# ICANN Meeting Selection Criteria

BACKGROUND

Each year, ICANN holds three Public Meetings in different regions around the world. Currently, the ICANN Bylaws define the five geographic regions as Africa; Asia/Australia/Pacific; Europe; Latin America/Caribbean and North America. ICANN sets the dates and regions in which it will hold its meetings in accordance with the 2016 Meeting Strategy definitions for Meeting A (**Community Forum**), Meeting B (**Policy Forum**). and Meeting C (**Annual General Meeting**).

The meeting selection criteria outlined in this document will be used to guide the evaluation of both community-recommended and ICANN-identified meeting locations. Elements such as cost of the meeting for ICANN and the community, convenience to international airports, availability of sufficient hotel guest rooms in or near the venue, meeting facilities, network infrastructure, personal safety of meeting participants, and total level of financial support will be considered by ICANN in making its final selection of a meeting site.
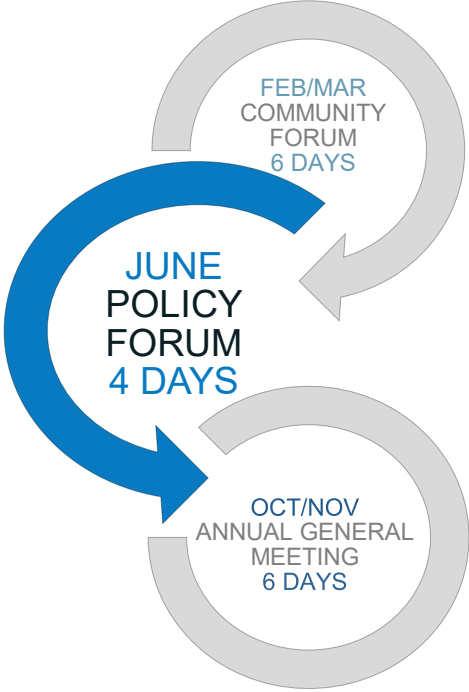
Event dates for ICANN's Community Forum, Policy Forum, and Annual General Meetings are set at least three years in advance. For a list of confirmed dates for future ICANN Meetings, please visit https://meetings.icann.org/calendar.

INTERESTED IN HOSTING A FUTURE ICANN MEETING?

Meeting space, sufficient hotel accommodations, and network infrastructure and technology requirements outlined in this document must be confirmed prior to submitting an Expression of Interest to Host an ICANN Meeting.

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I. Cost

A major factor in determining the location of the ICANN Meeting will be the cost to ICANN, and to community members. In cases where funding is being offered, it will be considered as part of the overall economic evaluation of recommended locations.

II. Air Travel

Accessibility to international airports, and convenience and cost of travel to and from the recommended city, will be considered by ICANN when selecting a location for the meeting. ICANN will also examine visa restrictions for individuals travelling from specific countries.

III. Local Transportation

The meeting venue should be a reasonable distance from the airport. Access to convenient and affordable public transportation, including but not limited to trains, buses, shuttles, taxis or subways will be considered.

IV. Hotel Accommodations

Hotel accommodations located close to the meeting venue must be available for up to 2500 participants. ICANN will contract guest rooms for approximately 425 Board, staff, and supported community members (number will vary by meeting type). ICANN will negotiate special rates for all attendees and will have the hotel guarantee the lowest possible room rate inclusive of Internet and breakfast. Primary hotel accommodation costs should be reasonable. Supporting hotels should provide accommodations at varying price points.

For detailed Hotel Sleeping Room Requirements, see Appendix A.

V. Meeting Facilities

The meeting venue should provide excellent space for required meetings, should be conveniently located in a metropolitan area close to other hotels, restaurants, banks, public transportation, and shopping areas and should provide a social environment conducive to networking among community members.

VI. Meeting Space Requirements

The following table outlines the estimated required space to accommodate the ICANN meeting (Policy Forum). All meeting space must be available on a 24-hour basis for the dates specified.

