RIPE NCC
RIPE NETWORK COORDINATION CENTRE

RIPE Meeting Host Requirements

Responsibilities of a Host

The RIPE Meeting host is expected to provide general support during both the preparation and delivery of the RIPE Meeting. This includes:

- Internet connectivity (minimum 300 Mbps, ideally 1 Gbps) to the meeting venue (can be sponsored)
- 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

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 be given the opportunity to make a short welcome speech during the opening plenary;
- Your organisation will also be given the chance to have one representative as part of the RIPE Programme Committee and therefore being actively involved in the preparation of the plenary programme;
- Your organisation's logo will be prominently displayed on the RIPE Meeting website, in printed meeting materials, on the participants' badges, on-site banners and in the Meeting Reports.

Included in this document you will find the requirements for:

A) RIPE Meeting Venue
B) Connectivity
C) Staffing
D) Social Events

A) RIPE Meeting Venue Requirements

Location
The preferred location of a meeting venue is in the centre of a city, easily reachable 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 300 seats, "theatre-style"
- A breakout room of at least 150 seats, "theatre-style"
- A coffee break area for 500 people
- One or more restaurants that can host seated lunch for at least 400 people
- Three boardrooms for 30-35 people
- Four boardrooms for 10-25 people
- At least 350 standard guestrooms

B) Connectivity 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 is possible 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). We 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 ensure 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, our staff might need help from the Host to configure these devices.

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

Technical Contacts

During the meeting set-up and the meeting, 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

We provide provide 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 staff from the Host, usually on the Saturday prior to the meeting. 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);
- 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.

D) Social Events Requirements

The evening social events are an important part of the RIPE Meeting and will take place on Monday, Tuesday and Thursday of the meeting week. 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.

Here are the requirements for each of the social events:

1) Welcome Reception (Monday): usually organised at the meeting venue after the day programme, from 18:30 to 21:00. Minimum capacity of the space should be 400. Open bar and canapes should be served.

2) Networking Event (Tuesday): usually organised in clubs and alternative locations, from 21:00 to 01:00. Minimum capacity of the space should be 450. Open bar and canapes should be served. Separate area for DJ set is required.

3) RIPE Dinner (Thursday): usually organised in prestigious venues like museum or palaces, from 20:00 to 02:00. Minimum capacity of the space should be 450. Ideally the venue should have three different spaces: one for the welcome drinks, one for a seated dinner and one for the after party.