

## RIPE Meeting Venue 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.

Most attendees come for the whole week, but it is also possible to attend for one day only. We expect approximately 450/500 attendees per day.

A RIPE Meeting venue should be within walking distance from the city centre or easily accessible by public transport.

In this document you will find the requirements for:

- A) Meeting Rooms
- B) Connectivity and Audio-Visual
- C) Catering
- D) Accommodation

### A) Meeting Rooms Requirements

#### Meeting Rooms and Catering Area

- 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
- A restaurant (or restaurants) that can host seated lunch for at least 400 people
- Three boardrooms for 30 to 40 people
- Four boardrooms for 10 to 25 people

The meeting rooms should be located on one or (maximum) two floors.

#### Rental Period

The RIPE Meeting runs from Monday to Friday, with the weekend prior needed for set-up.

### B) Connectivity and Audio-Visual Requirements

#### Bandwidth

1Gbps or faster connection from meeting site to a fast Internet connectivity point (e.g. to a major provider, or IXP) is required.

The venue must agree to switch off their Internet connection in the meeting space.

#### Basic A/V Requirements

Plenary room – 700 seats, “theatre-style”

- Beamer (3)
- Screen (3)
- Sound system (1)
- Standing microphone (4)

- Hand microphone (2)
- Tie microphone (1)
- Lectern with microphone (1)
- Confidence monitor and confidence speaker (2)
- Stage for speakers - 10m x 2m; 60/80 cm high (1)
- Stage or raised platform for IT & AV - minimum 4m x 2m; 40 cm high (1)

Breakout room – 300 seats, “theatre-style”

- Beamer (2)
- Screen (2)
- Sound system (1)
- Standing microphone (2)
- Hand microphone (2)
- Tie microphone (1)
- Lectern with microphone (1)
- Confidence monitor and confidence speaker (1)
- Stage for speakers - 4m x 2m; 2 steps; 40/60 cm high (1)
- Stage or raised platform for IT & AV - minimum 4m x 2m; 20 cm high (1)

Breakout room – 150 seats, “theatre-style”

- Beamer (1)
- Screen (1)
- Sound system (1)
- Hand microphone (1)
- Tie microphone (1)
- Lectern with microphone (1)

Other meeting rooms

- Beamer (1)
- Screen (1)

Coffee break

- Screen 40”-50” on a stand (4)

**C) Catering Requirements**

Catering numbers – minimum guarantee:

Monday: 400  
Tuesday - Thursday: 450  
Friday: 300

- Welcome coffee: 08:30-09:00 - still and sparkling mineral water, coffee, tea, three types of juice, sodas (Cola, Sprite, Cola Light etc.), danishes, croissants, bananas
- Mid-morning coffee break: 10:30-11:00 - still and sparkling mineral water, coffee, tea, three types of juice, sodas (Cola, Sprite, Cola Light etc.), two types of sweet and two types of savory snacks, variety of cut fruit on platters, bananas

- Seated buffet lunch for up to 350 people and a standing buffet for others in the coffee break area: 12:30-14:00. Menu example:
  - Soft drink (juice or soda) and tap water
  - Soup
  - Cold cuts & cheese board
  - At least 4 salads
  - 3 meat, 1 vegetarian and 1 fish main courses
  - At least two types of garnishes (rice, potatoes, veggies etc.)
  - Several types of bread
  - 4 types of dessert
  - \* There should be sufficient vegetarian options
- Mid-afternoon coffee break: 15:30-16:00 - still and sparkling mineral water, coffee, tea, three types of juice, sodas (Cola, Sprite, Cola Light etc.), two types of sweet and two types of savory snacks, variety of cut fruit on platters, apples
- Late afternoon coffee break: 17:30-18:00 - still and sparkling mineral water, coffee, tea, three types of juice, sodas (Cola, Sprite, Cola Light etc.), energy bars, bananas or variety of cut fruit on platters
- Still and sparkling mineral water in all meeting rooms: no plastic bottles but carafes and glasses
- Opening reception for 350/400 people with open bar and canapes on the Monday evening for two hours (19:00 to 21:00)
- Reception for 150/200 people with open bar and canapes on the Monday evening for one hour (18:00 to 19:00)

#### **D) Accommodation**

##### **Guaranteed Staff Block (Booked and paid by RIPE NCC)**

Thursday: 10 Double Single Use  
 Friday: 10 Double Single Use  
 Saturday: 20 Double Single Use  
 Sunday: 60 Double Single Use  
 Monday - Thursday: 70 Double Single Use  
 Friday: 25 Double Single Use

##### **Non-Guaranteed Participants Block (Booked and paid by the attendees – individually)**

Friday: 5 Double Single Use  
 Saturday: 40 Double Single Use  
 Sunday: 300 Double Single Use  
 Monday - Thursday: 350 Double Single Use  
 Friday: 30 Double Single Use  
 Saturday: 5 Double Single Use

The rate for the blocks should include:

- Breakfast

- Internet connectivity (Wi-Fi)
- VAT
- City tax at the current rate (we are aware that this might change)