MEETING SPACE REQUIREMENTS										
Policy Forum is the second meeting in ICANN's three-meeting annual cycle, typically held in June. Duration of the official meeting is four (4) total days, Monday through Thursday.			**REQUIRED DAYS**							
			WEEK PRIOR TO THE MEETING				**OFFICIAL MEETING DATES**			
MEETING SPACE ALLOCATION	**CAPACITY / SETUP**	**REQUIRED SPACE**	THU (DAY -3)	FRI (DAY -2)	SAT (DAY -1)	SUN (DAY 0)	MON (DAY 1)	TUE (DAY 2)	WED (DAY 3)	THU (DAY 4)
Ballroom 1 (Large Gathering Room)	500 / Cocktail	7534 ft^2/700 m^2			X	X	X	X	X	X
Community Meeting Room / Board Workshop	300 / Theatre	5382 ft^2/500 m^2								
SO/AC Meeting Room 1 (GAC)	120 / Classroom + Audience seating for 150	7534 ft^2/700 m^2			X	X	X	X	X	X
SO/AC Meeting Room 2 (GNSO)	45 / U-Shape + Audience seating for 100; + catering	4036 ft^2/375 m^2			X	X	X	X	X	X
SO/AC Meeting Room 3 (ALAC)	45 / U-Shape + Audience seating for 65-100	4036 ft^2/375 m^2			X	X	X	X	X	X
SO/AC Meeting Room 4 (ccNSO)	150 / Classroom	4036 ft^2/375 m^2			X	X	X	X	X	X
Committee Breakout 1	40 / U-Shape + Audience	1937 ft^2/180 m^2		X	X	X	X	X	X	X
Committee Breakout 2	35 / U-Shape + Audience	1614 ft^2/150 m^2		X	X	X	X	X	X	X
Committee Breakout 3	35 / U-Shape + Audience	1614 ft^2/150 m^2			X	X	X	X	X	X
Committee Breakout 4 (GAC)	24 / U-Shape	1076 ft^2/100 m^2			X	X	X	X	X	X
Committee Breakout 5 (GNSO)	35 / U-Shape + Audience	2153 ft^2/200 m^2			X	X	X	X	X	X
Coffee Breaks; HSC; Registration	May be divided space; foyers	3000 ft^2/279 m^2				X	X	X	X	X
Catering 1	100 / Banquet	3229 ft^2/300 m^2				X	X	X	X	X
Catering 2	100 / Banquet	3229 ft^2/300 m^2					X	X	X	X
Workroom 1 (Meetings Team/MTS)	24 / Conference (x2) + storage	4036 ft^2/375 m^2	**WORKROOM 1 REQ'D FOR 13 TOTAL DAYS** DAY -7 (SU) THROUGH DAY 5 (FR)							
Workroom 2 (Staff + Catering)	150 / Work Tables	4305 ft^2/400 m^2	X	X	X	X	X	X	X	X
Workroom 3 (Board)	30 / Banquet	643 ft^2/60 m^2			X	X	X	X	X	X
Workroom 4 (CEO)	16 / Conference	643 ft^2/60 m^2			X	X	X	X	X	X
Workroom 5 (Chairman)	16 / Conference	643 ft^2/60 m^2			X	X	X	X	X	X
Workroom 6 (GDD)	16 / Conference	643 ft^2/60 m^2			X	X	X	X	X	X
Workroom 7 (Gov)	8 / Conference	360 ft^2/33 m^2			X	X	X	X	X	X

Workroom 8 (GSE)	16 / Conference	643 ft^2/60 m^2			X	X	X	X	X	X
Workroom 9 (Legal)	16 / Conference	643 ft^2/60 m^2			X	X	X	X	X	X
Workroom 10 (Policy)	16 / Conference	643 ft^2/60 m^2			X	X	X	X	X	X
Workroom 11 (Ombud/ Complaints)	5 / Desk & Chairs	120 ft^2/11 m^2				X	X	X	X	X

VII. Network Infrastructure

The venue must permit the installation of cables and wireless access points in hallways, meeting rooms, and open areas. The total conference space must naturally provide a minimum amount of technology infrastructure and equipment to support a successful meeting. Formal meeting space must also be able to accommodate a variety of audio-visual equipment, with special attention to acoustical separation from surrounding spaces.

For detailed Network Infrastructure Requirements, see Appendix B.

VIII. Safety and Security

In keeping with ICANN's commitment to transparency and accountability, a high degree of information and disclosure is required from the prospective host about security, the political situation in the host city and country, and any other issues that could affect the success of the meeting.

The meeting location must provide a safe and secure environment for all meeting attendees. ICANN-contracted security assessments, government advisories, and UN phase ratings will be used to determine the overall risk of the proposed location.

ICANN may choose to employ independent security experts to ensure the safe conduct of the ICANN Meeting. Our ability to do that is requisite to holding a Meeting in the proposed location.

