Asia Pacific Regional Internet Governance Forum & Youth IGF Camp

Request For Proposals of Local Host

This document is intended to give interested parties planning to host the APrIGF with background information and requirements for hosting.

Background Information

Asia Pacific Regional Internet Governance Forum (APrIGF) is held annually, together with Youth Internet Governance Forum (yIGF) since its inception in 2010 in Hong Kong. APrIGF serves as a platform for discussion, exchange and collaboration at a regional level. Discussions are aggregated with national IGF where possible with the ultimate goal of advancing Internet governance development in the Asia Pacific region.

The multi-stakeholder approach is a core principle of the APrIGF with the emphasis on the diversity of participants and openness of discussions. The event is led by the Multi-stakeholder Steering Group (MSG) which provides overall direction, themes and program management; as described below.

The YIGF operates under common principles as the APrIGF. The initiative to engage youth on Internet governance always come hand-in-hand with the APrIGF. It is led by an independent organizing committee, as described below.

Important Note: The document "APrIGF Operating Principles" provides detailed information about the event and its operations. It should be fully understood and supported by any prospective local host. The document is available on the official website under the MSG section. The APrIGF Secretariat is available to assist with any enquiries or further information as needed.

Please visit http://www.aprigf.asia for more information, including documentation and links to past conferences.

I. Program Planning

A. Asia Pacific Regional Internet Governance Forum (APrIGF)

i) Program Outline

The APrIGF consists of a 3-day programme including the following elements:

Pre-events: side meetings, orientation sessions, tutorials etc. (1 day)
Opening Ceremony: Welcome Remarks and Speeches (90 minutes)

Opening Plenary: Attended by all participants (90 minutes)
Parallel Sessions: Run simultaneously on different thematic issues (up to 1.5 days)
Closing Plenary: Wrap-up session, summaries and closing speeches (up to half-day)
Social Events: Welcome Receptions/cocktail and Closing Social

The Local Host is responsible for organizing the Opening & Closing Plenary sessions and all social events, in consultation with the MSG. The MSG will be responsible for the rest of the programme content (i.e. parallel sessions).

ii) Multi-Stakeholder Steering Group

The APrIGF Multi-stakeholder Steering Group (MSG), a self-organized committee with members from around the AP Internet Community, is responsible for deciding the overall direction, themes and program content for each meeting. Weekly or bi-weekly conference calls are held during the preparation period, as well as face-to-face meetings where possible. Representatives from the local host are welcome on the MSG, but also required to join MSG meetings regularly, in order to provide updates on event preparations and coordination on the program & logistic arrangement.

iii) Call for Workshops

The main content of the APrIGF consists of workshops and other working sessions which are initiated and organized by the community. These are scheduled in parallel streams (up to 4 concurrently) which may address individual sub-themes of the meeting. An open call for proposals is issued by the MSG, allowing the public Internet community to propose these sessions through an open and competitive process. An evaluation committee will be convened within MSG members to review and select the proposals, according to suitable open and inclusive processes (defined within the Operating Principles of the MSG).

B. Youth Internet Governance Forum (yIGF) Camp

i) Program Outline

The Youth IGF Camp is a 3-day-2-night camp mirroring the multi-stakeholder approach of the global IGF, whereby for youth to discuss various Internet Governance issues. It consists of the below elements:
Stakeholder Group – participants will be divided and role-play as different stakeholders
Internal Meetings – Discussion amongst each stakeholder group
External Meetings – Multi-Stakeholder groups' discussion
Presentations and Open Forum - Participants will present on their conclusion and have an open debate panel, which other rIGF participants are welcomed to join

ii) Targeted Participants

The camp is for local students at tertiary education level or above. Publicity and promotion shall be made to local Universities and locally registered private tertiary institutions by the local host. Target participant size is around 30-40 students.

iii) Organizing Committee

The program will be developed and facilitated by NetMission.Asia together with the input from the MSG. NetMission Ambassadors will be responsible for deciding the program schedule as well as facilitating the discussion on-site. The local host should provide secretariat support in local logistics and promotion.

