

REQUEST FOR PROPOSALS
BY THE
INTERNET SOCIETY
TO HOST THE
INET2000
INTERNET GLOBAL SUMMIT

Internet Society – International Secretariat
12020 Sunrise Valley Drive, Suite 210
Reston, VA 20191-3429 USA
URL: <http://www.ISOC.org>
Email: INET2000-Proposal@ISOC.org

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Dear Friends:

It is my pleasure to inform you of the Internet Society's (**ISOC**) search for a site to hold the year 2000 Internet Global Summit: INET2000.

INET, the premier Internet-related conference, is held annually by the Internet Society. **ISOC** is an international organization with individual and organizational members in more than 100 countries, **ISOC** holds its conference in cities throughout the world. Past host cities include Copenhagen, Kobe, San Francisco, Prague, Honolulu, Montreal, Kuala Lumpur, and Geneva. INET'99 will be held in San Jose, California, USA.

The success of previous INET conferences resulted in large part from the sponsorship and support of the Internet community in the host region. In order to continue this trend, we are sending this Request for Proposals (RFP) to individuals and organizations around the world whom we believe to be the key players in the Internet industry. Its goal is to identify an organization or a group of organizations that would be interested in proposing their country as a host for INET, and in providing support for the conference and its related events.

In general, we prefer coordinated responses that include as many individuals and organizations from the same country as possible. Please feel free to pass along this RFP to others as appropriate.

ISOC is a non-governmental, non-profit, professional organization. **ISOC** is dedicated to furthering global cooperation and coordination for the Internet and its internetworking technologies and applications. The Society's members are bound by a common stake in maintaining the viability and global scaling of the Internet. They comprise the companies, government agencies, foundations, educational institutions, and individuals that created the Internet, as well as innovative new entrepreneurial entities.

The Society is governed by a prestigious Board of Trustees elected by the **ISOC** members at large. The Chairman of the Board of Trustees is Vinton G. Cerf, widely acclaimed as the father of the Internet, and currently serving as the Senior Vice President, Internet Architecture and Technology, MCI WorldCom.

If your organization/country is interested in hosting INET2000, please read the attached RFP to understand the requirements of a Hosting Organization. If you intend to submit a proposal, and believe that the necessary venues and support exist in your country, please send an e-mail to <INET2000-Proposal@**ISOC**.org> by **18 December 1998** stating that you will be submitting a full proposal. The deadline for submission of proposals is **11 January 1999**. After reviewing all proposals, we will visit the most promising locations to meet with representatives of the Applicants, as well as their local governments and businesses. Our tentative goal is to complete our preliminary investigations by the end of **February 1999**, leading to more detailed discussions and a final decision by **15 April 1999**.

Thank you for your consideration. We look forward to receiving your proposal!

Sincerely yours,

Javier Solá

Javier Solá <jsola@aii.es>

ISOC Vice President for Conferences

URL: <http://www.ISOC.org>

1. INTRODUCTION

1.1 Purpose of RFP

The purpose of this Request for Proposals (RFP) is to solicit proposals to establish a contract through competitive negotiations for service as **Host Organization** for the Year 2000 INET conference (**INET2000** or **Conference**) organized by the Internet Society (**ISOC**), a Washington, D.C. not-for-profit corporation located in Reston, Virginia, USA.

1.2 Introduction to Internet Society

The Internet Society (**ISOC**) is a non-profit, non-governmental, professional organization whose main office is located in the United States. **ISOC** is dedicated to furthering global cooperation and coordination for the Internet and its internetworking technologies and applications worldwide. **ISOC**'s members share a common stake in maintaining the viability and global scaling of the Internet. They comprise the companies, government agencies, foundations, educational institutions, and individuals that created the Internet, as well as innovative new entrepreneurial entities.

The Society is governed by a prestigious Board of Trustees elected by the **ISOC** members at large. The Chairman of the Board of Trustees is Vinton G. Cerf, widely acclaimed as the father of the Internet, and currently serving as the Senior Vice President, Internet Architecture and Technology, MCI WorldCom.

1.3 Introduction to INET Conferences

INET is the premier Internet-related conference held annually by **ISOC** since 1991. **ISOC** locates the conference in different regions of the world. This allows **ISOC** to fulfill its role as an international organization representing individual and organizational members in more than 100 countries. INET conferences have been held in the following cities:

1991	Copenhagen, Denmark	300 attendees
1992	Kobe, Japan	550
1993	San Francisco, California, USA	800
1994	Prague, Czech Republic	1,240
1995	Honolulu, Hawaii, USA	1,570
1996	Montreal, Canada	3,300
1997	Kuala Lumpur, Malaysia	1,400
1998	Geneva, Switzerland	1,800
1999	San Jose, California, USA	2,000-2,500 (estimate)

Attendee totals include paid registrants, guests, speakers and exhibitors.

Attendees typically represent industry, academia, government and non-profit organizations.

1.4 Overview of Facility Requirements

As with previous INET conferences, INET2000 will consist of the main conference, and pre-conference activities and social events. Pre-conference activities include the Network Training Workshop for Countries in the Early Stages of Networking (NTW, held one week prior to the Main Conference), Technical Tutorials, K-12 Educator's Workshop, the Developing Countries Networking Symposium, as well as other events. The Main Conference includes an opening reception, three plenary sessions, at least eight parallel breakout sessions over three days, gala evening event, press day, and an Exhibition Hall open to conference attendees, members of the media, and the business community. The related events are scheduled to take place 3-10 days prior to the INET Main Conference. The complete proposed schedule for all INET2000 events is listed in Addendum A.