IX. Local Host Responsibilities

The following items will be the responsibility of the local host:

a. Assist ICANN in locating a suitable meeting venue and supporting hotels
b. Facilitate an airport welcome desk, as needed
c. Provide local host letter of invitation and assist attendees with visa and immigration issues
d. Identify providers and fund installation of necessary external Internet bandwidth
e. Arrange meetings with government security agencies
f. Assist with customs issues

g. Identify local vendors to provide required services such as A/V, registration staffing, signage, and transportation

X. Local Host Benefits

a. A 3 x 3 m (10 x 10 ft) exhibit booth space during the ICANN Meeting prior to the hosted event.

b. Acknowledgement of host, with logo link and company profile prominently displayed on the official meeting website.

c. Logo visibility on official meeting signage at the event (provided by ICANN).

d. Public acknowledgement by the ICANN Board during Welcome and Board Resolutions at the end of the event (if applicable).

e. Social media promotion

XI. General Information

The submission of an Expression of Interest to Host an ICANN Meeting does not create any obligation on ICANN to select the applicant/host for an ICANN Meeting. ICANN's selection will be based upon the criteria outlined above, and other factors that may or may not be disclosed to applicants. All decisions relating to the selection of the location for the ICANN Meeting remain at all times solely within ICANN's discretion.

XII. Expression of Interest Form Requirements

Expressions of interest must be submitted via the online form. The opportunity to provide additional documents in support of a hosting proposal is offered at the end of the form.

Meeting space, sufficient hotel accommodations, and network infrastructure and technology requirements outlined in this document must be confirmed prior to submitting an Expression of Interest to Host an ICANN Meeting.

- Location Details (City name and Country/Territory)
- Host Contact Details (Contact name, organization, address, telephone, email, website)
- Meeting Facilities: Conference Venue (Facility name, address, contact, telephone, email, website)
  - Approximate distance from the airport
  - Estimated travel cost from the airport
  - Total number of available meeting rooms
  - Total number of available guest rooms (if applicable)
  - Meeting Room Floor plans

- ⊙ Meeting Facilities: Supporting Hotels (Hotel name, address, contact, telephone, email, and website for up to three (3) locations)
  - ○ Approximate distance from the venue
  - ○ Total number of available guest rooms

Attachments: Submitter will have the option to upload supporting documents with the EoI form.

APPENDIX A

HOTEL SLEEPING ROOM REQUIREMENTS

Room Blocks

ICANN Staff Block - ICANN contracts approximately 300-425 rooms and pays for room and tax. Guests are responsible for their incidental charges.

Courtesy Block - Attendees book their own reservations. Hotel to determine cut-off date and provide a booking link for ICANN to post on the meeting website. We require the max number of rooms the hotels will provide.

Rates

Non-commissionable rates inclusive of Internet and breakfast. Some guests will request suites. Please provide pricing for suites. Contracted rates must be guaranteed 3 days prior and 3 days post the contracted block.

Commission

Non-commissionable rates + hotel reward points

Information

ICANN will guarantee total room nights based on cumulative nights (rather than a total of sleeping rooms per night). ICANN will use up to approximately 425 sleeping rooms on peak nights. ICANN will guarantee a total number of cumulative room nights and will not be restricted to a minimum number of rooms per night. Cancellations and no shows are to be penalized with a one-night charge. Name and date changes are to be allowed without penalties.

Estimated Room Pick up

	ICANN STAFF BLOCK (CONTRACTED)														
	WEEK PRIOR TO THE MEETING							OFFICIAL MEETING DATES							
Day	MON	TUE	WED	THU	SAT	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	Total
ROH	0	0	9	14	0	62	237	297	297	297	237	55	0	0	1537
Suite	0	0	1	1	0	13	13	13	13	13	13	5	0	0	88
Total	0	0	10	15	1	75	250	310	310	310	250	60	1	1	1625 [1]

	COURTESY BLOCK (NON-CONTRACTED)														
	WEEK PRIOR TO THE MEETING							OFFICIAL MEETING DATES							
Day	MON	TUE	WED	THU	SAT	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	Total
Combination of all room types	0	0	0	0	50	100	150	350	350	350	200	50	0	0	1600

Hotel to determine cut-off date. Attendees book reservations online. We would be pleased to take up to 660 rooms on peak nights if the hotel is able to accommodate this.

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[1] The number of rooms per night is based on past history. All attendees make their own travel arrangements therefore arrival and departure dates may vary.

APPENDIX B

NETWORK INFRASTRUCTURE AND TECHNOLOGY REQUIREMENTS

INTERNET PROVIDER

BANDWIDTH: External bandwidth (Internet Transit) must be in the form of dedicated circuits with at least 400Mb of throughput delivered over redundant 1Gbps Ethernet links. Preference may be given to proposals that contain higher capacity and more detailed redundancy planning. The same carrier may provide redundant lines, though multiple carriers are preferred. The IP transit carrier must be able to provide inbound QoS in the form of at least one IP destination-based priority traffic queue.

ROUTING: With single carrier situations, static routing is acceptable as long as the service provider's BGP ASN will advertise our IP network block. Under multiple carrier situations, BGP4 is required. ICANN will supply its own ASN and IP address space. It is expected that Internet services carriers have no packet filtering in place.

