



## **Asia Pacific Regional Internet Governance Forum & Youth IGF Camp**

### **Request For Proposals of Local Host**

Updated on 17 Jan 2019

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

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## Background Information

The Asia Pacific Regional Internet Governance Forum (APrIGF) has been held annually, together with the Youth Internet Governance Forum (yIGF) since these activities were initiated in 2010 in Hong Kong. APrIGF is a recognized regional event of the global Internet Governance Forum (IGF) process, and it serves as a platform for discussion, exchange and collaboration of Internet Governance issues in the Asia Pacific region.

The multi-stakeholder approach is a core principle of the APrIGF, along with an emphasis on the diversity of participants and openness of the discussion. All APrIGF events are expected to advance these principles actively.

The APrIGF 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 with the APrIGF, as an initiative to engage youth on Internet Governance issues; and is organized annually, 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, and should be fully understood and supported by any prospective local host. The document is available on the official website, under the MSG section.

Please visit <http://www.aprigrf.asia> for more information, including documentation and links to the past conferences. The APrIGF Secretariat is available to assist with any enquiries or further information as needed.

## I. Program Planning

### A. Asia Pacific Regional Internet Governance Forum (APrIGF)

#### i) Program Outline

The APrIGF consists of a 4-day program usually including the following elements:

- Side-events: Side meetings initiated by the community to be co-located (1-2 days before main conference)
- Capacity-Building Program: Full-day event for newcomers & fellows before main conference (1-2 days)
- Opening Plenary: Welcome Remarks and Keynote Speeches (90 minutes)
- Plenary Sessions: Selected workshop to be attended by all participants (90 minutes each)
- Parallel Sessions: Run simultaneously on different thematic issues (up to 3 days).

- Townhall Sessions: Open microphone for synthesis document contribution (1 hour each day)
- Closing Plenary: Wrap-up session, summaries and closing speeches (up to 2 hours)
- 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 rest of the program content, including plenaries, parallel sessions and capacity building program, are entirely the responsibilities of the MSG. Side-events may be organised by the MSG, Host, or any interested parties; but only with approval by the MSG.

#### Reference Framework

	Prep-Day	Day 1	Day 2	Day 3
09:00 – 10:30	Youth IGF Camp (Prep Day – Day 3) & Capacity Building Program & Other Side-events	Opening Plenary	Parallel Sessions	
10:30 – 11:00		Coffee Break		
11:00 – 12:30		Parallel Sessions		
12:30 – 14:00		Lunch Break		
14:00 – 15:30		Parallel Sessions		
15:30 -16:00		Coffee Break		
16:00 – 17:30		Parallel Sessions		Closing Plenary
17:30 – 18:30		Townhall Sessions		
18:30 – 21:00		Welcome Dinner for YIGF & Fellows	Social Event	

#### Past Agenda Reference:

2018 - <http://aprigf.vu/agenda/>

2017 - <https://2017.aprigf.asia/program/>

#### ii) Multi-Stakeholder Steering Group

The APrIGF Multi-stakeholder Steering Group (MSG), a self-organised committee with members from around the AP Internet Community, is responsible for deciding the overall direction, themes and program content for each meeting. Regular conference calls are held bi-weekly during the year and up to weekly during the final preparation period, as well as face-to-face meetings where possible during related events such as the global IGF.



Representatives from the local host are welcome on the MSG, and are also required to join MSG meetings regularly, in order to provide regular updates on event preparations and coordination on the program & logistics arrangement.

There are 3 existing sub-committees within MSG which will open call for volunteers every year to manage the annual conference. New sub-committees may be formed if necessary. Local host shall send representatives to be on these committees for coordination. They are as below:

- a) Program Committee: responsible for workshop selection process and program management
- b) Fellowship Committee: Responsible for the Fellowship Program including trainings and selection
- c) Drafting Committee: responsible for the development and editorials of the Synthesis Document

### iii) Themes

There is an overarching theme and sub-themes each year which is decided by the MSG.

