

- Stakeholder Group – participants will be divided and role-play as different stakeholders
- Internal Meetings – Discussion amongst each stakeholder group
- External Meetings – Multi-Stakeholder groups' discussion
- Presentations and Open Forum - Participants will present on their conclusion and have an open debate panel, which other APrIGF participants are welcome to join

ii) Targeted Participants

The camp is targeted primarily at students at tertiary education level or above. Publicity and promotion is made by the local host to local Universities and locally registered private tertiary institutions. Target participant size is around 50-80 students, of which a majority is expected to be form local institutions.

iii) Organizing Committee

The program will be developed and facilitated by NetMission.Asia (http://www.netmission.asia) together with the input from the MSG. The local host is also welcome to be involved in the development of discussion topics. NetMission Ambassadors will be responsible for deciding the program schedule as well as facilitating the discussion on-site. The local host should provide secretariat support in the local logistics and promotion.

II. Meeting Requirements

A. Conference Date

The APrIGF is held annually, in July, August or September. The local host shall propose the specific dates of the conference in consultation with the MSG, and according to availability of suitable meeting venues. The posposed dates shall not clash nor overlap with any other major Internet conferences such as APNIC, APTLD, APAN, ICANN, IETF, SANOG, PACNOG meetings, etc; unless proposed to be held in conjunction with one of these.

It is also preferred to hold the APrIGF at least 1 month before the global IGF to allow sufficient time for the consolidation of discussion outcome.

B. Conference Venue

The accessibility and the cost of the meeting venue as well as necessary facilities available will be the key factors in the selection of local host. The suggested venue and accomodations must meet the requirements outlined below.

C. Meeting Space

The APrIGF and yIGF should be held in a single venue, or in neighbouring venues. The below meeting space outline is for reference only, and may be subject to change depending on the specific program and other requirements in each year.

The meeting spaces should be fully accessible by those with disabilities.

The meeting rooms shall be blocked at least 1 day before the event for set-up and preparation purpose.

i) APrIGF

	Main Hall	Room 1	Room 2	Room 3	Room 4	Lobby/Open Space
Purpose	Plenary/Main Sessions	Parallel Sessions	Parallel Sessions	Parallel Sessions	Secretariat Room	Breaks/ Networking/ Sponsor Booths
Setting	Classroom and Theatre	Classroom / U-Shaped+ Classroom	Classroom / U-Shaped+ Classroom	Classroom / U-Shaped+ Classroom	Board	Standing
Capacity	300-400 people	80-100 people	80-100 people	80-100 people	10-20 people	300-400 people
Facilities Required	1 laptop, 2 screens (presentation & live scribe), 6 microphones, power outlets, podium	1 laptop, 2 screens (presentation & live scribe), 6 microphones, power outlets	1 laptop, 2 screens (presentation & live scribe), 6 microphones, power outlets	1 laptop, 2 screens (presentation & live scribe), 6 microphones, power outlets	Printer, photocopiers, tables and seating for 10-20 people	Informal lounge seating, café (standing) tables, tea/coffee bar

ii) yIGF

	Main Room	**Breakout Room 1**	**Breakout Room 2**
Purpose	Plenary Activities	Group Discussion	Group Discussion
Setting	Open space with free Chairs	U-Shaped	U-Shaped
Capacity	Approx. 60 people	Approx. 20 people	Approx. 20 people

D. Accommodation

i) APrIGF

Hotels nearby the meeting venue shall be identified and the local host shall negotiate a special package rate for the meeting participants which includes breakfast and in-room Internet access. The hotel booking links shall be made available on the event website for the meeting participants to reserve their accommodation directly.

To suit the varying budgets of participants, it is necessary to offer a range of accomodation options including “2-star” and “3-star” standard, within close proximity to the meeting venue. Shuttle service shall be arranged to run between official hotels and the meeting venue if they are not within walking distances.

Appropriate block bookings should be made for at least 150 people in total, and reserved for a sufficient period.
Comprehensive information on accomodation options shall be posted on the event website.

ii) yIGF
For the yIGF student participants and facilitators, accommodation is complimentary. The local host is responsible for funding and arranging any hostels or university dormitories of reasonable cost for the stay-in program as such.