NO FILTERING or TRAFFIC CAPTURE: Any Internet access service including any intermediary network connections must NOT include any form of traffic filtering or traffic capture.

This would include but is not limited to the following:

⊙ No stateless or stateful network filtering which would include any form of proxy service, including any Internet protocol standard recognized by the IETF in RFC 5000 (http://tools.ietf.org/html/rfc5000 or any superseding RFC version)
⊙ No Network Address Translation (NAT) or Network Address Translation-Protocol Translation (NAT-PT) or related technology
⊙ No Domain Name System filtering

SERVICE LEVEL: Access to high-level support by the transit provider must be available 24 hours a day for the duration of the conference by the local host support staff. Troubleshooting transit and bandwidth issues often takes place at odd times so as not to impact the conference. Direct contact information to English-speaking support staff must be provided to the ICANN Technical Staff.

Required Network SLA:
<= 40 ms average latency with no greater than 10ms standard deviation (jitter) to service provider network edge
No greater than 0.1% packet loss per 60-minute sample to service provider network edge

VENUE INFRASTRUCTURE REQUIREMENTS

INFRASTRUCTURE: The venue must have proper infrastructure installed in all spaces used by ICANN. All meeting rooms and public spaces must have at least one functional RJ-45 jack. All jacks must be wired to central wiring locations with CAT5e or better cabling. CAT5e, CAT6, or fiber optic cabling must properly interconnect wiring locations. All cabling must be tested and functional.

DIAGRAM: The venue must provide a diagram (DWG, JPG or PDF) to the ICANN technical staff detailing the local network infrastructure for the meeting. This would include any relevant network cross connect locations and local loop service provider(s) Minimum Point of Entry (MPOE). This should include a best effort description of available local loop service provider copper or fiber optic cables are available for new service.

POWER: The venue must provide adequate reliable power for all network systems. All core infrastructure devices must have UPS and generator backup power supplied to cover potential power outages. Power must be provided by dedicated circuits used for infrastructure purposes only and the load properly distributed. Two separate (redundant) circuits of at least 20A must be available in the MDF and one circuit of at least 15A in each IDF location. The host or venue must also provide 1KVA+ UPS units for use in the meeting rooms, IDF and MDF locations where ICANN determines they are needed.

ICANN PROVIDED SERVICES

The ICANN Meeting Technical Services staff is those people consisting of ICANN staff and their contractors assigned to manage, design, and deploy technical services at the ICANN meetings. ICANN Technical staff does not include local hosts, service providers or those entities contracted by ICANN for a single meeting.

ICANN employs staff and contractors that are responsible for deployment, operation of the meeting network, telephony, and audio/video broadcast services at the meeting. Services provided by ICANN contractors are not to be supplied by the host and are listed here as a notice of the potential support needs that the host will be called upon for. The expectation is that the host will provide assistance to ICANN Technical Staff to facilitate the delivery of these services.

DHCP: All addressing of the attendee hosts must be accomplished through DHCP. DHCP servers will reside within the local infrastructure.

DNS: At least two recursive (caching) DNS servers will be available. At least one of these servers will reside WITHIN the local infrastructure. The other may reside at the transit provider(s) but must be topologically close to the conference network. Reverse delegation (in-addr.arpa) will be used on the network block(s) being used at the meeting.

WIRELESS: 802.11(a, b, g and n) will be available throughout the meeting venue. This includes the main meeting room, board and staff workrooms, smaller meeting rooms, Internet Café, common areas, hotel lobby and bar, etc. Where possible, wireless or high-speed wired access will be offered in guest rooms. The SSID of the conference will be determined at the beginning of each meeting. All 802.11a channels allowed for a specific country will be utilized. 802.11b/g channels 1, 6 and 11 will be used. All other broadcast SSIDs that have coverage in the meeting space used by ICANN must be disabled so as to minimize interference.

MONITORING: Monitoring of traffic will be restricted to only that necessary for network maintenance and diagnostics. Any monitoring tools MUST be made available upon request.

TELEPHONY: ICANN utilizes VoIP telephone capable of domestic and international dialing. The phone lines have the highest audio quality and 100 percent availability (uptime) as they are used for remote participation and conference calls. Most of the calls are used in a broadcast situation.

STREAMING AUDIO: All meeting rooms will have streaming audio except for those where it is explicitly designated as not needed. Audio feeds will be taken from the main audio mixer board in each room. Rooms where there are translation services will use the highest quality feed available, either from the translation equipment or from the main audio for the room.

HARDWARE: Replaceable backups of critical services hardware will be standing by (DHCP, DNS, etc.). The ability to replace critical equipment within one hour of the problem being detected is required.