The local host is welcome to provide inputs to the MSG on the thematic interests and focus of the local participants to attract more attendance. A call for ideas to the community may also be opened depending on the timeline and consensus from the MSG.

### iv) Call for Proposals

The main content of the APrIGF consists of workshops, tutorials and other working sessions which are initiated and organised by the community. These are scheduled in parallel streams (up to 3 concurrently) which may address individual sub-themes of the meeting.

An open call for proposals is issued by the MSG, allowing Internet community members to propose these sessions through an open and competitive process. The local host is welcome to submit proposals, and these will be reviewed in the same manner as all others, without preference.

The MSG and local host are expected to outreach actively to their respective communities to promote the call for proposals and help to attract high-quality responses.

A Program Committee is convened by the MSG to review and select the proposals, according to suitable open and inclusive processes (defined within the Operating Principles of the MSG ). The APrIGF Secretariat is responsible for supporting and managing this selection process.

## **B. Youth Internet Governance Forum (yIGF) Camp**

### i) Program Outline



The Youth IGF Camp is a 4-day-3-night stay-in program mirroring the multi-stakeholder approach of the global IGF, for youth to discuss various Internet Governance issues. It normally consists of the below elements:

- Idea Wall – Guests sharing and brainstorming sessions on Internet Governance issues
- Role Play Discussions – Each participant will be assigned a role as different stakeholders to simulate a multi-stakeholder discussion
- Internet Governance Thematic Game – Fun and interactive mass simulation game for participants to understand thematic issues
- APrIGF Workshops – Attend the main conference workshop of APrIGF

The yIGF participants are expected to attend APrIGF capacity building program, Opening & Closing plenaries, related workshop sessions, also the social events. Also by agreement of MSG and yIGF organisers, the APrIGF and yIGF programs may be coordinated flexibly, with combined/plenary sessions as appropriate.

Photos Reference: <http://www.facebook.asia/yigf.asia/>

Past Event Agenda: [2018.yigf.asia](http://2018.yigf.asia)

## ii) Targeted Participants

The camp primarily targets students at tertiary education level or above. Publicity and promotion is made by the local host to local Universities and locally registered private tertiary institutions. Target participant size is around 50-80 students, of which a majority is expected to be from local institutions.

## iii) Organizing Committee

The program will be developed and facilitated by NetMission.Asia (<http://www.netmission.asia>) together with the input from the MSG. The local host is also welcome to be involved in the development of discussion topics. NetMission Ambassadors will be responsible for deciding the program schedule as well as facilitating the discussion on-site. The local host should provide secretarial support in the local logistics and promotion.

## II. Meeting Requirements

### A. Conference Date

The APrIGF is held annually, in July, August or September. The local host shall propose the specific dates of the conference in consultation with the MSG, and according to the availability of suitable meeting venues. The proposed dates shall not clash nor overlap with any other major Internet conferences such as APNIC, APTLD, APAN, ICANN, IETF, SANOG, PACNOG meetings, etc; unless proposed to be held in conjunction with one of these.

If it is proposed to co-locate APrIGF with another event, full details of those arrangements will need to be provided in the proposal.

It is also preferred to hold the APrIGF at least 1 month before the global IGF to allow sufficient time for the consolidation of discussion outcomes.

## B. 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.

## C. Meeting Space

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 may be subject to change depending on the specific program and other requirements each year.

The meeting spaces should be fully accessible by those with disabilities. Below is a useful guideline of accessible event planning for reference:

<[http://www.meetingsevents.com.au/downloads/Accessible\\_Events\\_Guide.pdf](http://www.meetingsevents.com.au/downloads/Accessible_Events_Guide.pdf)>

The meeting rooms shall be in close proximity with each other and be blocked at least 1 day before the prep-day of the event for set-up and preparation purposes.

