



## Asia Pacific Regional Internet Governance Forum & Youth IGF Camp

### Request For Proposals for Local Host

Updated on 7 June 2021

This document is intended to share with potential hosts of the Asia Pacific Regional Internet Governance Forum (APrIGF) and Youth Internet Governance Forum (YIGF) the background information and hosting requirements.

#### Table of Contents

|  |           |
|--|-----------|
| <b>Background Information</b>                            | <b>2</b>  |
| <b>Program Planning</b>                                  | <b>2</b>  |
| Asia Pacific Regional Internet Governance Forum (APrIGF) | 2         |
| Youth Internet Governance Forum (YIGF) Camp              | 4         |
| <b>Meeting Requirements</b>                              | <b>5</b>  |
| Conference Date  | 5         |
| Conference Venue   | 5         |
| Meeting Space  | 5         |
| Accommodation  | 6         |
| Catering   | 7         |
| Technical Facilities                                     | 7         |
| Website  | 9         |
| Registration   | 9         |
| Customs and Immigration / Visa assistance                | 10        |
| Social Events  | 10        |
| Printed Materials  | 10        |
| On-Site Personnel  | 10        |
| Collaboration with the APrIGF Secretariat                | 11        |
| Use of Green Protocol                                    | 11        |
| Freedom of Expression and Safety                         | 11        |
| Openness, Transparency and Accountability                | 11        |
| <b>Outreach</b>  | <b>11</b> |
| General Participants                                     | 11        |
| Invitations for Policy Makers                            | 12        |
| Fellowships  | 12        |
| <b>Budgeting</b>   | <b>12</b> |
| <b>Post-Conference Report</b>                            | <b>12</b> |
| <b>Proposal Submission</b>                               | <b>12</b> |
| <b>Annex I. Sample of Budget Estimation</b>              | <b>15</b> |

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## Background Information

1. Since 2010, the Asia Pacific Regional Internet Governance Forum (APrIGF) has been held annually, together with the Youth Internet Governance Forum (YIGF), as a unique multistakeholder regional event and a part of the global Internet Governance Forum (IGF) process. It serves as a platform for discussion, exchange and collaboration of Internet Governance issues in the Asia Pacific region.
2. The multistakeholder approach is a core principle of the APrIGF, along with emphasis on the diversity of participants and openness of the discussion. All APrIGF events are expected to advance these principles actively.
3. The APrIGF is led by the Multistakeholder Steering Group (MSG) which provides overall direction, themes and program management, as described below.
4. The YIGF operates under the common principles with the APrIGF, as an initiative to engage youth on Internet Governance issues and is organized annually and co-located with the APrIGF. It is led by an independent organizing committee, as described below.
5. **Important Note:** The [APrIGF Operations Manual](#) provides detailed information about the event and its operations, and should be fully understood and supported by a prospective local host. The document is available on the official website, under the MSG section.
6. 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

Since the pandemic has occurred globally, the format of any events has entirely changed and a virtual platform has become an essential element. It is reasonable that APrIGF 2022 will be conducted in a hybrid format, which combines the main physical events in the host country, meetings at local hubs and online participation. Decisions on how to cope with the dynamic situation and how to execute etc., which may differ from this document, will be made based on the consensus of the MSG and local host. The local host must be well aware, well prepared and flexible for any possible changes.

### A. Asia Pacific Regional Internet Governance Forum (APrIGF)

#### i) Program Outline

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

- Co-located events: Meetings or activities initiated by the community to be co-located with APrIGF (before or after the main conference)
- Capacity building program: Full-day event for newcomers & fellows before and after the main conference (1-2 days)
- Opening plenary: Welcome remarks and keynote speeches
- Plenary sessions: Selected sessions to be attended by all participants (usually occurring during the opening and closing plenaries)
- Parallel sessions: Run simultaneously on different thematic issues (up to 3 days).
- Townhall sessions: Open microphone to contribute to the drafting of the Synthesis Document (1 hour each day)
- Closing plenary: Wrap-up session, summaries and closing speeches (up to 2 hours)

- Social Events: Welcome reception/cocktail and closing social, as well any other optional social activities the host would like to propose and sponsor, provided that they do not affect the flow of the main event

The local host is responsible for organizing the opening & closing plenaries, and all social events, in consultation with the MSG. The rest of the program content, including plenary sessions, parallel sessions and capacity building program, is the sole responsibility of the MSG. Co-located events may be organised by the MSG, host, or any interested parties, but only with approval by the MSG.

