

RIPE Meeting Host Requirements

A RIPE Meeting is a five-day event where Internet industry experts, Internet Service Providers (ISPs), network operators and other interested parties from all over the world gather.

Responsibilities of a Host

When a RIPE Meeting takes place outside of the Netherlands, the RIPE NCC is dependent on a local host. While this is quite an undertaking, the exposure that the Host will receive and the benefit of the support they provide to the RIPE community should far outweigh their efforts. Our Host is expected to provide general support during both the preparation and delivery of the RIPE Meeting. This includes providing:

- Internet connectivity (minimum 300 Mbps, ideally 1 Gbps) to the meeting venue
- Help in scouting for the meeting and social event venues
- Administrative support – for example visa invitation letters for participants
- Some on-site technical and registration desk support during the meeting
- Assistance in finding local sponsors
- Optional: sponsor social evening on Tuesday or the Welcome Reception on Monday (EUR 15,000)

Benefits of Hosting

Hosting a RIPE Meeting provides your organisation with excellent visibility to the RIPE community. It will be made very clear to the RIPE community, from the onset of your organisation being approved as Host, that you are playing a vital role in the RIPE Meeting. Your organisation's name will be mentioned in meeting announcements, as well as the opening and closing plenary of the meeting. Your organisation will also be given the opportunity to make a short welcome speech during the opening plenary. Your logo will be prominently displayed on the RIPE Meeting website, in printed meeting material, on the participant badge, on-site banners and in the Meeting Reports.

Included in this document you will find:

- A) RIPE Meeting Venue Requirements
- B) Host Technical Requirements
- C) Staffing Requirements

A) RIPE Meeting Venue Requirements

Location

The preferred location of a meeting venue is in the centre of a city, easily reached from the airport and close to public transport.

Set-up

The weekend prior to the meeting is needed for set-up. This means that a venue must

be booked from a Friday through to the following Friday (8 days).

Meeting Rooms

- A plenary room of at least 700 seats, “theatre-style”
- A breakout room of at least 350 seats, “theatre-style”
- A breakout room of at least 100 seats, “theatre-style”
- A coffee break area for 450 people and four stands
- One or more restaurants that can host seated lunch for 450 people
- Two boardrooms for 30-35 people
- Four boardrooms for 25-10 people
- At least 260 standard guestrooms

Hotel Guest Rooms

- Approximately 260 rooms from Sunday to Saturday. An additional ten hotel rooms are needed earlier for RIPE NCC staff arriving on the preceding Thursday.
- Internet Connectivity at the Meeting Venue
- Excellent Internet connectivity is required (see Technical Requirements below)
- The RIPE NCC will set up our own wireless network within the meeting area
- The RIPE Meeting wireless network will be a password protected Wi-Fi network with the password prominently displayed during the meeting
- The hotel’s own Wi-Fi network must be shut off in the meeting areas for the duration of the RIPE Meeting (to avoid interference with the RIPE Meeting wireless network)

Evening Events

The evening social events are an important part of the RIPE Meeting. An evening event can be a dinner, cocktail reception, boat tour, etc. – anything that gives the attendees a chance to mingle in a more informal atmosphere.

Organisations sponsor the social events on Monday, Tuesday and Thursday. Wednesday evening is allocated to the General Meeting, an event held parallel to the RIPE Meeting. Therefore, there is no organised social event planned for Wednesday evening.

B) Technical Requirements

Bandwidth and Connectivity

Ideally the host will ensure there is a connection of greater than 300 Mbps (ideally 1Gbps) from the meeting site to a fast Internet connectivity point (e.g. to a major provider, or IXP).

The host is responsible for ensuring the physical transmission medium from the hotel to the upper connectivity point. This normally means (and we strongly prefer) an optical fiber connection. Sometimes the hotel already has at least a fiber in place, but it can happen that they do not. The host will advise RIPE NCC staff during the initial venue scouting whether it can arrange proper connectivity to the chosen hotel or not. If this is not possible, another venue must be chosen.

We always appreciate being multi-homed and, if possible, we prefer to have a backup link as well (both in terms of physical connections and backup transit providers). The RIPE NCC will supply two of our own routers to provide connectivity. One of the routers will be shipped to the host, pre-configured, some weeks before the RIPE Meeting. The host is kindly asked to install the router in the agreed spot in the hotel's IT room and to help configure this device (remote hands and final stages of the configuration, since the router will be preconfigured).

The routers are Juniper J2350 and the switches are Juniper EX2200. The routers only have 1Gb Ethernet interfaces (RJ45), so if more than 1Gbps bandwidth is provided, the host has to make it possible that we connect at 1Gb. The switches have 1Gb fiber interfaces and 1Gb Ethernet interfaces (RJ45). If the connectivity solution offered by the Host requires a different type of interface or equipment, this must be provided. In case the Host provides the routers, and depending on the brand and on the model, RIPE NCC staff might need help from the Host to configure these devices.

The RIPE NCC will bring all the equipment needed for the meeting. However, in the event of an emergency, the Host might need to assist in purchasing or providing network cabling or equipment.

IPv4/IPv6

The RIPE NCC has IPv4 and IPv6 address space that is used for the RIPE Meetings, along with the AS Number 2121. The connectivity provider shall peer with RIPE NCC's AS Number.

Technical Contacts

During the meeting setup and the meeting itself, 24/7 contact information (phone, name) for someone responsible for the meeting connectivity will be required in case of any problems. In addition, the address of a few network/computer shops near the meeting venue is needed in case of any last minute requirements or emergencies.

C) Staffing During the RIPE Meeting

The RIPE NCC provides on-site staff to run the RIPE Meeting. During the week of the RIPE Meeting, the local Host should be available and actively participating in the running of the Event. This should include the provision of:

- Three to four staff from the Host, usually on the Saturday prior to the meeting and on the Friday afternoon for the tear down. The staff will not require much technical knowledge, as they will be helping mainly with the physical aspects of the setup (primarily installing and taping down cables, power blocks or access points).
- Two technical staff available on-site during meeting hours on an "as-needed" basis
- Three Registration Desk staff to assist in running the Registration Desk on site during Meeting hours, as well as during registration preparation during the Sunday before the Meeting.