### i) APrIGF

	Main Hall	Room 1	Room 2	Room 3	Room 4	Lobby/ Open Space
<b>Purpose</b>	Plenary/Main Sessions	Parallel Sessions	Parallel Sessions	Parallel Sessions	Secretariat Room	Breaks/ Networking/ Sponsor Booths
<b>Setting</b>	Classroom and Theatre	U-Shaped+ Classroom / Flexible *	U-Shaped+ Classroom / Flexible *	U-Shaped+ Classroom / Flexible *	Board	Standing
<b>Capacity</b>	300-400 people	80-100 people	80-100 people	80-100 people	10-20 people	300-400 people
<b>Facilities Required</b>	2 laptops, 3 screens (1 for presentation & 2 for live scribe), 6 microphones, power outlets,	2 laptops, 2 screens (presentation & live scribe), 6 microphones, power outlets, AV system	2 laptops, 2 screens (presentation & live scribe), 6 microphones, power outlets, AV system	2 laptops, 2 screens (presentation & live scribe), 6 microphones, power outlets, AV system	Printer, photocopiers, tables and seating for 10-20 people	Informal lounge seating, café (standing) tables, tea/coffee

	podium, AV system					bar
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\* At least one of these rooms must allow for a fully flexible seating arrangement, in order to accommodate other meeting styles.



ii) yIGF

	<b>1 Main Room (Prep-Day – Day 3)</b>
Purpose	Plenary Activities & Group Discussions
Setting	Open space with free chairs and tables for re-arrangement based on agenda
Capacity	Approx. 100-120 people



## **D. Accommodation**

### **i) APrIGF**

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 in-room Internet access. The hotel booking links shall be made available on the event website for the meeting participants to reserve 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. Shuttle service shall be arranged to run between official hotels and the meeting venue if they are not within walking distances.

Appropriate block bookings should be made for at least 150 people in total, and reserved for a sufficient period.

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

### **ii) yIGF**

For the yIGF student participants and facilitators, accommodation is complimentary. The local host is responsible for funding and arranging any hostels or university dormitories of reasonable cost for the stay-in program as such with breakfast included.

## **E. Catering**

Two coffee breaks and a lunch break shall be catered for each day to both APrIGF and yIGF participants. The food should cater for vegetarian and halal participants. Drinking water should be provided throughout the meetings. Dinner shall be arranged for the yIGF participants should there be no social event arranged for the evenings.

## **F. Technical Facilities**

### **i) Transcribing service**

Live transcribing service should be provided throughout the meetings for ALL sessions of the main conference. All finished transcripts shall be provided to the APrIGF Secretariat for uploading to the website after the event. The APrIGF does have a dedicated remote captioning service provider but we are open to alternatives if any suggestions from the local host. To ensure stable audio connection for the remote captioner, a hardwired Internet connection of 3Mbps minimum (5Mbps preferred) with a balanced XLR connection (preferred) or a balanced TRS connection (6.35mm) is required.