#### Reference Program Schedule

(Conference hours may vary depending on the location of the event. It will be determined upon consensus between MSG and local host.)

| UTC                    | Day 0  | Day 1            | Day 2            | Day 3            |
|------------------------|--|------------------|------------------|------------------|
| 03:00 - 04:00          | Youth IGF Camp<br>&<br>Capacity Building Program<br>&<br>Other co-located events |                  | Parallel Session | Parallel Session |
|                        |  |                  | Parallel Session | Parallel Session |
| 04:00 - 04:20          |  | Opening Plenary  | Break            |                  |
| 04:20 - 05:20          |  |                  | Parallel Session | Parallel Session |
|                        |  |                  | Parallel Session | Parallel Session |
| 05:20 - 05:40          |  | Break            |                  |                  |
| 05:40 - 06:40          |  | Parallel Session | Parallel Session | Parallel Session |
|                        |  | Parallel Session | Parallel Session | Parallel Session |
| 06:40 - 07:00          |  | Break            |                  |                  |
| 07:00 - 08:00          |  | Parallel Session | Parallel Session | Closing Plenary  |
|                        |  | Parallel Session | Parallel Session |                  |
| 08:00 - 08:20          |  |                  |                  |                  |
| 08:20 - 09:20          |  | Townhall Session | Townhall Session |                  |
| After conference hours | Welcome Dinner for Fellows, YIGF & MSG   | Welcome Social   |                  | Closing Social   |

#### Past Agenda Reference:

2020 - <https://2020.aprigf.asia/#2020program>

2019 - <https://2019.aprigf.asia/prog/?p=prog>

## **ii) Multistakeholder Steering Group**

The APrIGF Multistakeholder Steering Group (MSG), a self-organised committee with members from around the Asia Pacific Internet community, is responsible for deciding the overall direction, themes and program content for each meeting. Regular conference calls are usually held bi-weekly during the year and up to weekly during the final preparation period; also face-to-face meetings are held where possible during related events such as the UN IGF. Please refer to the [Operating Principles of the MSG](#) for details.

The local host's representatives are welcome to participate in the MSG. The local host is required to join MSG meetings on a regular basis to provide updates on event preparations and for coordination on the program and logistics arrangement.

There are at least five existing committees within MSG which will launch an open call for volunteers every year to manage the annual conference. New committees may be formed if necessary. The local host shall nominate its representatives to these committees to help with coordination. They are as below:

- Event Committee: responsible for event logistics and planning, and timeline management.
- Drafting Committee: responsible for the development and editorials of the Synthesis Document.
- Program Committee: responsible for workshop selection process and program management.
- Fellowship Committee: responsible for the Fellowship Program including training and selection.
- Stakeholder Engagement Committee: Responsible for outreach including promoting the event and expanding our community.

## **iii) Themes**

There is an overarching theme and thematic tracks each year which are decided by the MSG.

The local host is welcome to provide inputs to the MSG on the thematic interests and focus of the local participants and communities to draw more attendees. A call for ideas to the wider community may also be done, depending on the timeline and consensus from the MSG.

## **iv) Call for Proposals**

The main content of the APrIGF consists of workshops, tutorials and other working sessions which are initiated and organised by the community. These are scheduled in parallel streams (up to 3) which may address individual tracks of the meeting.

An open call for proposals is issued by the MSG, allowing the Internet community members to propose these sessions through an open and competitive process. The local host is welcome to submit proposals, and these will be reviewed in the same manner as all others.

The MSG and local host are expected to outreach actively to their respective communities to promote the call for proposals and help to attract high-quality responses.

The MSG mandates the Program Committee to review and select proposals, under an open and inclusive process (as defined in the [Program Committee Guideline](#)). The APrIGF Secretariat is responsible for supporting and managing the selection process.

## **B. Youth Internet Governance Forum (YIGF) Camp**

### **i) Program Outline**



The Youth IGF Camp is a 4-day-3-night stay-in program mirroring the multistakeholder approach of the UN IGF, for youth to discuss various Internet Governance issues. It normally consists of the following elements:

- Idea Wall – Guests sharing and brainstorming sessions on Internet Governance issues
- Role Play Discussions – Each participant will be assigned the role of a certain stakeholder to simulate a multistakeholder discussion
- Internet Governance Thematic Game – Fun and interactive mass simulation game for participants to understand the thematic issues
- APrIGF Sessions – Attending the main conference and sessions of APrIGF

The YIGF participants are expected to attend the APrIGF capacity building program, opening and closing plenaries, related workshop sessions, and social events. Also, by agreement of MSG and YIGF organisers, the APrIGF and YIGF programs may be coordinated flexibly, with combined/plenary sessions where appropriate.

