

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 1 Gbps, ideally 10 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) Staffing
- C) Social Events
- D) Connectivity and Technical Requirements

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) 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.

C) 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.

D) Connectivity and Technical Requirements

The host is responsible for ensuring there is a fibre and/or copper connection from the meeting site to an exchange point (ISP or IX) which we can use to set up BGP peering with the host or Connectivity Sponsor (if known). We would ideally like the connection to support 10 Gbps, and our minimum requirement is 1 Gbps.

The host will advise RIPE NCC staff during the initial venue scouting as to whether they 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 virtual routers to provide connectivity. These run on a server which we will ship to the host together with a switch, pre-configured, some weeks before the RIPE Meeting. The host is kindly asked to install the server and switch in the agreed spot in the hotel's IT room and to help configure them (remote hands and final stages of the configuration, since the routers will be preconfigured).

Our equipment supports 1Gbps and 10Gbps fibre and copper interfaces.

If the connectivity solution offered by the Host requires a different type of interface or equipment, this must be provided.

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.

IP Space

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. We need to have a full table for IPv4 and IPv6 as we do RPKI filtering in the meeting router ourselves.

Venue WiFi network

To prevent wifi network instability during the meeting, caused by many participants being associated with another SSID on the same channels, we require the venue to turn off their guest SSID in the spaces that the RIPE NCC rents during the meeting. When needed it is okay to leave venue-staff SSIDs operational.

Access to technical rooms in the venue

In order to be able to deploy the network in the meeting venue, RIPE NCC staff need access to the patch rooms of the venue to connect all network components. When we are not allowed to access these rooms by ourselves, we need a technical venue contact to support us in setting up our physical network. We strongly prefer to be able to do this on our own, and our staff are used to doing this.

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.

If you're interested in hosting a RIPE Meeting, please contact meeting@ripe.net