2018 Meeting Archive Reference: <http://aprigf.vu/archive/>





APrIGF 2017: live scribe screen on the left

## ii) Interpretation

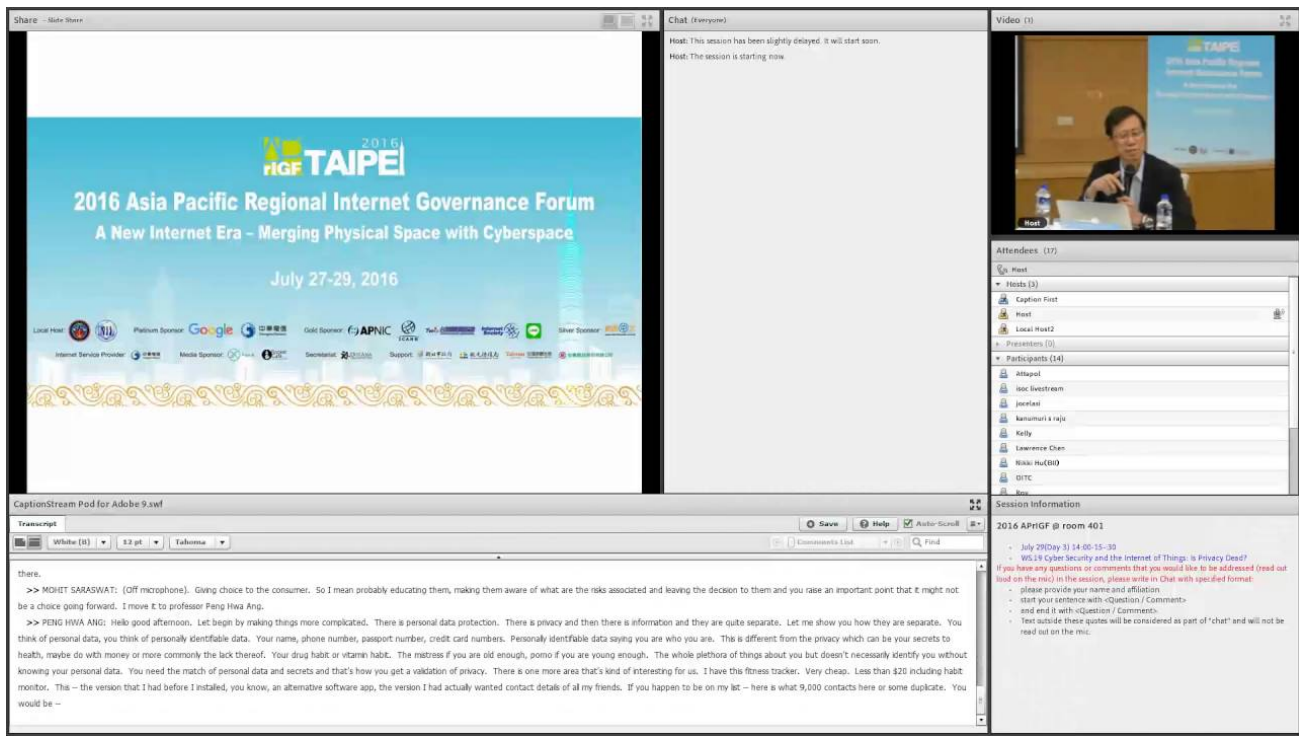
If English is not the local language in the host country, 2-way Interpretation service may be provided for all sessions including the youth sessions, to translate between the local language and English so as to ensure a smooth communication among the panels as well as the audience. The translation should also be available as a choice to the live video streaming participants. The proposal should include details of the Interpretation services which are proposed.

## iii) Wireless Internet Access

There must be Wi-Fi access covering the whole venue and available freely to participants, with adequate access capacity and bandwidth to meet the general usage and live streaming requirements. A minimum uplink of 20Mbps is required to support the simultaneous Internet access of all participants. A separate network shall be set up for remote participation facilities solely. All designated hotels and accommodations for fellows should also provide in-room Internet access facilities for guests, included in the negotiated room rate.

## iv) Remote Participation

Live video streaming with a 2-way text-based interaction (text chat) channels should be made available for remote participants in all sessions. Remote participation facilities must also be able to accommodate remote speakers/presenters as needed, ensuring suitable audio and video quality. Each session room shall be equipped with laptops for presentation projection and remote participation purpose. Prior testing shall be arranged with the remote speakers.



Adobe Connect Recording for Remote Participation in 2016 APPrIGF

#### 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.

#### G. Website

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

- General Information about APPrIGF & yIGF and the local hosts
- Travel Information to the hosting country, including Visa requirements
- Meeting Venue & Accommodation options
- 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 any delays. 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.