Photos reference: <http://www.facebook.asia/YIGF.asia/>

Past event agenda: <https://ap.rigf.asia/2020-aprigf/#2020YIGF-agenda>

## **ii) Targeted Participants**

YIGF is open for application every year, primarily targeting students at the tertiary education level or above in the Asia Pacific region. Publicity and promotion is made by the local host to local universities and registered tertiary institutions. The size of the target participant group is around 50-80 pax, of which a majority are expected to be from local tertiary education institutions.

## **iii) Organizing Committee**

The program will be developed and facilitated by NetMission.Asia (<http://www.netmission.asia>) together with input from the MSG. The local host is also welcome to contribute to the development of discussion topics. NetMission Ambassadors will be responsible for deciding the program schedule and facilitation. The local host should provide secretarial support for local logistics and promotion.

# **II. Meeting Requirements**

## **A. Conference Format**

As mentioned earlier in this document, it is likely that the hybrid format will apply to APrIGF 2022. While local hubs are basically self-organized, the local host shall coordinate with the Secretariat to ensure the virtual part of the conference is carried out smoothly as well.

## **B. Conference Date**

The APrIGF is normally held annually, in July, August or September. The local host shall propose specific dates of the conference in consultation with the MSG, taking into account the availability of suitable meeting venues. The proposed 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.

If it is proposed to co-locate APrIGF with another event, full details of such arrangements will need to be provided in the proposal.

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

### C. 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 accommodations must meet the requirements outlined below.

### D. Meeting Space

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

The meeting spaces should be fully accessible for attendees with disabilities. A useful reference for accessible event planning is available at:

<<https://www.and.org.au/pages/event-checklist.html>>

<<https://zeroproject.org/wp-content/uploads/2019/12/Zero-Project-Conference-Accessibility-Guidelines-2019.pdf>>

The meeting rooms shall be in close proximity to each other and be blocked at least 1 day before the prep-day of the event for set-up and preparation purposes.

#### i) APrIGF

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

\* At least one of the rooms chosen must allow for a fully flexible seating arrangement, in order to accommodate other meeting styles.

#### ii) YIGF

|          |   |
|----------|---|
|          | 1 Main Room (Day 0 – Day 3)   |
| Purpose  | Plenary Activities & Group Discussions                                    |
| Setting  | Open space with free chairs and tables for re-arrangement based on agenda |
| Capacity | Approx. 100-120 people  |

## E. Accommodation

### i) APrIGF

Hotels near the meeting venue shall be identified and the local host shall negotiate a special package rate for the meeting participants which should include breakfast and in-room Internet access. The hotel booking links shall be made available on the event website at least 3 months in advance for the meeting participants to reserve their accommodation directly.

To suit participants' varying budgets, it is necessary to offer a range of accommodation options, including a "2-star" and "3-star" standard, within close proximity of the meeting venue. If official hotels and the meeting venue are not within walking distance, a shuttle service shall be arranged between them.

Appropriate block bookings should be made for at least 150 people in total, and reserved reasonably well in advance.

Comprehensive information on accommodation options shall be posted on the host's event website at least 3 months in advance.

### ii) YIGF

For the YIGF student participants and facilitators, accommodation is complementary and has to be arranged by the local host. The local host is responsible for the costs of the hostels or university dormitories, of a reasonable standard and cost, for the stay-in program. The accommodation arrangements should include breakfast.

## F. Catering

Two coffee breaks and a lunch break shall be catered each day for both APrIGF and YIGF participants. There should be vegetarian and halal options. Drinking water should be provided throughout the meeting. Dinner shall be arranged for the YIGF participants should there be no social event arranged for the evenings.