Proposed Dates for the Main Conference

First Option: 16-24 June 2000

Second Option: 23 June - 1 July 2000

(Note: See section 3.4 for capacity requirements)

June 2000	16/23	17/24	18/25	19/26	20/27	21/28	22/29	23/30	24/7/1
	Friday	Saturday	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Opening Reception Evening (Main Conference)					1 large hall				
Plenary Sessions (Main Conference)						1 large meeting room	1 large meeting room	1 large meeting room	
Parallel Breakout Sessions (Main Conference)						8 meeting rooms	8 meeting rooms	8 meeting rooms	
Gala Evening Event: Off-Site (Main Conference)						1 large hall (on or off site)			
Exhibition Hall: Set-Up and Open (Main Conference)	1 large hall	1 large hall	1 large hall	1 large hall (set-up)	1 large hall (set-up)	1 large hall	1 large hall	1 large hall	1 large hall
Technical Tutorials (Pre-Conference Event)			5 meeting rooms (evening)	5 meeting rooms	5 meeting rooms				2 meeting rooms
K-12 Workshop (Pre-Conference Event)			3 meeting rooms (evening)	3 meeting rooms	3 meeting rooms				1 meeting room
Developing Countries Networking Symposium (Pre-Conference Event)			1 meeting room	1 meeting room	1 meeting room				1 meeting room
ISOC Secretariat, Offices, Speaker Prep Room, VIP Room, press, etc.	6 office rooms	6 office rooms	6 office rooms	7-10 office rooms	7-10 office rooms	7-10 office rooms	7-10 office rooms	7-10 office rooms	3 large office rooms
Luncheon Hall				1 large hall	1 large hall	1 large hall	1 large hall	1 large hall	
Press Day Afternoon					1 large room, 300 ppl lunch				

1.5 Selection Criteria

ISOC will select a **Host Organization** based on its qualifications [see Section 3.2], including its managerial, technical, historical, and financial strength. The **Host Organization** may be a consortium of several organizations and/or companies, in which responsibilities may be distributed. The responsibilities of each member of the consortium will have to be perfectly clear. In addition to the requirements listed in Section 3, the **Host Organization** must be able to:

- **Attract the number of local/regional attendees and sponsors essential for a successful INET2000 [Section 3.2.6].**
- **Staff the necessary personnel positions [Section 3.2.7].**
- **Fulfill the requirements described in Sections 3.10 – 3.13.**

ISOC also will take into consideration the attributes of the potential conference center [Section 3.4], housing accommodations [Sections 3.7 and 3.8], Network Training Workshop facilities [Section 3.5] and Host Location [Section 2].

1.6 Selection Process

ISOC is sending this RFP to organizations throughout the world that may be interested in hosting INET2000. **ISOC** welcomes proposals from any other interested organizations. Potential Applicants should complete and return the attached Letter of Intent to **ISOC** as soon as possible. After preparing their proposals, applicants must submit the proposals to **ISOC** by the deadline of **Monday, 11 January 1999**.

The Selection Committee of **ISOC** will visit the most promising locations and meet with representatives of the Applicants and local governments and businesses. The Selection Committee plans to complete its preliminary investigations by **9 February 1999**. The top three host cities will be notified by **15 February 1999**. Site visits will be scheduled around the week of **8 March 1999**. The Committee will report its finding to the Board of Trustees, which will announce to the Organizations/Applicants, that have submitted proposals, on or before 15 April 1999.

The selected **Host Organization** will have from 15 April 1999 until 19 June 1999 to make all sponsorship engagements firm through contracts or direct collection of the cash sponsorship. If, after the two-month period the **Host Organization** has not been able to formalize a large part of the engagements, **ISOC** may consider canceling its selection and choosing a different **Host Organization** in a different location.

1.7 Fund Raising

Following the historical trend of the INET conferences, INET2000 will be funded by two main sources, registration fees and sponsorships. **ISOC** will share the fund raising responsibility with the **Host Organization**.

2. LOCATION REQUIREMENTS

The proposed host location must comply with the following requirements:

1. **Competing Similar Events:** The **Host City** shall have no substantially similar event scheduled within three months before or after the expected dates of the Conference.
2. **Languages.** The **Host City** must be able to support visitors speaking multiple languages, especially English, with emphasis upon sufficient local knowledge of English to support conference attendees. The official language of the Conference shall be English.
3. **Population:** The **Host City** must be of sufficient size to provide access to a wide variety of urban amenities and services.
4. **Safety:** The **Host City** must be a safe environment for travel to and from meeting facilities, hotels, and throughout the city.
5. **Air Transportation:** The **Host City** must conveniently be accessible by international air transportation links and service from all parts of the world. The airport must be convenient to the housing facilities for conference attendees.
6. **Local Transportation:** Conference attendees will need access to convenient and affordable local transportation, including but not limited to buses, shuttles, taxis, rental cars, subways, or trains.
7. **Restaurants:** A variety of restaurants (including varying price ranges) should be close to the housing facilities and conference center.
8. **Downtown:** **Host City** should have an active downtown, including cultural events, entertainment, and shopping.
9. **Tourist Attractions:** Tourist attractions generate interest in attendance and possible extended stays, thereby benefiting the Conference and the **Host City/Country**.
10. **Disabled:** All buildings used for INET2000 should be accessible by the disabled, including individuals with mobility, hearing, or vision impairments, in compliance with local law. All facilities must comply with applicable legislation regarding the disabled.
11. **Discrimination:** ISOC will not select a **Host City** with blatant discriminatory legislation or attitudes. All facilities must comply with applicable anti-discrimination legislation.
12. **Open Borders:** ISOC requires government policies that do not unduly restrict foreign nationals, equipment, and materials from entering and leaving the host country.
13. **Applicable Taxes, etc:** The **Host City** will describe any duties, tariffs, taxes, etc. that would be incurred by ISOC and/or its sponsors and exhibitors.

3. CONTENTS OF PROPOSAL

Your proposal should be concisely presented and structured to follow the order of this RFP to include, not necessarily limited to, the following information:

3.1 Executive Summary

A one page summary of the proposal

3.2 Host Organization

3.2.1 History

Provide a brief history of the organization.

3.2.2 Ownership

You must state if your organization is privately or publicly held.

3.2.2.1 If for-profit, describe ownership in detail.

If you are a for-profit organization, then supply the following information:

- If publicly held, you must state the exchange(s) on which your company's equity interests are traded and identify the most recent comprehensive report filed by your company pursuant to applicable securities laws.
- If privately held, you must identify each person, firm, or corporation which beneficially owns five percent (5%) or more of your equity or voting rights. You must also identify any person, firm, or corporation owning options or convertible securities which, if exercised or converted, would result in their ownership of five percent (5%) or more of your company's equity and/or voting rights.

3.2.2.2 If non-profit, describe organization, mission, purpose, and membership, if applicable.

3.2.3 Management

The **Host Organization** must possess officers and other personnel with the necessary motivation, skills, experience, and time to manage the responsibilities of hosting the conference and associated events.

