



RIPE Meeting Host Requirements

A RIPE Meeting is a five-day event that brings together Internet industry experts, Internet service providers (ISPs), network operators, and other interested parties from around the world.

When a RIPE Meeting takes place outside the Netherlands, the RIPE NCC relies on a local Host to provide support. While hosting a RIPE Meeting is a significant undertaking, the visibility the Host receives and the opportunity to support the RIPE community make it a valuable partnership.

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

- Internet connectivity to the meeting venue (minimum 1 Gbps).
- Assistance in identifying and evaluating suitable meeting and social event venues.
- Sponsorship of either the Welcome Reception on Monday, or the Networking Event on Tuesday (approximately EUR 15,000). If the Host chooses to sponsor an event, a separate sponsorship agreement will be signed.
- Administrative support, such as issuing visa invitation letters for participants.
- On-site technical and registration desk support during the meeting.
- Assistance in securing local sponsors.

Benefits of Hosting a RIPE Meeting

The Host will receive visibility before and during the event through the placement of its logo and company profile on various communication channels, including:

- The event homepage, with a link to the Host's website
- The Sponsors page on the event website, including a company profile provided by the Host
- Event badge
- Rotating presentations displayed on screens in the coffee break area
- Intermission slides displayed on the main screens in the plenary room
- On-site roll-up banners

This document outlines the Host requirements for:

- A. Meeting Venue
- B. Connectivity
- C. Staffing
- D. Social Events



A) Meeting Venue

Location (already secured): Meliá Castilla Hotel, Madrid

B) Connectivity

The Host shall provide Internet transit connectivity to the meeting venue with:

- A minimum bandwidth of 1 Gbps
- At least a 1 Gbps physical interface
- A 10 Gbps physical interface is preferred where available

C) Staffing

The Host is expected to provide on-site technical and registration support throughout the meeting.

This includes:

- Three to four registration desk staff members
- Support during the registration setup on the Sunday preceding the meeting
- Registration desk coverage throughout the event

D) Social Events

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

1. Welcome Reception (Monday)

- Time: 19:00-21:00
- Location: Meeting venue
- Capacity: Approximately 400 attendees
- Catering: Open bar and canapés

2. Networking Event (Tuesday)

- Time: 21:00-01:00
- Location: Off-site venue
- Capacity: Approximately 450 attendees
- Catering: Open bar and canapés
- Dedicated area for a DJ and entertainment



3. RIPE Dinner (Thursday)

- Time: 20:00-01:00
- Capacity: Approximately 450 attendees
- Venue: Ideally a historic or prestigious location

The venue should preferably offer three separate spaces:

- A reception area for welcome drinks
- A dining area for the seated dinner
- A separate space for dancing and the afterparty