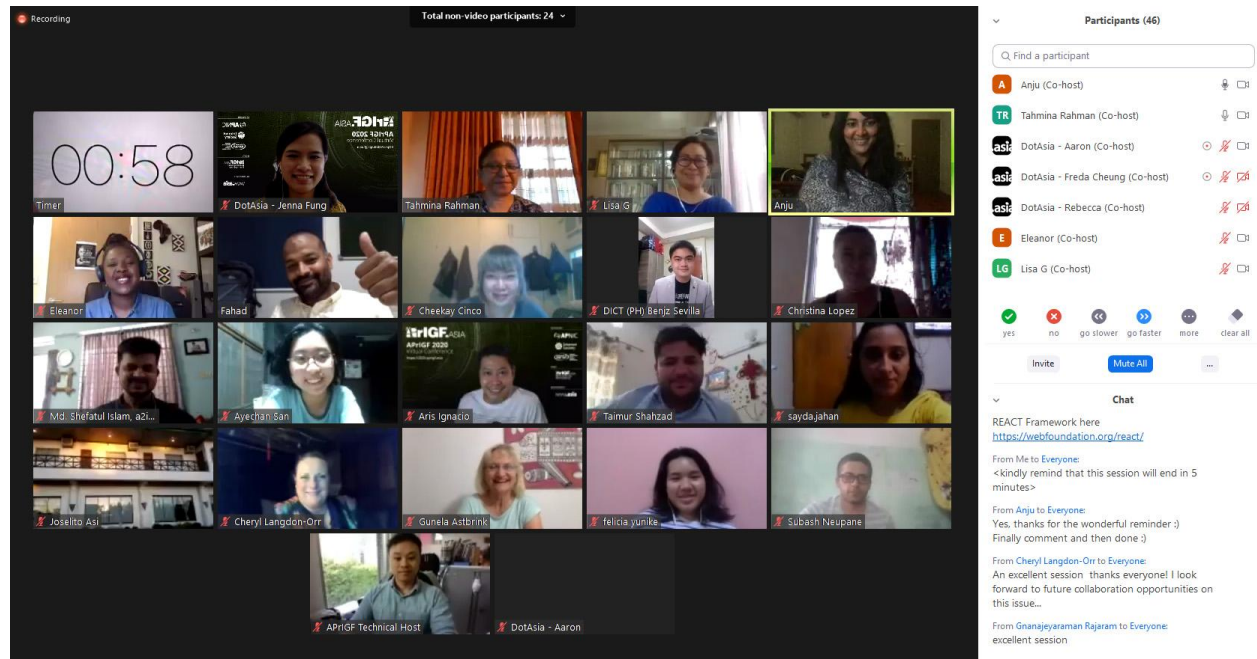
## G. Technical Facilities

### i) Remote Participation

Live video streaming with 2-way text-based interaction (text chat) platforms (Zoom is currently the most preferred platform) should be made available for remote participants in all sessions. Remote participation facilities 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 to display presentation projection and facilitate remote participation. Prior testing shall be arranged with the remote speakers. The local host should assign dedicated staff / helpers in managing the virtual meeting rooms, for example to do audio and video test with speakers before session, to share presentations, to actively identify and remove zoom bombers, to facilitate discussions, etc.



Example of Online Participation in APrIGF 2020

## ii) Transcribing service

Live transcribing service in English should be provided throughout the meetings for ALL the sessions of the main conference. The local host is more than welcome to offer transcribing service in other languages if budget allows. All finished transcripts shall be supplied to the APrIGF Secretariat for uploading to the website after the event. The APrIGF does have a dedicated remote captioning service provider but we are open to the local host's alternative suggestions. To ensure stable audio connection for the remote captioner, a hardwired symmetrical Internet connection of 3Mbps minimum (5Mbps preferred) with a balanced XLR connection (preferred) or a balanced TRS connection (6.35mm) is required.

2020 Meeting Archive Reference: <https://ap.rigf.asia/2020-aprigf/#2020program>





APrIGF 2017: live scribe screen on the left

### iii) Interpretation

If English is not the host country's local language, 2-way interpretation service may be provided for all the main conference sessions including the youthIGF sessions so as to ensure smooth communication between attendees. The translation should also be available as a choice for live video streaming participants. The local host may also consider to offer sign language interpretation if budget allows. The proposal should include details of the interpretation services.

### iv) Wireless Internet Access

There must be Wi-Fi access covering the whole venue and available free to all participants. Internet bandwidth at the venue should be provisioned such that it can support participants' access as well as live streaming requirements. A minimum uplink of 20mbps is required to support the simultaneous Internet access for all participants. A separate network shall be set up solely for remote participation facilities. All designated hotels and accommodation for fellows should also provide in-room Internet access facilities for guests, included in the negotiated room rate.