II. Meeting Requirements

A. Conference Venue

The accessibility and the cost of the meeting venue as well as necessary facilities available will be the key factors in the selection of local host. The suggested venue and accommodations must meet the requirements outlined below.

B. Meeting Space Requirement

The APrIGF and yIGF should be held in a single venue, or in neighboring venues. The below meeting space outline is for reference only and it may be subject to change depends on the program and situation each year.

i) APrIGF

	Main Hall	Room 1	Room 2	Room 3	Room 4	Lobby
Purpose	Plenary/Main Sessions	Parallel Sessions	Parallel Sessions	Parallel Sessions	Secretariat Room	Breaks/ networking
Setting	Theatre	Classroom / U-Shaped+ Classroom	Classroom / U-Shaped+ Classroom	Classroom / U-Shaped+ Classroom	Board	Standing
Capacity	150-200 people	60-80 people	60-80 people	60-80 people	10-20 people	150-200 people
Facilities Required	1 laptop, 2 screens (presentation & live scribe), 6 microphone, power outlets, podium	1 laptop, 2 screens (presentation & live scribe), 6 microphone, power outlets	1 laptop, 2 screens (presentation & live scribe), 6 microphone, power outlets	1 laptop, 2 screens (presentation & live scribe), 6 microphone, power outlets	Printer, photocopiers, tables and seating for 10-20 people	Informal lounge seating, café (standing) tables, tea/coffee bar

ii) yIGF

	Main Room	**Breakout Room 1**	**Breakout Room 2**
Purpose	Plenary Activities	Group Discussion	Group Discussion

Setting	Classroom	U-Shaped	U-Shaped
Capacity	Approx. 60 people	Approx. 20 people	Approx. 20 people

C. Accommodation

Hotels nearby the meeting venue shall be identified and the local host shall negotiate a special package rate for the meeting participants which includes breakfast and Internet. Meeting participants will book and pay for their accommodation directly.

To suit the varying budgets of participants, it is necessary to offer a range of accommodation options including "2-star" and "3-star" standard, within close proximity to the meeting venue.

Appropriate block bookings should be made for at least 100 people in total.

Comprehensive information on accommodation options shall be posted on the local website.

D. Food Requirements

Two coffee breaks and a lunch break shall be catered for each day. The food should cater for vegetarian and halal participants. Bottled water should be provided throughout the meetings.

E. Technical Requirement

i) Transcribing service

Live transcribing service should be provided throughout the meetings. All transcripts shall be provided to the APrIGF Secretariat for upload to the website after the event.

ii) Interpretation

If English is not the local language, 2-way Interpretation service should be equipped for all sessions including the youth sessions to translate between the local language and English so as to ensure a smooth communication among the panels as well as the audience. The translation should also be available as a choice to the live video streaming participants.

iii) Wireless Internet Access

There must be Wi-Fi access covering the whole venue and freely available to participants, with access capacity and bandwidth to meet requirements. Designated hotels should also provide Internet access facilities for guests, included in the negotiated room rate.

iv) Remote Participation

Live video streaming should be made available for remote participants. There should also be an online chatting platform for remote participants to interact with event. Remote participation tool shall also accommodate remote speakers as needed, ensuring suitable audio and video quality. Each session room shall be equipped with laptops for presentation projection and remote participation purpose.

v) AV/Power Equipment Requirements

Audio and Video Systems should be arranged in all sessions for video recording and streaming. Sufficient power cords/strips should be distributed throughout each room for participants' laptops, to at least 50% of room seating capacity.