- 3.2.3.1 Description of capabilities of management personnel, including CVs.
- 3.2.3.2 Conference organizing experience of proposed personnel, including descriptive CVs.
- 3.2.3.3 Detail conference organizing experience of the organization.
- 3.2.3.4 Describe capabilities of personnel you plan to hire for this project. Include a letter in which they accept working for the **Host Organization** if it is chosen to host INET2000.

3.2.4 Technical capacity

- 3.2.4.1 Equipment of **Host Organization** (computers, telecommunications, Internet Capabilities, etc.).
- 3.2.4.2 Internet connectivity of the organization.

3.2.5 Financial information

- 3.2.5.1 Provide information indicating **Host Organization's** financial ability to fulfill its duties as **Host Organization** for INET2000.

Relevant factors may include annual budget, assets and liabilities, income, and cash flow.

3.2.6 Capacity to find sponsorship

- 3.2.6.1 Experience on identifying and acquiring sponsorship.
- 3.2.6.2 Contacts with potential government or institutional sponsors.
- 3.2.6.3 Contacts with potential Industry sponsors.
- 3.2.6.4 Evidence of ability to raise the minimum sponsorship expected.

3.2.7 Capacity to engage Personnel

The **Host Organization**, in cooperation with **ISOC**, is responsible for filling the following positions with individuals possessing the necessary motivation, skills, and experience. Applicants for **Host Organization** must provide **ISOC** with the names, contact information, and qualifications of these individuals. Qualifications include, but are not limited to, areas of expertise, experience with similar projects, familiarity with the local region and Internet industry, and fluency in English and the local language(s), if different from English. The Applicants or **Host Organization** may replace these individuals at any time, if necessary, provided that the replacements(s) are similarly qualified to the replaced individuals(s).

The Program Chair or Co-Chairs are appointed directly by **ISOC**. The Program Co-Chairs shall establish a Program Committee with the approval of **ISOC**. The content of the program as then defined by this Committee is not subject to control either by the Local **Host Organization** or by the Conference Committee. The Program Co-Chairs are responsible for developing a slate of Program Committee members, defining conference tracks, sessions, and tutorials; soliciting papers for all tracks and sessions; reviewing all submissions; finalizing the technical program of all

sessions; and coordinating with track leaders, session chairs, and authors to ensure a successful conference program. **ISOC** staff shall assist the Program Co-Chairs with collecting paper submissions, corresponding with authors and by providing other support functions.

- 3.2.7.1 **Local Host Chair: Host Organization** must nominate a Local Host Chair who will serve as Conference Co-Chair with someone designated by the **ISOC** Vice President for Conferences. The Conference Co-Chairs are responsible for overseeing the planning and execution of INET2000. The specific duties of the Local Host Chair include helping **ISOC** determine overall structure, locations, and budgets for all INET2000 activities; coordinating the work of local staff; suggesting speakers for plenary sessions; and, with the prior approval of **ISOC**, requesting local dignitaries to offer welcome messages during the general sessions.
- 3.2.7.2 **Sponsorship Co-Chair:** The Sponsorship Co-Chairs are responsible for soliciting conference and workshop sponsorships on a global basis. The **Host Organization** must appoint a local Sponsorship Co-Chair for local fund raising, including multinational corporations headquartered within the host region. **ISOC** shall appoint a Sponsorship Co-Chair to be responsible for fund raising outside the host region. **ISOC** shall monitor and actively assist the Sponsorship Co-Chairs. **ISOC** also may name one or more honorary Sponsorship Chairs.
- 3.2.7.3 **Publicity Co-Chair:** The **Host Organization** must appoint one Publicity Co-Chair to serve with an individual appointed by **ISOC**. The Publicity Co-Chairs shall work with **ISOC** staff and a selected Public Relations Organization to generate and coordinate all conference publicity, both locally and globally, including press releases. A main responsibility is generating pre-event coverage from the local media, including but not limited to interviews and feature articles. In addition, the Publicity Co-Chairs shall manage the media representatives On-Site during all INET2000 events. This includes staffing and managing the on-site press room at all times, overseeing the Press Luncheon, and assisting with press registration.
- 3.2.7.4 **Technical Facilities Chair:** The Technical Facilities Chair is responsible for designing, implementing, and managing the INET2000 Internet network for the facilities located in the conference center. Facilities include the Internet Access Room, all breakout and plenary meeting rooms, the Exhibit Hall area in the Conference Center, and other pre-conference events. The Technical Facilities Chair is also responsible for assisting the local workshop liaison in the networking of the Network Training Workshop space and the workshop residence Internet access room. The Technical Facilities Chair, or a designated representative, must be on-site during all of the INET2000 events and Main Conference and work with the MBone representative designated by **ISOC**.
- 3.2.7.5 **Volunteer Coordinator(s):** Under the direction of the **ISOC** Director of Conferences, the Volunteer Coordinator(s) shall be responsible for determining the number and type of volunteers needed to support conference activities; recruiting local volunteers; and managing the on-site activities of the volunteers. The Volunteer Coordinator(s) shall coordinate with the **ISOC** office the compensation of volunteers in the form of free conference registration, as determined by **ISOC**, and generally corresponding to the length of time worked. For example, one day of working at the Conference could equal one day of complimentary registration.
- 3.2.7.6 **Local Workshop Liaison:** The Local Workshop Liaison shall be responsible for providing sufficient logistical and technical support to ensure the success of the Network Training

Workshop. The Liaison shall work closely with the Network Training Workshop Chair and other NTW personnel.

3.3 Work Plan

3.3.1 If not available in the premises, provide plans to install.

3.3.1.1 Internet connectivity (upgrade if present but insufficient). Please provide a wiring diagram of existing service and the proposed upgrade (For example, T-1, T-3, fiber optics, category 3, etc.)

3.3.1.2 Mbone – Video broadcasting capabilities in the conference center.

3.4 Venue for the Conference

The **Host Organization** must locate and assure the availability of a conference center capable of accommodating the expected number of attendees, which is 2,500-3,000. An additional 5,000 individuals are expected to visit the Exhibition Hall during the three days of the Conference. The attendance figure includes exhibitors, staff, speakers, and volunteers. Attendance fluctuates depending on location. More attendees are expected at INET conferences held in areas with sizeable Internet industries and located in North America, Europe, and Japan. Applicants not located in those regions can remain competitive in the **Host Organization** selection process by emphasizing their other qualifications. The Conference Center personnel must have access to e-mail and the Internet through browsers.

