SEE 6 Meeting Hotel Requirements

The South-East Europe (SEE) RIPE NCC Regional Meeting is a two-day event that attracts roughly 250 attendees per day. Most attendees will stay in the conference hotel, while some will stay in hotels nearby.

The meeting venue must be within walking distance of the city centre.

Dates: 12-13 June 2017

Location: TBC

In this document you will find:
A) Hotel Rooms/Accommodation
B) Meeting Room Requirements
C) Catering Requirements
D) Other Requirements

A) Hotel Rooms/Accommodation

Guaranteed Staff Block: 15 rooms
Dates: Sunday, 11 June 2017 – Wednesday, 14 June 2017

Non-Guaranteed Participants Block: 25 rooms
Dates: Sunday, 11 June 2017 – Wednesday, 14 June 2017

Non-guaranteed participants book and pay for their accommodation individually.
For this block, any unsold rooms can be released two weeks before the meeting.

The rate for the blocks should include:
- Breakfast
- Wireless Internet connectivity (WiFi)
- VAT
- City tax at the current rate (we are aware that this might change)

B) Meeting Room Requirements

Day delegate rate, which includes:
- Four Coffee breaks
- Two Lunch breaks
- One Closing reception
- Two Meeting Rooms hire
- Audio-visual equipment, specified below
- Internet connectivity

Plenary Room 12-13 June Needed for the Main Conference
- One big plenary room that can fit up to 250 people

- Available from 08:00-18:00 on both days
- Set-up: Mixture of Classroom and Theatre style (fish-bone) set-up for the room's maximum capacity (must be at least 250 people). A stage at the front of the room with a lectern to one side. Two aisles running from the front to the back of the room.

Equipment for the plenary room:
- One big screen
- One beamer – at least 8000 Ansi Lumens
- Two plasma screens (50-inch) – one in the meeting room and one in the foyer
- One wireless microphone for session chair
- One tie microphone for speaker moving
- One lectern microphone
- Four standing wireless microphones used by members of the audience
- Stage
- Lectern
- On stage: panel tables, chairs, table microphones, name tags for up to five people
- Power strips on the audience tables "http://en.wikipedia.org/wiki/Power_strip" for 100 people
- Stationery and mineral water at the side or back of the room

Meeting Rooms: 12 June Only. Needed for Tutorials
- Two meeting rooms with capacity for 50 people in classroom style
- Required from 08:30-13:00

Equipment for each meeting room:
- One projector
- One screen
- One whiteboard
- One flipchart
- One table at front to the side for workshop instructors to sit
- Power strips on (or underneath) the tables, sufficient outlets for 30 people
- One lectern microphone
- One lectern
- Stationery and mineral water at the side or back of the rooms

Internet Connection in the Meeting Venue

The hotel should be able to switch off their Internet connection in the conference area (inside and outside of meeting rooms). Internet connectivity and WiFi will be arranged by the host.

C) Catering Requirements

NOTE: We need access to the coffee break area on 11 June.

Catering numbers and other considerations
  - 12-13 June coffee breaks and lunch: 180 people per day

- 13 June, closing reception: 80 people
- 12-13 June welcome coffee: 50 people per day
- Please note that we will have a barista bar serving specialty coffees (espresso, cappuccino) so you will not need to serve much coffee

Monday, 12 June 2017

- Welcome coffee: 08:30-09:00 (coffee, tea, orange/pineapple/peach juice, sodas, water, Danish pastries, croissants)
- Mid-morning coffee break: 10:30-11:00 (coffee, tea, mineral water, orange/pineapple/peach juice, sodas, mini sandwiches, cut fruit, pastries)
- Lunch: 12:30-14:00 (lunch buffet):
  o one soft drink (juice or soda)
  o soup
  o cold cuts and cheese board
  o at least four salads + a salad bar OR five salads
  o three meat, one vegetarian and one fish main courses
  o at least two types of garnishes (rice, potatoes, vegetables, etc.)
  o at least three different types of bread
  o four types of dessert
- Mid-afternoon coffee break: 15:30-16:00 (coffee, tea, mineral water, orange/pineapple/peach juice, sodas, cut fruit, mini sandwiches, pastries)

Tuesday, 13 June 2017

- Welcome coffee: 08:30-09:00 (coffee, tea, orange/pineapple/peach juice, sodas, water, Danish pastries, croissants)
- Mid-morning coffee break: 10:30-11:00 (coffee, tea, mineral water, orange/pineapple/peach juice, sodas, mini sandwiches, cut fruit, pastries)
- Lunch: 12:30-14:00 (lunch buffet):
  o one soft drink (juice or soda)
  o soup
  o cold cuts and cheese board
  o at least four salads + a salad bar OR five salads
  o three meat, one vegetarian and one fish main courses
  o at least two types of garnishes (rice, potatoes, vegetables, etc.)
  o at least three different types of bread
  o four types of dessert
- Mid-afternoon coffee break: 15:30-16:00 (coffee, tea, mineral water, orange/pineapple/peach juice, sodas, cut fruit, mini sandwiches, pastries)
- Closing reception: 18:30-20:30
  o Canapés (five cold and five warm including vegetarian options. Three dessert options)
  o Drinks: soda, juice, beer, wine (red and white), mineral water
  o Background music

D) Furniture Requirements

On-site registration desk: 12-13 June
- A registration desk located at the entrance of the meeting areas
- Required from 08:00-18:00 on both days
- The desk needs sufficient space for four people to work with laptops and for storing the meeting material
- Colour printer with multiple paper trays that can print double-sided and can be installed on OS 10.9.5. The printer should print **fast**
- Desk dimensions: 4m wide x 1m high, or an L-shape sufficient for four people
- Behind the desk, a long table for storing meeting material: delegate packs, badges, etc.

EXTRA three rectangular tables in meeting foyer near the entrance of the main meeting room
- One rectangular table for documents, booklets etc.
- One rectangular table for gifts
- One rectangular table for RIPE NCC Services desk