F. Website

The local host is responsible for preparing and updating a dedicated page for the specific year of APrIGF & yIGF which will be linked from the APrIGF official site. The website shall include but not limited to the following information:

- General Information about APrIGF and the local hosts
- Travel Information to the hosting country
- Meeting Venue & Accommodation
- Program Schedule & Session Information
- Speakers Bio
- News & Updates
- Remote Participation Information
- Sponsorship Information
- Archives (transcript & Video)

The webmaster should be available and responsive in ensuring that latest information and corrections/updates are applied as needed, without delay. During the event, the webmaster must be continually available to upload files and make necessary updates to the website and especially to facilitate the video streaming.

The organizer should contact the secretariat to access the server and develop the website for the forthcoming meeting.

G. Registration

The registration should be complimentary and available online. Walk-in Participants shall also be allowed to register on-site. Welcome pack and name badges should be ready for distribution at the registration counter.

In order to ease congestion during registration, the registration counters are encouraged to divide into the following manners:

Speakers/Chairs
Registered Participants
Walk In Participants

H. Customs and Immigration / Visa Assistance

The entry requirements and the ease of getting a visa to the designated meeting country will be one of the considerations on the selection. The local host should assist any participants who

require a visa to enter the country, by issuing invitation letters and providing any necessary documents on request.

III. Financial Budgeting

The local host should seek external financial support and solicit sponsorship from corporates to finance the below expense items.

    i)   APrIGF

The budget for the Forum should consider but not limited to the following items:

> Meeting package (venue and coffee breaks)
> Social Events
> AV & IT Facilities
> Wireless Internet (if this is required to be procured separately)
> Transcribing & Interpretation Service
> Live Streaming Facilities
> Conference kit (simple bags, souvenirs, t-shirts etc.)
> Manpower (registration desk / ushers /coordinators /photographer/ Emcee etc.)
> Transportation
> Event Management Cost (if it would be outsourced)
> Printing & Production (e.g. backdrop, program booklet, banners)

The local host is encouraged to provide a mechanism for "fellowship" support, providing travel subsidy and/or allowance to suitable candidates from developing economies.

    ii)   yIGF
The budget for the Youth Camp would normally include the following items:
> Accommodation
> Meals
> Meeting rooms
> Wireless Internet (if this is required to be procured separately)
> AV & IT Facilities
> Transcribing & Interpretation Service for public session
> Transportation
> Manpower (Flight for facilitators/coordinators/photographers etc.)
> Printing & Production (e.g. banners, program booklet, t-shirts)
> Token of appreciation

IV. Proposal Submission

Below is a brief summary of the responsibilities of the local host:

a. Locate a suitable meeting venue and supporting hotels
b. Seek external financial support from sponsors
c. Plan, host and fund the social events
d. Manage the local logistics and arrange necessary manpower
e. Coordinate with session organizers and speakers
f. Identify and invite government officials and any local speakers
g. Outreach to the targeted participants and media
h. Assist attendees with visa invitation letters and immigration issues
i. Provide content for and maintain the event website, such as information about the city, climate, tourism, and local customs
j. Consolidate a summary report of the APrIGF after the event, to be useable as an input to the global IGF

Organizations that are interested in hosting an APrIGF & yIGF shall submit a bidding proposal to sec@aprigf.asia. The proposal shall include these aspects:

1. Overview
   Hosting Organization
   Background Information of the Hosts
   Past Experience in Conference Hosting / Related events participation
2. Location Information
   Information of the country
   Travel options (e.g. available international direct flights, domestic transfers)
   VISA Requirements
   Safety
3. Conference
   Suggested Dates & Schedule Outline (based on availability of meeting venue)
   Suggested Themes (Subject to discussion and final decision by the MSG)
4. Recommended Facilities
   Meeting venue (Up to 3 available meeting venue recommendations could be suggested listed in priorities, relative costs and accessibility from airport to be included)
   Accommodations (Include travel distance to venue and cost per night)
5. Labor Capacity & Contact Info of key personnel of the local host
6. Financials
   Budget Forecast
   The budget should include projections on organizing both APrIGF and yIGF with detailed cost fulfilling all of the above meeting requirements.
   Sponsorship (Any committed sponsors?)

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