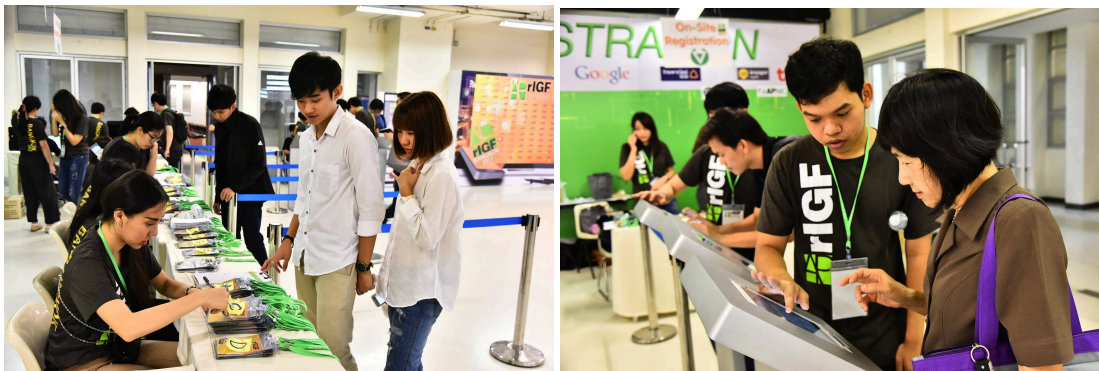
#### H. Registration

The registration should be complimentary and available online. Walk-in Participants shall also be allowed to register on-site. Welcome packs 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
- Registered Participants
- Walk-in Participants

An on-site registration list shall be provided to the Secretariat immediately after the event.



#### I. 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 in the selection. The local host MUST prepare well in advance by determining requirements, liaising with local authorities, and preparing invitation letters; To facilitate the immigration process for all participants. They must also provide active assistance to individual participants who require a visa to enter the country, in whatever way is needed to facilitate their entries to the country.

#### I. Social Events

The local host is responsible to organize all the social events. It is required to organize the welcome social on the opening day (Day 1) for all the participants, including yIGF and APrIGF delegates, as well as the welcome dinner on Day 0 for yIGF participants, APrIGF fellows and MSG members of around 80-100 pax depending. Local sponsors are welcome for hosting any social events. While it is not required to arrange dinner for every night of the conference, it is highly encouraged if budget



permits so as to allow more networking opportunities for the participants as well as to enable the yIGF students to mingle with the wider APrIGF participants.

#### **J. Printed Materials**

Each meeting room shall be set up with the event backdrop behind the panel and proper signage shall also be set up throughout the venue. In addition, the local host shall also prepare the program booklet as well as the welcome pack with necessary and useful information for the participants. All printed materials shall be shared with the APrIGF Secretariat in advance for proofreading before printing.

#### **K. On-Site Personnel**

Enough volunteers or staff shall be recruited for the on-site logistics with a minimum requirement outline as below.

- Registration Counter: at least 6 people shall station at the counter at peak registration time (the full morning of the first day) and at least 2-3 people shall remain throughout the rest of the meeting period
- Parallel Meeting Rooms: at least 2 A/V technicians at the console, 1 camera operator for webcast, 1 volunteer for handling microphones and collecting presentation slides, 1 remote moderator to control the remote participation chatroom
- Official photographers and video camera operator
- Emcee for the opening and closing plenary sessions

#### **L. APrIGF Secretariat**

The local host is responsible for the travel costs of the appointed APrIGF Secretariat team for the purposes of pre-conference preparations (e.g. site visit/event planning) and actual meeting deployment. The total costs shall account for 2-3 persons trips covering return flight tickets and 14-16 hotel room nights at the venue hotel. (\*If no site visit is required as determined by the MSG, the amount required will be of the lesser option)

While the APrIGF secretariat will support the MSG and working committees throughout the organization process, the local host shall work closely with the APrIGF secretariat to ensure a smooth coordinated logistics arrangement for the respective conference proceedings. To ensure the meeting venue meeting all the criteria stated in this RFP, the MSG may decide to send the APrIGF secretariat for a site visit prior to confirmation of the exact meeting venue.