### v) AV / power equipment requirements

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

## H. Website

The local host is responsible for preparing and regularly updating a dedicated local event website for that specific year of APrIGF and YIGF, and this will be linked from the APrIGF official site. The website (and domain name) shall only be used for the purposes of that year's APrIGF. The website shall include, but not be limited, to the following information:

- General information about APrIGF and YIGF and the local hosts
- Travel information to the host economy, including visa requirements

- Meeting venue and accommodation options
- Program schedule & session information
- Speakers' bios
- News and updates
- Remote participation information
- Sponsorship information
- Archives (transcript and video)

The webmaster should be available and responsive to ensure that the latest information and corrections/updates are applied as needed, without any delays. 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 organiser should develop and host the website and should work with the APrIGF Secretariat to archive the content within 12 months of the event's conclusion.

The organiser's event website should be online for the period of minimum one year after the hosted event date to allow for smooth and successful migration and archiving of the website and materials.

## I. Registration

Registration should be complementary and available online. Walk-in participants shall also be allowed to register on-site. Welcome kits and name badges should be ready for distribution at the registration counter.

In order to ease congestion during registration, it is advisable to divide the registration counters as follows:

- Speakers
- Registered Participants
- Walk-in Participants

An on-site registration list shall be provided to the Secretariat immediately after the event.



#### **J. Customs and Immigration / Visa assistance**

The entry requirements and the ease of getting a visa to the designated host economy will be one of the considerations in the selection of the local host. The local host MUST prepare well in advance by determining requirements, liaising with local authorities, preparing invitation letters and to facilitate the immigration process for all participants. They must also provide active assistance to individual participants who require a visa to enter the country, in whatever way is needed to facilitate their entry into the country.

#### **K. Social Events**

The local host is responsible for organizing all the social events. Specifically, the local host is to organize a welcome dinner on Day 0 for YIGF participants, APrIGF Fellows and MSG members; and a welcome social on the opening day (Day 1) for all the participants, including YIGF and APrIGF delegates, catering for around 80-100 pax. Local sponsors are welcome to host any social event(s). While it is not required to arrange dinner on every night of the conference, it is highly encouraged, budget permitting, to allow more networking opportunities for the participants and enable the YIGF participants to mingle with the wider group of APrIGF participants.

#### **L. Printed Materials**

Each meeting room shall be set up with the event backdrop behind the panel; proper signage shall also be set up throughout the venue. In addition, the local host shall also prepare a program booklet and a welcome kit with necessary and useful information. All printed materials shall be shared with the APrIGF Secretariat in advance for proofreading before printing. Sponsor logos should be recognised as appropriate, and designs for any printed material, event backdrops, etc. should first be approved by the MSG.

#### **M. On-Site Personnel**

Sufficient volunteers or staff shall be recruited for the on-site logistics with minimum human resource requirements as outlined below.

- Registration counter: at least 6 people to be deployed at the counter at peak registration time (the full morning of the first day) and at least 2-3 people shall remain throughout the rest of the meeting period
- Parallel meeting rooms: at least 2 A/V technicians at the console, 1 camera operator for webcast, 1 volunteer for handling microphones and collecting presentation slides, 1 remote moderator to control the remote participation chatroom
- Official photographers and a video camera operator
- Master of Ceremonies for the opening and closing plenary sessions

#### **N. Collaboration with the APrIGF Secretariat**

The local host is responsible for the travel costs\* of the appointed APrIGF Secretariat team for the purposes of pre-conference preparations (e.g. site visit/event planning) and the conduct of the actual meeting. The total costs shall account for 2-3 persons trips covering return flight tickets and 14-16 hotel room nights at the venue hotel.

(\*If no site visit is required as determined by the MSG, the amount required would be reduced accordingly)

While the APrIGF Secretariat is to support the MSG and working committees throughout the organization process, the local host shall work closely with the APrIGF Secretariat to ensure seamless coordinated logistics arrangements for respective conference proceedings. To ensure the meeting venue meets all the criteria as per this RFP, the MSG may decide to send the APrIGF Secretariat for a site visit prior to the event to examine and confirm the suitability of the venue and its facilities.

#### **O. Use of Green Protocol**

Mindful of the global concern about ecological and environmental impacts of human activities in general, and events in particular, the local host shall take special efforts to ensure that the event minimizes its ecological footprint through measures including, but not limited to, avoidance of the use of single-use plastic (including water bottles), reduction of food waste, maximization of the use of renewable energy, and by promoting the use of reusable and bio compostable materials (such as folders, name tags etc).