The main venue must have:

- A plenary room for 2,500 – 3,000 attendees. The stage will hold a large table with 6 individuals and possibly an I-Mag screen. The room must be equipped with video broadcasting (Mbone) technology and Internet services.
- Eight rooms with the following capacities:
 - One room for 600 attendees
 - Three rooms for 400 attendees
 - Two rooms for 250 attendees
 - Two rooms for 180 attendees
- A 4,000 square meter hall for holding lunches and the opening reception.
- A 3,000 square meter hall for Exhibits (including 250 square meters for Posters). The space also needs areas for walking or lounging. The space should be free of pillars and close to the meeting rooms. It must be available from the Friday before INET starts until the Saturday of INET week (only half day on Saturday).
- A 1,000 square meter room or hall for the Internet Access Room. If possible this room should be connected to the Exhibit Hall. The space should be close to the meeting rooms as well.

- A registration area with capacities for four six-meter counters. Three for conference registrations and one for exhibition registration. The registration area must be located in close proximity to the entrance of the convention center. The area must allow for lines of 20-50 people and have sufficient lighting for the attendees to read written material.
- A meeting room for 40 people. A room suitable for lunch must be available near the meeting room.
- A minimum of 7-10 offices of different sizes.

3.4.1 Please provide the following Venue Data

3.4.1.1 Name

3.4.1.2 Address or location

3.4.1.3 Dates for which you have confirmed availability

Preferred Dates (Main Conference):

First Option. 16–24 June 2000. The Venue must be available from Friday 16 June at 8:00 a.m. (for set-up) to Saturday 24 June at noon.

Second Option. 23 June – 1 July 2000. The Venue must be available from Friday 23 June at 8:00 a.m. (for set-up) to Saturday 1 July at noon.

Applicants may propose alternative dates for the Conference if necessary. These alternative dates should be within one week of the corresponding option dates.

3.4.1.4 **ISOC** requires accurate scale drawings with dimensions of all meeting, registration, and exhibit space. Please include these drawings, floor plans, and photographs in your proposal.

3.4.1.5 Briefly describe surroundings, distance from downtown, etc.

3.4.1.6 Number and dimensions of meeting rooms

3.4.1.7 Number and dimensions of office rooms

3.4.1.8 Exhibition Space – list dimensions

3.4.1.9 Registration Space – list dimensions

3.4.1.10 Luncheon and Reception Space – list dimensions

3.4.2 Supplier Restrictions

- 3.4.2.1 List any exclusive agreements the venue has with services/vendors **ISOC** will be required to contract with.

3.4.3 Connectivity

- 3.4.3.1 Does the venue have Internet connectivity? If yes, please describe (band width, redundant paths, etc.), and provide a detailed wiring diagram of the facility.
- 3.4.3.2 How difficult is it to install a 10-megabit line from an ISP (Internet Service Provider)? Please list local ISPs with contact information.
- 3.4.3.3 Are the meeting rooms wired? If yes, please describe type of wire, provide wiring diagram and scale drawing.
- 3.4.3.4 Are the Mbone capabilities in the Auditorium? If not, how do you plan to arrange for it?
- 3.4.3.5 Is there already any wiring in the exhibition space? If yes, please describe and provide wiring diagram.
- 3.4.3.6 Does the exhibition space have wiring capabilities (such as tunnels)?

3.4.4 Costs

- 3.4.4.1 Is there an overall venue cost?
- 3.4.4.2 Cost of each room, office, etc.
- 3.4.4.3 Cost of exhibition space while exhibiting
- 3.4.4.4 Cost of exhibition space while building
- 3.4.4.5 Cost of luncheon space
- 3.4.4.6 Must registration space be paid for separately? How much?
- 3.4.4.7 Other Conference hall expenses
- 3.4.4.8 Cost of installation of a 10-Megabit line

<h2>3.5 Venue for Network Training Workshop</h2>

The **HO** must arrange for a university or other local organization to host the Network Training Workshop (**NTW**) for Countries in the Early Stages of Networking (about 200-250 participants, for 7-10 days). The **NTW** will be held from Saturday to Sunday the week before the **INET** main conference.

The venue must have:

- Between four and seven training rooms (150 to 200 square meters each, for 50 people, with tables and equipment). Rooms must have Internet connectivity.
- Plenary sessions auditorium for 300 people
- Cafeteria or other type of facilities for meals
- Office, Storage Room and Book Room; 50 square meters each

3.5.1 Data

3.5.1.1 Name

3.5.1.2 Address or location

3.5.1.3 Dates for which you have confirmed availability

3.5.1.4 Surroundings. Distance from Downtown.

3.5.2 Logistics, describe the following:

3.5.2.1 Size of auditorium

3.5.2.2 Number and size of teaching areas available

3.5.2.3 Number and size of office rooms available for the NTW

3.5.2.4 Luncheon/food facilities

3.5.3 Connectivity

3.5.3.1 Does the venue have Internet connectivity?

3.5.3.2 If yes, please describe (bandwidth, redundant paths, etc.)

3.5.3.3 How difficult is it to install a 2-Meg line from an ISP?

3.5.4 Costs

3.5.4.1 Is there an overall venue cost?

3.5.4.2 Cost of each room, office, etc.

3.5.4.3 Other expenses

3.5.4.4 Cost of installation of a 2-Meg line if needed

3.6 Venue for the Gala Evening

There should be another facility as close as possible to the main conference venue. This hall will be used on Wednesday evening for the Gala Event and should hold between 2,300 to 2,500 people.

3.7 Housing for Conference

Approximately 40-50% of the 2,500-3,000 attendees expected to attend the Conference (not including the NTW participants), will require housing arranged by the **Host Organization**. The remaining attendees will be from the local area and will not require housing assistance. These figures will vary depending on such factors as the location of the Conference and the size of the local Internet industry.

Hotel Sleeping Room Usage (Main Conference)

1,250 - 1,500 rooms on peak night

Arrival/Departure Pattern for Delegates

(Does not include set-up/tear-down)

Tuesday/Friday (Main Conference)

Sunday/Tuesday (Pre-Conference Events)

This is the usual occupation pattern. Deviation from it should be discussed with the **ISOC** Director of Conferences prior to submission of your proposal. The **Host Organization** must guaranty that all these rooms will be available in nearby hotels. The **ISOC** staff will negotiate directly the prices and complimentary rooms and prices for its staff and Board.