E. Catering

Two coffee breaks and a lunch break shall be catered for each day. The food should cater for vegetarian and halal participants. Bottled water should be provided throughout the meetings.

F. Technical Facilities

i) Transcribing service
Live transcribing service should be provided throughout the meetings for ALL sessions. Live text chat shall also be made available online for remote participants. All finished transcripts shall be provided to the APrIGF Secretariat for upload to the website after the event. The APrIGF does have an dedicated service provider but we are open to alternatives if any suggestions from the local host.

ii) Interpretation
If English is not the local language in the host country, 2-way Interpretation service should be provided for all sessions including the youth sessions, to translate between the local language and English so as to ensure a smooth communication among the panels as well as the audience. The translation should also be available as a choice to the live video streaming participants.

iii) Wireless Internet Access
There must be wi-fi access covering the whole venue and freely available to participants, with adequate access capacity and bandwidth to meet the general usage and live streaming requirements. A minimum uplink of 20Mbps is required to support the simultaneous Internet access of all participants. All designated hotels should also provide in-room Internet access facilities for guests, included in the negotiated room rate.

iv) Remote Participation
Live video streaming with a 2-way text-based interaction channel should be made available for remote participants. Remote participation tool must also be able to accommodate remote speakers/presenters as needed, ensuring suitable audio and video quality. Each session room shall be equipped with laptops for presentation projection and remote participation purpose.
Prior testing shall be arranged with the remote speakers.

v) AV/Power Equipment requirements

Audio and Video Systems should be arranged in all sessions for video recording and streaming. Sufficient power cords/strips should be distributed throughout each room for participants' laptops, to at least 50% of room seating capacity.

G. Website

The local host is responsible for preparing and updating a dedicated local event website for the specific year of APrIGF & yIGF which will be linked from the APrIGF official site. The website shall include but not limited to the following information:

- General Information about APrIGF and the local hosts
- Travel Information to the hosting country, including Visa requirements
- Meeting Venue & Accommodation options
- Program Schedule & Session Information
- Speakers Bio
- News & Updates
- Remote Participation Information
- Sponsorship Information
- Archives (transcript & Video)

The webmaster should be available and responsive in ensuring that latest information and corrections/updates are applied as needed, without delay. During the event, the webmaster must be continually available to upload files and make necessary updates to the website and especially to facilitate the video streaming.

The organizer should contact the secretariat to access the server and develop the website for the forthcoming meeting.

H. Registration

The registration should be complimentary and available online. Walk-in Participants shall also be allowed to register on-site. Welcome pack and name badges should be ready for distribution at the registration counter.

In order to ease congestion during registration, the registration counters are encouraged to divide into the following manners:

- Speakers/Chairs
- Registered Participants
- Walk In Participants

An on-site participants list shall be provided to the secretariat immediately after the event.

I. Customs and Immigration / visa assistance

The entry requirements and the ease of getting a visa to the designated meeting country will be one of the considerations on the selection. The local host must provide assistance to any participants

who require a visa to enter the country, by liaising with local authorities, issuing invitation letters, and providing any necessary documents on request.

I. Social Events

The local host is responsible to organize all the social events. It is required to organize the welcome social on the opening day for all the participants. Local sponsors are welcome for any social events. While it is not required to arrange dinner for every night of the conference, it is highly encouraged if budget permits so as to allow more networking opportunities for the participants as well as to enable the yIGF students to mingle with the wider APrIGF participants.

J. Printing Materials

Each meeting room shall be set up with the event backdrop behind the panel and proper signages shall also be set up throughout the venue. In addition, the local host shall also prepare the program booklet as well as the welcome pack with necessary information for the participants. All printing materials shall be shared with the APrIGF secretariat in advance for proofreading before printing.

K. On-Site Personnel

Enough volunteers or staff shall be recruited for the on-site logistics with a minimum requirement outline as below.

- Registration Counter: at least 4 people shall station at the counter at peak registration time (the full morning of the first day) and at least 2 people shall remain throughout the rest of the meeting period
- Parallel Meeting Rooms: technicians at the console, camera man for webcast, 1 volunteer for handling microphones and collecting presentation slides
- Official photographers and video camera man
- Emcee for the opening and closing plenaries

III. Outreach

A. General Participants

The local host is responsible to promote the conference and reach out to the different stakeholders of their local communities to ensure the attendance of the APrIGF. An outreach plan shall be shared with the MSG during updates at the regular meetings.