#### **P. Freedom of Expression and Safety**

The local host should take all necessary measures to ensure privacy, safety and freedom of expression in using any Internet service of each attendee in the conference venue or during the conference without government surveillance and censorship.

#### **Q. Openness, Transparency and Accountability**

The work of the local host shall be conducted in an open, transparent and accountable manner. The local host shall inform the MSG and relevant communities about their work plan by sending regular updates to the mailing list, post them on the official website, and promote the event through social media networks and engage in other ways of conducting effective public outreach.

### **III. Outreach**

#### **A. General Participants**

The local host is responsible for promoting the conference and reaching out to different stakeholders and 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 responsible for reaching out to local universities to recruit YIGF participants.

#### **B. Invitations for Policy Makers**

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 may also send out invitations to relevant government representatives of other countries in coordination with the Secretariat so as to enhance government participation. This must be done in a timely fashion in order to maximize government participation.

#### **C. Fellowships**

The local host shall allocate a dedicated budget for fellowship support, providing subsidies and/or allowances for travel and accommodation to suitable candidates with a particular focus

on developing or least developed economies. Travel arrangements including flight booking, accommodation and visa application assistance should be provided by the local host throughout the process. The application and selection mechanism of the Fellowship Program shall be developed by the Fellowship Committee of the MSG in coordination with the local host. The budget available for fellowship support shall be specified by the local host in their proposal for APrIGF.

#### **IV. Budgeting**

The local host is responsible for the entire conference budget and should seek external financial support and solicit sponsorship from corporates and other appropriate organisations to help finance all expenses listed below. 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 and actual cost breakdown shall be included in the conference report. Please see Annex I.

#### **V. Post-Conference Report**

A conference report has to be submitted to the MSG within a month after the event and it shall include but not be limited to the following:

- Conference overview (e.g. date, venue, no. of sessions, themes, etc)
- Statistics (e.g. registration numbers, on-site attendees, stakeholder demographics including gender, economies composition, remote view rate, etc)
- Program (e.g. themes, program agenda, workshop sessions, content, etc)
- Thematic summaries from rapporteurs
- Logistics and personnel (e.g. list of official hotels, room set-up, remote facilities used, organizing committees, etc)
- Finance (e.g. cost breakdown, sponsors, etc.) with qualified audit report
- News clippings (if any)

The conference report will be uploaded onto the APrIGF website at <https://ap.rigf.asia/events/>.

#### **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 human resources to support the event;
- f. Identify and invite government officials and any local speakers;
- g. Perform outreach to targeted participants and the media;
- h. Assist attendees with visa invitation letters and immigration issues;
- i. Provide content for and maintain the event website e.g. information about the city, climate, tourism, and local customs;
- j. Provide travel arrangement support to fellows;
- k. Provide a consolidated conference report for after the event which can be used as an input to the UN IGF.

Organizations that are interested in hosting an APrIGF & YIGF shall submit a bidding proposal to [sec@aprigf.asia](mailto:sec@aprigf.asia). The proposal shall include the following aspects:

1. Overview
  - Hosting organization
  - Background information of the local hosts
  - Past experience in conference hosting / Related events participation
2. Location Information
  - Information about the economy and travel routes from other economies
  - Travel options (e.g. available international direct flights, domestic transfers)
  - Visa requirements
  - Safety considerations
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 (1 available meeting venue of choice and 1-2 back-up venue recommendations could be suggested with preference, respective costs and accessibility from the airport to be included)
  - Accommodation options (including travel distance to venue and estimated hotel rates per night)
  - A comparison chart of the respective venue/accommodation costs is preferred.
  - Details on the accessibility of facilities within the meeting venue including the accommodation.
  - Any maps or photos of the chosen venue is encouraged.
5. Manpower arrangement & 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 costs fulfilling all of the above meeting requirements.
  - Sponsorship (Any committed sponsors, secured funding or government support)

Prepared by:  
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## Annex I. Sample of Budget Estimation

| Expense Items   | APrIGF         |     | YIGF           |     |
|---|----------------|-----|----------------|-----|
|   | 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   |                |     |                |     |
| APrIGF Secretariat Support                                |                |     |                |     |
| On-Site Personnel (if not volunteers)                     |                |     |                |     |
| PR and Marketing  |                |     |                |     |
| Event Management Company (if any)                         |                |     |                |     |
| Fellowship  |                |     |                |     |
| Miscellaneous   |                |     |                |     |
| <b>Total</b>  |                |     |                |     |