	Monday	Tuesday	Wednesday	Thursday	Friday
# of Rooms	450	1050	1,250-1,500	1,250-1,500	600
% of Peak	30%	70%	100%	100%	40%
Single (40%)	180	420	500-600	500-600	240
Double(50%)	225	525	625-750	625-750	300
Other(10%)	45	105	125-150	125-150	60

The total ratio of room types should be 40% single, 50% double, and 10% triple/quad. Besides providing for the expected housing requirement, proposals should comment on options for expanding this block, if necessary.

3.7.1 Please list hotels that have confirmed space availability for the selected dates.

For each hotel state the following: name, location, category, list price of a double room with double occupancy, distance from the proposed INET2000 venue, total number of rooms in the hotel and number and sizes of meeting rooms. Budget rates and hotels must constitute 50% of the total block. These budget hotels must be within 5-10 minutes walking distance from the Conference Center.

- 3.7.2 **Reservations:** Attendees will reserve their hotel sleeping rooms through a designated Housing Bureau or Professional Conference Organizing Company (PCO). If the **Host Organization** has no experience on hotel room handling, it will have to find a housing bureau. The designated company will need to be able to do reservations through e-mail. Use of a secure web page procedure is preferred. Please state your organization's experience with room reservations for events of this size.

3.8 Housing for NTW

The NTW will have 200 to 300 participants from developing countries located throughout the world.

Housing accommodations for the NTW participants will be arranged separately from the housing accommodations for the rest of the INET2000 attendees. The **Host Organization** must arrange for room and board for all NTW participants. The NTW meeting runs from Saturday to Sunday, ending two days prior to INET2000. NTW room and board is usually done in a university dormitory.

A registration area must be present in the housing facilities.

Internet connectivity is required in a 100 square meter computer room in the residence of participants, with a T-1/E-1 line.

- 3.8.1 Please describe a housing facility that is close to the NTW venue. The housing facility should have the above characteristics and would also be available for the stated dates.

3.9 Compliance with Requirements.

- 3.9.1 Please describe aspects of the **Host City** and region that do not comply with the requirements stated in chapter 2.

- 3.9.2 Please describe local Internet Industry

Describe the extent of the Internet industry in your region. A sizeable local Internet industry is a desirable factor because it indicates that the **Host Organization** will be able to attract the amount of attendees and sponsorships necessary for a successful conference. In addition, a strong local industry will be able to provide representatives for the Conference Committee.

3.10 Other Local Arrangements

3.10.1 INET2000 Local Office

The **HO** will need to establish and/or maintain a fixed, full-time, furnished, fully equipped, and adequately staffed office in the proposed locality of the Conference from 1 January 1999, throughout INET2000, and three months after the conference has concluded for affairs to be finalized. This office may be located on the premises of an existing business.

3.10.2 Procurement of Equipment Donations

Applicants should try to obtain equipment by donations or loans in order to minimize costs. Otherwise, proposals may provide for the purchase or lease of equipment. Required equipment is listed in Addendum B.

3.10.3 Speakers:

The **HO** shall assist **ISOC** in obtaining appropriate high level national or regional plenary speakers. Your proposal should suggest potential speakers along with reasons for your likely success in arranging for their participation. Describe factors affecting your potential success in this endeavor.

3.10.4 Local Transportation

Describe transportation from Hotels to Conference Center

3.11 Other Duties to be Assumed by the Host Organization

The **HO** shall provide assistance with the procurement, import/export, and setup of all equipment, training materials, and documentation associated with the INET2000 activities.

Insurance: The **HO** will need to obtain general liability and workman's compensation casualty insurance coverage in the minimum amount of \$1 million for the period of the Conference.

Visas: When requested, the **HO** shall assist **ISOC** in facilitating the issuance of visas. Applicants for **HO** should indicate whether they have previous experience with this type of task. The **HO** must provide documentation which confirms that no countries are exempt from obtaining visas in order to attend INET2000 in chosen location.

3.12 Local Promotion

3.12.1 Local Internet Industry.

Describe the extent of the Internet industry in your region. A sizable local Internet industry is a desirable factor. This indicates that the **Host Organization** will be able to attract the amount of attendees and sponsorships necessary for a successful conference. In addition, a strong local industry will be able to provide representatives for the Conference Committee.

3.12.2 Plan for attracting local conference attendees.

INET2000 has a target paid attendance of 2,500 individuals. In addition, **ISOC** sets a goal of at least another 5,000 individuals to visit the Exhibition Hall during the three days when the Hall is open to the trade (no one under 18 admitted - business card required). A successful INET2000 will require a pool of at least 2,000 attendees. Applicants should describe plans for attracting these target amounts, especially from the local region. Positive indicators of their ability to do so include a large local Internet industry; extensive support and commitment from local government officials and businesses; and the prior success of the Applicants in attracting attendees to conferences similar to INET2000.

3.13 Finances

In order to assure the success of INET2000, **ISOC** must prepare a budget in which there is no room for economic failure. Applicants must provide any information that will help **ISOC** determine how their proposal will enable **ISOC** to minimize its risks and expenses and maximize its revenue for INET2000. Although finances are a significant factor to **ISOC** in the selection of a **Host Organization**, **ISOC** is not obligated to select the Applicant whose proposal forecasts the greatest surplus revenue for the INET Conference. Two main aspects are considered: the total cost of the event and the sponsorship that the **Host Organization** can gather to pay the overall expenses. In order to evaluate your proposal, we need to understand the basic expenses and what your fund raising capabilities are [Addendum D].

3.13.1 Costs

At this point you are only asked to include here (in addition to the requirement in Section 3.13.3):

- Cost of the venues for the conference and the **NTW** workshop, the accommodation for the **NTW**
- Cost of providing Internet connectivity to all three places if it is not present now.
- Information on the cost of renting computers, audiovisual equipment locally, and decorator costs.
- Estimated meal costs (for lunches, opening reception, and the gala dinner) on a per-person based upon 2,000 people.

3.13.2 Fund Raising.

The **Host Organization** is expected to play an integral role in procuring local and regional sponsors for the Conference, only their participation make can make INET2000 actually happen. The Internet Society will focus its fund raising efforts upon global market opportunities and multinational firms headquartered outside the host region. The **Host Organization** will focus on raising funds from sources based within the host region. Applicants must provide information about their plans for obtaining sponsors. Specifically, **Applicants must indicate their ability to raise a minimum of US \$1,000,000 in cash contributions plus substantial in-kind contributions.** Evidence of this ability includes firm commitments and letters of intent from prospective sponsors.

