

RIPE Meeting Hotel 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's also possible to attend for one day only. Most attendees will stay in the conference hotel, but we also suggest alternative nearby budget hotels. We expect approximately 500 attendees per day.

A RIPE Meeting venue must be within walking distance from the city centre.

Date: 23-27 May 2016

Location: TBC

In this document you will find:

- A) Meeting Room Requirements
- B) Hotel Rooms/Accommodation
- C) Catering Requirements
- D) Technical and Audio-Visual Requirements

A) Meeting Room Requirements

Meeting Rooms and Catering Area

- A plenary room of at least 650 seats, "theatre-style"
- A breakout room of at least 220 seats, "theatre-style"
- A coffee break area for 500 people and four stands
- One or more restaurants that can host seated lunch for 450 people
- Three boardrooms for 30-35 people
- Four boardrooms for 25-10 people
- Please specify ceiling height and (w/o) day light for each meeting room

Rental Period

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

20-27 May 2016 – plenary room, breakout room, one boardroom for 35

22-27 May 2016 – all other rooms

B) Hotel Rooms/ Accommodation

Guaranteed Staff Block

Thursday, 19 May 2016: 10 rooms

Friday, 20 May 2016: 10 rooms
Saturday, 21 May 2016: 25 rooms
Sunday, 22 May 2016: 45 rooms
Monday, 23 May 2016 – Thursday, 26 May 2016: 60 single rooms
Friday, 27 May 2016: 25 rooms

Non-Guaranteed Participants Block

Friday, 20 May 2016: 5 rooms
Saturday, 21 May 2016: 40 rooms
Sunday, 22 May 2016: 150 rooms
Monday, 23 May 2016 – Wednesday, 25 May 2016: 220 single rooms
Thursday, 26 May 2016: 210 single rooms
Friday, 27 May 2016: 30 rooms
Saturday, 28 May 2017: 5 rooms

Guests book and pay for their accommodation individually.

The rate for the blocks should include:

- Breakfast
- Internet connectivity (WiFi)
- VAT
- City tax at the current rate (we are aware that this might change)
- Additional extras (for example bathrobes, mineral water, flowers, VIP amenities).

C) Catering Requirements

Catering numbers:

Monday: 400

Tuesday – Thursday: 500

Friday: 350

- 30 minute morning, mid-morning and afternoon coffee breaks with tea (note that every coffee break should offer three types of juice as well as cut fruit platters)
- A one hour seated buffet lunch for up to 500 people; there should be sufficient vegetarian options
- Mineral water in all meeting rooms
- Pads, pens and mints in all meeting rooms
- The possibility of having an evening reception for 350 people with drinks and snacks on the Monday evening for 2 hours (19:30 to 21:30)
- The possibility of having an evening reception for 80 people with drinks and snacks on the Tuesday evening for 1 hour (18:30 to 19:30)

D) Technical 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 hotel should be able to switch off their Internet connection in the meeting space.

Basic A/V Requirements

Plenary room

- Lectern with microphone (1)
- Beamers (3)
- Screen (3)
- Sound system (1)
- Standing microphones (4)
- Hand microphones (2)
- Tie microphone (1)
- Floor monitor/ small speaker (1)
- Backdrop (1)
- Printed foam boards (2)
- Stage for speakers

Breakout room

- Lectern with microphone (1)
- Beamers (3)
- Screen (3)
- Sound system (1)
- Standing microphones (2)
- Hand microphones (2)
- Tie microphone (1)
- Backdrop (1)
- Printed foam boards (2)

Coffee break

- Screen, 40"-50" (4)

An A/V technician should be available during set-up on Saturday and Sunday before the meeting as well as during the entire meeting.