The local host is also repsonible to reach out to local universities to recruit yIGF participants.

B. Government Invitations

Local government officials shall be invited by the local host to the opening or closing ceremonies as honorable keynote speakers. In addition, the local host is also responsible to send out invitations to relevant government representatives of other countries so as to enhance the government participation.

C. Fellowship

The local host is strongly encourged to allocate a dedicated budget for “fellowship” support, providing travel subsidy and/or allowance to suitable candidates with priorities to developing or least developed economies. Respective application and selection mechanism shall be developed by the local host together with the MSG.

The budget available for fellowship support shall we specified by the local host in their proposal for APrIGF.

IV. Budgeting

The local host should seek external financial support and solicit sponsorship from corporates to finance the below expense items. The following cost projection template is for reference only and the items may vary.

The budget forecast shall be shared with the MSG and the final actual cost breakdown shall be included in the conference report.

Budget Estimation

	APrIGF		yIGF	
Expense Items	Local Currency	USD	Local Currency	USD
Meeting Room Rental				
Accommodation (yIGF)				
Catering (Coffee breaks and lunch)				
AV Facilities				
Wireless Internet (If required to be procured separately)				
Interpretation Service				
Live Transcribing Service				
Live Video Streaming Facilities				
Other Technical Cost (if applicable)				

Transportations (if any)				
Social Events				
Printing Materials (e.g. backdrop, booklet)				
Conference T-Shirts				
Welcome Kit				
On-Site Personnel (if not volunteers)				
PR and Marketing				
Event Management Company (if any)				
Fellowship				
Miscellaneous				
Total				

V. Post-Conference Report

A conference report has to be submitted to the MSG no later than 20 days after the event which shall include but not limited to the information of below framework:

- Conference Overview (e.g. date, venue, no. of sessions, themes, etc)
- Statistical Numbers (e.g. registration numbers, on-site attendees, stakeholder demographics, economies composition, remote view rate, etc)
- Program (e.g. themes, program agenda, workshop sessions, content, etc)
- Logistics and Personnel (e.g. list of official hotels, room set up, remote facilities used, organizaing committee, etc)
- Financial (e.g. cost breakdown, sponsors,etc)

The conference report will be uploaded onto the APrIGF website.

VI. Proposal Submission

Below is a brief summary of the responsibilities of the local host:

a. Attend regular MSG meetings and secretariat coordination meetings
b. Locate a suitable meeting venue and supporting hotels
c. Seek external financial support from sponsors
d. Plan, host and fund the social events

e. Manage the local logistics and arrange necessary manpower
f. Identify and invite government officials and any local speakers
g. Outreach to the targeted participants and media
h. Assist attendees with visa invitation letters and immigration issues
i. Provide content for and maintain the event website, such as information about the city, climate, tourism, and local customs
j. Consolidate a conference report of the APrIGF after the event, to be useable as an input to the global IGF

Organizations that are interested in hosting an APrIGF & yIGF shall submit a bidding proposal to sec@aprigf.asia. The proposal shall include these aspects:

1. Overview
   - Hosting Organization
   - Background Information of the Hosts
   - Past Experience in Conference Hosting / Related events participation
2. Location Information
   - Information of the countries
   - Travel options (e.g. available international direct flights, domestic transfers)
   - VISA Requirements
   - Safety
3. Conference
   - Suggested Dates & Schedule Outline (based on availability of meeting venue)
   - Suggested Themes (Subject to discussion and final decision by the MSG)
4. Recommended Facilities
   - Meeting venue (Up to 3 available meeting venue recommendations could be suggested listed in priorities, relative costs and accessibility from airport to be included)
   - Accommodations (Include travel distance to venue and cost per night)
   - A comparison chart of the respective venue/accommodation costs is preferred.
5. Labor Capacity & Contact Info of key personnel of the local host
6. Financials
   - Budget Forecast
     The budget should include projections on organizing both APrIGF and yIGF with detailed cost fulfilling all of the above meeting requirements.
   - Sponsorship (Any committed sponsors, secured funding or government support?)

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