3.13.3 In-Kind Sponsoring

Please review the list of expenses in Addendum D and tell us which of the materials can be obtained by the **Host Organization**, from whom they will be obtained, and what assurances can be provided of success. Applicants should estimate costs for those items that they do not expect to obtain through in-kind contributions.

3.13.4 Other Financial Considerations

3.13.4.1 Co-Division of Surplus Revenue/Profits

ISOC shall determine surplus revenues for INET2000 after payment of all expenses and an internal **ISOC** financial review. Support is needed for **ISOC** activities during the year that disseminate Internet technology and knowledge to developing countries and sectors of critical importance, as well as special projects relating to these objectives. Depending on the type of organization(s) involved, and the level of support, the **Host Organization** may negotiate with **ISOC** for keeping a part of the profits. The first US\$250,000 will be retained by **ISOC** in any case.

3.13.4.2 Division of Liabilities

Applicants must propose a plan for dividing potential liabilities connected with INET2000 between the **Host Organization** and **ISOC**.

4. SELECTION PROCESS

4.1 Preparation of Proposals

- **Information:** Upon request, **ISOC** shall make a reasonable effort to provide further information to potential Applicants to help them prepare their proposals. Any questions about this RFP and the host selection process should be directed by e-mail to <INET2000-Questions@ISOC.org>. Supply any graphics as attached files in GIF or JPEG format. **ISOC** will send copies of general questions, with answers, to all Applicants.
- **Financial Assistance:** The cost of preparing a proposal, including any related travel, is not reimbursable, nor can it be included as a direct cost of the project.

4.2 Submission of Proposals

- **Deadline:** **ISOC** must receive your proposal no later than 12:00 noon EST, **11 January 1999**. The Internet Society may, at its sole discretion, extend the deadline for the submission of proposals by informing all Applicants who have indicated interest through their sending of an email, as described in the cover letter to this RFP.
- **Delivery:** Proposals must be sent via registered mail or courier service to: Vice President for Conferences, Internet Society, 12020 Sunrise Valley Drive, Suite 210, Reston, Virginia 20191-3429, USA The text portion of an unsigned copy of the proposal shall be supplied by e-mail to <INET2000-Proposal@ISOC.org> in ASCII text, with any attached graphics (not required) in GIF or JPEG format. A word processing attachment, in Rich Text Format, is permissible but not required. The subject line should state "INET2000 Proposal." Facsimile proposals are not acceptable in lieu of e-mail.
- **Proposal Form:** Applicants must submit their proposals within the attached Proposal Form, which requires identification information and lists terms and conditions to which every Applicant must agree.
- **Format:** The proposal (including the Proposal Form) must be completed in full, signed, typed or printed, and in English. In the event of variation between the paper and electronic copies, the paper copy shall govern or the Internet Society may, at its sole discretion, view the discrepancy as grounds for disqualification.

- **Confidentiality:** Except for the names and contact information of successful Applicants, all proposals will be considered confidential. The Internet Society shall exercise reasonable care to prevent the disclosure of information contained in the proposals. Notwithstanding the foregoing, trade secrets or proprietary information shall not be subject to disclosure, provided that the Applicant provides **ISOC** with written notice that specifically identifies the data or materials to be protected and states the reasons for protection. The proprietary or trade secret material submitted must be identified by some distinct method such as highlighting or underlining and must indicate only the specific words, figures, or paragraphs that constitute trade secret or proprietary information. The classification of an entire proposal document as proprietary or trade secrets is not acceptable and will result in rejection of the proposal.
- **Oral Presentation:** Applicants may be required to give **ISOC** an oral presentation of their proposals in order to clarify or elaborate on provisions therein.

4.3 Review of Proposals

ISOC will create an Evaluation Committee, headed by the **ISOC** Vice President for Conferences, to review the proposals. Selection criteria will not be scored or weighted numerically. The Evaluation Committee may visit promising locations in order to assess their suitability for INET2000 and to meet with representatives of the Applicants and area dignitaries. The host applicant will underwrite the site-visit expenses. The Evaluation Committee hopes to complete its preliminary investigations by 3 April 1999, the **ISOC** Board of Trustees will consider the proposals and make a final decision by 15 April 1998. In case any member of the Board of Trustees is directly or indirectly involved in any of the proposals, he will not participate, with either voice or vote, in the decision process. The Evaluation Committee is not obligated to recommend any of the Applicants submitting proposals.

4.4 Final Decision

After receiving the recommendation of the Evaluation Committee, **ISOC** will consider the proposals and make a final decision. **ISOC** plans to announce its final decision by 15 April 1999. **ISOC** is not bound to select any of the Applicants as **Host Organization**.

4.5 Publication of Decision

The final decision will be published on the **ISOC** website and by press release. **ISOC** plans to notify representatives of each Applicant directly by 17 April 1999.

5. SELECTION CRITERIA

Selection of the **Host Organization** shall be determined by a variety of criteria. These include, but are not necessarily limited, to the following:

5.1 Host Organization

The ability of the **Host Organization** to execute its contractual responsibilities. This ability is indicated by its Qualifications, Work Schedule, Personnel, and Finances.

5.2 Host Resources

The ability, demonstrated by documents, of the Host Organization to produce the necessary resources to fund INET2000, as well as to attract other sponsors and attendees.

5.3 Host Facilities

The ability of the meeting and housing facilities to accommodate all of the INET2000 activities and attendees as described in the meeting requirements.

5.4 Host Location

ISOC will judge the extent to which the potential **Host City** satisfies the requirements listed in Section 2.