### **III. Outreach**

#### **A. General Participants**

The local host is responsible for promoting the conference and reaching out to the different stakeholders of their local communities to ensure the attendance of the APrIGF. An outreach plan shall be shared with the MSG during updates at the regular meetings.

The local host is also responsible to reach out to local universities to recruit yIGF participants.

#### **B. Government Invitations**

Local government officials shall be invited by the local host to the opening or closing ceremonies as honorable keynote speakers. In addition, the local host is also responsible to send out invitations to relevant government representatives of other countries so as to enhance the government participation. This must be done in a timely fashion in order to maximize government participation.

#### **C. Fellowship**

The local host shall allocate a dedicated budget for “fellowship” support, providing travel subsidies and/or allowance to suitable candidates with priorities to developing or least developed economies. Travel arrangements including flight booking, accommodation and visa application should be assisted by the local host throughout the process. Respective application and selection mechanism of the Fellowship Program shall be developed by the Fellowship Committee of MSG together with the local host.

The budget available for fellowship support shall be specified by the local host in their proposal for APrIGF.

#### IV. Budgeting

The local host is responsible for the entire conference budget and should seek external financial support and solicit sponsorship from corporates to finance the below expense items. The following cost projection template is for reference only and the items may vary.

The budget forecast shall be shared with the MSG and the final actual cost breakdown shall be included in the conference report.

##### Budget Estimation (For reference)

Expense Items	APrIGF		yIGF	
	Local Currency	USD	Local Currency	USD
Meeting Room Rental				
Accommodation (yIGF)				
Catering (Coffee breaks and lunch)				
AV Facilities				
Wireless Internet (If required to be procured separately)				
Interpretation Service				
Live Transcribing Service				
Live Video Streaming Facilities				
Other Technical Cost (if applicable)				
Transportations (if any)				
Social Events				
Printing Materials (e.g. backdrop, booklet)				
Conference T-Shirts				
Welcome Kit				
APrIGF Secretariat Support				
On-Site Personnel (if not volunteers)				
PR and Marketing				
Event Management Company (if any)				
Fellowship				
Miscellaneous				
<b>Total</b>				

## V. Post-Conference Report

A conference report has to be submitted to the MSG no later than 20 days after the event which shall include but not limited to the information of below framework:

- Conference Overview (e.g. date, venue, no. of sessions, themes, etc)
- Statistical Numbers (e.g. registration numbers, on-site attendees, stakeholder demographics, economies composition, remote view rate, etc)
- Program (e.g. themes, program agenda, workshop sessions, content, etc)
- Thematic Summaries from Rapportuers
- Logistics and Personnel (e.g. list of official hotels, room set-up, remote facilities used, organizing committees, etc)
- Financial (e.g. cost breakdown, sponsors, etc.)
- News Clippings (if any)

The conference report will be uploaded onto the APrIGF website at <https://www.aprigf.asia/events.html>.

## VI. Proposal Submission

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

- a. Attend regular MSG meetings and Secretariat coordination meetings;
- b. Locate a suitable meeting venue and supporting hotels;
- c. Seek external financial support from sponsors;
- d. Plan, host and fund the social events;
- e. Manage the local logistics and arrange necessary manpower;
- 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. Provide travel arrangement support to fellows;
- k. Consolidate a conference 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](mailto:sec@aprigf.asia). The proposal shall include these aspects:

1. Overview
  - Hosting Organization
  - Background Information of the Local Hosts



- Past Experience in Conference Hosting / Related events participation
- 2. Location Information
  - Information of the countries
  - 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 (1 available meeting venue of choice and 1-2 back up venues recommendations could be suggested with priorities, respective costs and accessibility from airport to be included)
  - Accommodations (Include travel distance to venue and cost per night)
  - A comparison chart of the respective venue/accommodation costs is preferred.
  - Details of accessibility of facilities within the meeting venue including the accommodations.
  - Any maps or photos of the chosen venue is encouraged.
- 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 costs fulfilling all of the above meeting requirements.
  - Sponsorship (Any committed sponsors, secured funding or government support)

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