ADDENDUM A: INET2000 SCHEDULE

Monday 19 June –Registration desk setup, offices setup

Registration desk open.....	07:30 – 17:30
Technical Tutorials.....	09:00 – 17:30
Developing Countries Network Symposium.....	14:00 – 17:30

Tuesday 20 June – Registration desk setup, offices setup

Registration desk open.....	07:30 – 17:30
K-12 Workshop.....	09:00 – 17:30
Developing Countries Network Symposium.....	14:00 – 17:30
Press Day.....	12:00 – 16:00
Opening Reception.....	18:00 – 21:00

Wednesday 21 June – Registration desk setup, offices open

Registration desk open.....	07:30 – 17:30
Tutorial Setup.....	
K-12 Setup.....	
DCNS Setup.....	
Exhibit Setup.....	
Opening Plenary Session.....	08:00 – 10:30
Exhibition Hall Open.....	10:00 – 19:00
Breakout Sessions.....	10:30 – 18:00
BOF Meetings.....	18:00 – 19:30
Gala Evening.....	19:00 – 23:00

Thursday 22 June

Registration desk open.....	07:30 – 17:30
Plenary Session.....	08:00 – 10:30
Exhibition Hall Open.....	10:00 – 19:00
Breakout Sessions.....	10:30 – 18:00
BOF Meetings.....	18:00 – 19:30

Friday 23 June

Registration desk open.....	07:30 – 17:30
Breakout Sessions.....	08:00 – 10:00
Exhibition Hall Open.....	08:00 – 13:00
Closing Plenary Session.....	10:00 – 12:30
ISOC Chapter Development Workshop.....	14:00 – 17:00

Saturday 24 June

Sunday 25 June

Monday 26 June

Tuesday 27 June

ADDENDUM B: EQUIPMENT REQUIREMENTS

1. Sources - The **Host Organization** shall seek to obtain suitable equipment through donations or loans but may purchase or lease equipment if required .
2. Plan
 - 2.1. Internet Access Room - The Internet Access Room shall require one computer system for every 15 attendees. Based on the current estimate of attendees, the Conference shall require between 150-200 computers, in the ratio of 4 Wintels to each Macintosh.
 - 2.2. Meeting Rooms
 - 2.3. Each meeting room used shall require:
 - Two Internet-connected computer systems (PC/Windows and Macintosh)
 - Presentation and productivity software (please specify what software will be provided).
 - Projection equipment for computer-based presentations, transparencies, and 35mm slides
3. Network Training Workshop - The Network Training Workshop requires a very significant amount of equipment; including routers, hubs, switches, modems, servers, PCs (operating using some combination of BSDI, Free BSD, Linux, Windows), printers, scanners, a rudimentary telephone switch, and other assorted hardware and software. The exact composition changes from year to year since it tracks the networking technology currently available. However in terms of volume, it is likely that there will be 15-20 routers, and multiple other devices required. In the past, much of this equipment has been made available as in-kind sponsorship donations.
 - Cables
 - Plugs
 - Digital Camera
 - Printers
 - External CD-Writer
 - 150m of tel cable
 - 100 power cable
 - 2 CSU/DSU
 - Color printer
 - Flat-bed scanner
 - Photocopier
 - Fax machine
 - Livingston PM
 - 60 hubs Geostax/E16
 - 149 MS licenses
 - 20 mobile phones
 - 2 Megabites modem 768
 - 2 Airpro 64s modems
 - DAT drive
 - CD writer
 - 20 prepaid cards each of a value of i
 - Iomega zip drive
 - Computers peripherals
 - External modems
 - Internal modems

ADDENDUM C: CHECKLIST

INET2000 Proposal Checklist

Item addressed in the Proposal	Requirement Fully Met	Requirement Partially Met	Requirement Cannot be Met
Host Location Requirements			
Work Plan			
Venue for the Conference			
Venue for the Network Training Workshop			
Venue for the Gala Evening			
Housing for Conference			
Housing for NTW			
Compliance with Requirements			
Other Local Arrangements			
Other Duties to be Assumed by the Host Organization			
Local Promotion			
Finances			

ADDENDUM D: BUDGET

**BUDGET
SUMMARY**

Attendees - 2000

%/Bud

Revenue

INET99 Registration Fees

Sponsorships: Cash

VAT Tax

Sponsorships: In-Kind

Interest

**Total
Revenues**

-

Expenses

Bank Fees - INET Conference

Overnight - INET Conference

Credit Card Fees - INET

Insurance - INET

Materials/Supplies - INET

Meeting Expense - INET
Conference

Meeting Expense - Site

Miscellaneous - INET Conference

Contingency - INET

Membership Dues Transfer

NTW Transfer

Postage - INET Conference

Printing - INET Conference

Professional Services - INET

Shipping - INET Conference

Telephone/Fax

Temporary Help

Travel - INET Conference Non-
Employee

Travel - INET Staff

Marketing - INET

Salaries

**Total
Expenses**

-

Net Revenue (Deficit) _____ -

Net Revenue including Contingency _____ -

BUDGET
DETAIL

Revenue

INET
Registration
Fees

INET
Sponsorships

VAT Tax

Interest
INET

Total
Revenue

Expenditures

Salaries
(Fixed)

Temporary Help (Variable)

Printing

Marketing –
INET

-Fixed- Public/Media Relations (Labor)

-Fixed- Photography

-Fixed- Advertising (Magazines, Weeklies,

Banners, etc.)
 -Variable- Sponsor Give-Aways

Meeting Expense - INET Conference

Convention Center Rental
 Reception Hall Rental

Meeting Expense - Site

-Variable- **Food & Beverage** **Count**

<i>Tues Opening Reception</i>		
<i>Wed Gala Evening</i>		
<i>Wed Lunch</i>		
<i>Thurs Lunch</i>		
<i>Wed Breaks</i>		
<i>Thurs Breaks</i>		
<i>Fri Breaks</i>		
<i>Press Lunch (Tues)</i>		
<i>Press Breaks</i>		
<i>Press Box Lunch</i>		
<i>Sponsorship Reception</i>		
<i>ISOC Office Meals</i>		
<i>Volunteer Meals</i>		

TOTAL PER-PERSON

F&B

-Fixed- **Audio Visual**

Equipment Rental
Union Technicians (Sound Operators, Lighting Operators, Riggers)

-Fixed- **Conference Center**

Signage
Electrical

-Fixed- **Exhibition Hall**

Booth pkg, Carpeting, Furniture
Signage
Posters .
Decor of Exhibit Area
Electrical

-Fixed- **Internet Access Room**

Build-Up and Furniture

	<i>Electrical</i>
-Fixed-	Speaker Fees
	<i>Plenary Honorariums</i>
-Fixed-	Network Expense
	<i>Phone Wiring</i>
-Fixed-	Transportation (<i>Shuttle Buses</i>)
-Fixed-	Equipment Rental (<i>In-Kind</i>)
	<i>High Speed Copiers</i>
	<i>Fax Machines</i>
	<i>Printers</i>
	<i>Cell Phones/Walkie Talkies</i>
	<i>Safe</i>
-Fixed-	Computer Rental (<i>In-Kind</i>)
	<i>Hubs</i>
	<i>Routers & Switches</i>
	<i>Sun Servers</i>
	<i>Registration Computers</i>
	<i>ISOC Office & Secretariat</i>
	<i>Speaker Ready Room</i>
	<i>Press Computers</i>
	<i>Breakout Sessions</i>
	<i>Internet Access Room (1 computer per 15 atnds)</i>
-Fixed-	Software
-Fixed-	M-Bone Transmission Expenses
-Fixed-	Miscellaneous

Overnight - INET Conference

Postage - INET Conference

Shipping - INET Conference

Professional Services - INET

-Fixed-

-Fixed-

**Insurance -
INET**

Telephone/Fax

-Fixed-

Bank Fees - INET Conference

-Fixed-

**Credit Card
Fees - INET**

-Fixed-

Materials/Supplies - INET

**Travel -
INET Staff**

On-Site

Air

Hotel

Meals and Other Expenses

Preparation

Air

Hotel

Meals and Other Expenses

Travel - INET Conference Non-Employee

Miscellaneous - INET Conference

Contingency

-Variable-

TOTAL EXPENDITURES

Total

Revenues

NET INCOME (DEFICIT)

-

-

ADDENDUM E: Proposal Form

PROPOSAL FORM TO HOST INET2000 FOR THE INTERNET SOCIETY

1.0 IDENTIFICATION INFORMATION

1.1 Applicant (Organization)

2. Type (check one)

Individual

For-profit organization:

Nonprofit organization:

Government agency:

Other (explain):

1.2 Organization

3. National ID number (e.g., taxpayer or corporate registry):

4. Name of head of organization:

5. Street Address:

6. Mailing Address:

7. Phone number:

8. Fax number:

10. URL address:

1.2 Contact Person

1. Name (surname in capitals):

2. Title:

3. Address

4. Phone number:

5. Fax number:

6. E-mail address:

PROPOSAL

Attach as many additional pages as necessary to include the information required by Section 2.0 of the Request for Proposals.

THE APPLICANT DECLARES THAT THE INFORMATION CONTAINED HEREIN AND ATTACHED HERETO IS TRUE AND CORRECT, AND APPLICANT AGREES TO ALL ITEMS STATED IN THIS FORM AND IN THE TERMS AND CONDITIONS OF THIS APPLICATION, WHICH ARE STATED BELOW AND ARE INCORPORATED HEREIN BY REFERENCE.

Signed: _____

Date: _____

Name: _____

Title: _____

Organization: _____

Notarization: _____

TERMS AND CONDITIONS

1. By submitting the attached application and in consideration for this application, Applicant agrees to the following terms and conditions:
2. Sections 1.0 through 4.0 of the Request for Proposals are incorporated herein by reference.
3. Applicant asserts that it has the full power and authority, including any internal corporate approvals, necessary to submit this application.
4. Applicant asserts that the submission of this application shall not (i) conflict with the certificate of incorporation, by-laws or other applicable governing document of Applicant; (ii) conflict with, or result in the breach or termination of, or constitute a default under, any lease, agreement, commitment or other agreement or instrument, or any order, judgment or decree, to which Applicant is a party or by which Applicant is bound; or (iii) constitute a violation by Applicant of any applicable law or regulation, or require Applicant to obtain or make any consent, waiver, approval, order, permit or authorization.
6. Applicant waives all claims or other legal recourse against the Internet Society from or related to the application process, to the full extent allowed by law. Applicant shall not hold **ISOC**, any member of **ISOC**, or any person acting in connection with the preparation and distribution of this RFP, or receiving responses or other matters in response to this RFP, liable in any way or upon any theory of fact or law whatsoever in connection with this RFP or any response hereto.
7. This RFP is an invitation to negotiate. It is not an offer. No Applicant acquires any legal rights or expectancies in connection with the subject matter of this RFP unless and until a formal contract is negotiated, executed, and delivered.
8. As a condition to serving as **Host Organization**, the Applicant selected by **ISOC** to host INET2000 will be required to sign and abide by the Memorandum of Understanding provided by **ISOC**. The terms of the MoU will be taken from this RFP, the proposal submitted by the selected Applicant, and other pertinent information. The MoU will be governed by the laws of the United States and the State of Virginia.
9. **ISOC** reserves the right to reject all proposals made in response to this RFP, to change the terms and conditions of this project, to select a **Host Organization** not offering the lowest price, and/or to award a contract for the project making use of the information and knowledge gained from one or more proposals without giving any one or more persons an opportunity to amend their proposals.
10. All rights in and to any proposal made in response to this RFP shall, by virtue of submission to **ISOC** or as otherwise directed in this RFP, vest in and become the absolute property of **ISOC**. Notwithstanding the foregoing, any Applicant which is not selected to host INET2000 may reuse the content of its proposal.
11. Applicant agrees to defend, indemnify, save and hold harmless the Internet Society, from and against any and all claims, demands, liabilities, costs and/or expenses (including, without

limitation, attorney fees) brought against, paid or incurred by the Internet Society, at any time and in any way resulting from, arising out of, or otherwise relating to Applicant's application to host INET2000, including any alleged or actual gross negligence or knowing and willful misconduct by the Internet Society. In no event shall the Internet Society be liable to applicant for indirect, incidental, consequential, special or exemplary damage or expense, including, without limitation, lost profits or opportunity costs, even if the Internet Society has been advised of the possibility of such damage or expense.

12. Applicant agrees that the Internet Society may cancel the Conference, move it to another host city, or replace the **Host Organization** at any time and with immediate effect for violation of any of these Terms and Conditions.
 13. All information submitted shall be subject to verification by the Internet Society. Any misrepresentations shall be cause for rejection or removal as a **Host Organization**.
 14. Applicant agrees that any dispute, controversy or claim arising out of or relating to this application process, or the breach, termination or invalidity thereof, shall be settled by arbitration in accordance with the Arbitration Rules of the American Arbitration Association as at present in force. There shall be a sole arbitrator. The place of arbitration shall be Reston, Virginia, U.S.A. The language used in the arbitral process shall be English. The dispute, controversy or claim shall be decided in accordance with the laws of the United States and the state of Virginia.
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