

# Planning for Review Team Face-to-Face Meetings

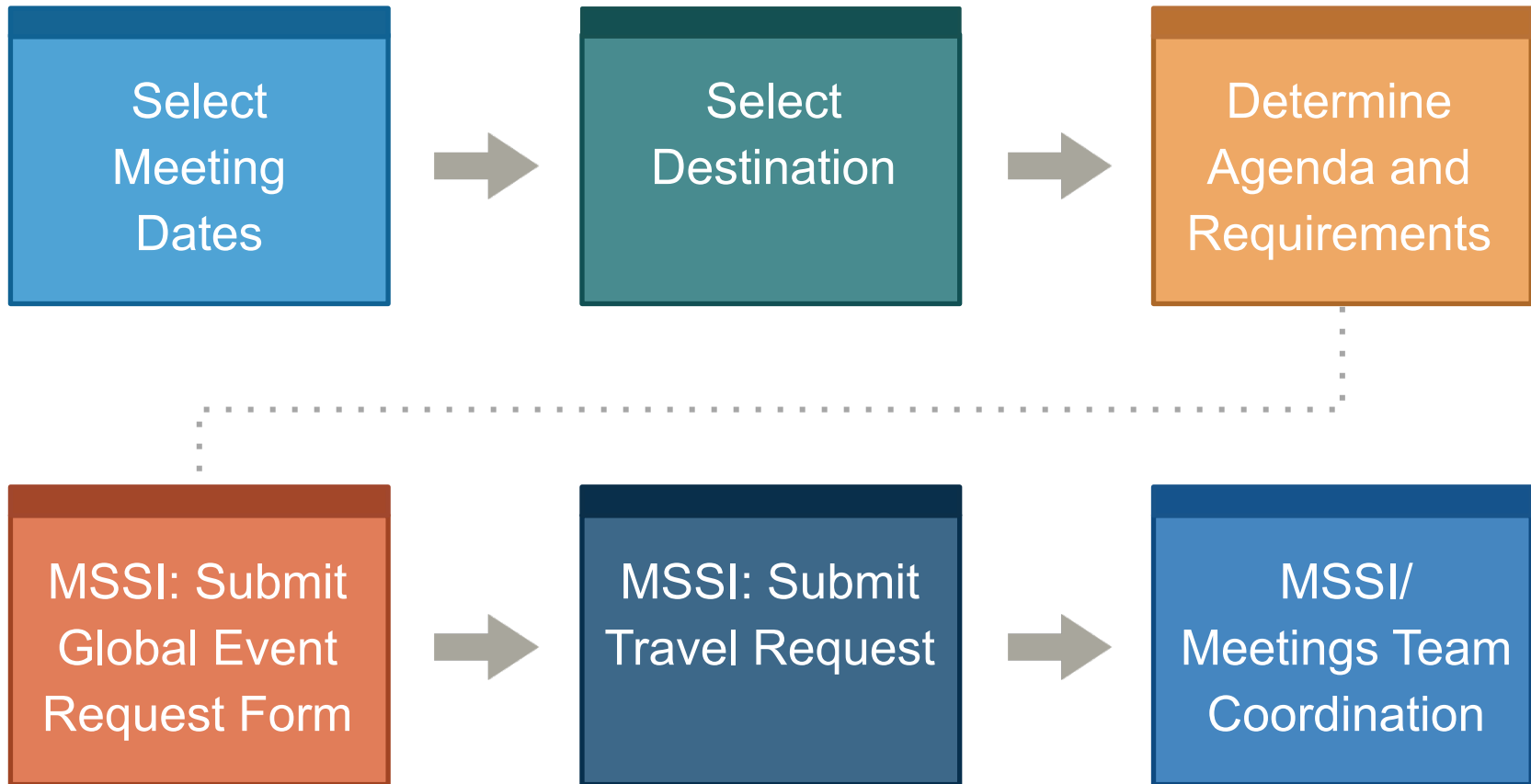
# Considerations for F2F Meetings

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When recommending a location for your next F2F meeting there is more to consider than just cost. Taking into account who is attending, from how far and how many are traveling, consider the following:

- ⦿ Evaluate need for meeting
  - What are the meeting objectives?
- ⦿ Suitability
  - Does the location provide the proper environment including health and safety?
- ⦿ Location
  - Easily accessible for international travelers?
  - Are there visa requirements?
- ⦿ Availability & Size
  - Is a venue available for the dates required?
  - Does a venue provide the proper size room or rooms?
- ⦿ Facilities
  - Availability of quality services for internet, audio/visual, catering and group meals?
- ⦿ Cost
  - Does the venue fall within budget and agree to ICANN's contract terms?

# Six Steps for Pre-Planning Success



# Options Menu for All Day Face-to-Face Meeting

Service	ICANN Meeting or Offsite Venue	ICANN Office
Room rental	\$4,000/day	No charge
Catering (breakfast, lunch, beverages, snacks)	\$75/day per person	\$75/day per person
Dinner – one scheduled RT dinner	\$150/pp	\$150/pp
Push-to-talk microphones & Audio Visual	\$2,500/day	\$1,000/day <sup>1</sup>
Remote Participation Services (presentation laptop, Adobe Connect, stream audio, record audio) & Internet	\$1,700/day	\$500/day
Interpretation <sup>2</sup>	\$2,600/day	Not available
Scribes	\$2,500/day	\$2,500/day
Flip chart/easel	\$30	No charge

Costs are estimated.

# Appendix

# Step 1: Select Meeting Date(s)

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Selecting the event dates for the meeting is one of the most important decisions to be made at the beginning of the F2F meeting planning process.

We recommend that you select the "Primary Meeting Date(s)" and have at least one option for "Alternative Meeting Date(s)". Keep in mind global holidays and other community related events.

Everything related to this meeting will be based on these selected dates, so ensure all stakeholders are in agreement on the date selection(s). Date(s) and destination(s) should often be presented together to allow for attendees to determine their travel time.

Meetings Team deadlines to request meetings:

- 120 days to submit request for a face-to-face meeting
- 90 days to submit travel request

## **REQUIRED ACTIONS:**

- ◉ Select primary meeting date(s)
- ◉ Select alternative meeting date(s)
- ◉ Confirm stakeholder agreement on chosen dates

# Step 2: Select Destination

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Now that you have completed selecting dates for your meeting, you should determine the destination of your meeting. Often dates will determine the destination based on availability of venue space, which is why having primary and alternative selections is so important to the meeting planning process. However, having too many selections can also be detrimental to the planning process, so keep your planning to a primary selection and one alternative.

Considerations for selecting the location should include:

- ◉ Geographically central for most attendees
- ◉ Easily accessible and cost effective for International travelers
- ◉ Suitable and environmentally conducive for a productive meeting
- ◉ Economical and cost effective for your budget and attendees
- ◉ Availability of hotels and meeting venues

## **REQUIRED ACTIONS:**

- ◉ Select primary destination
- ◉ Select one alternative destination

# Step 2: Select Destination–Venue Selection Process

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Selecting the appropriate venue is an integral part of the destination selection process. Based on the considerations below, these will determine the selection of the venue and the destination city.

Considerations for selecting the venue include:

- ⦿ Geographically central for most attendees
- ⦿ Availability of hotel room accommodations and meeting space(s)
- ⦿ Suitable and environmentally conducive for a productive meeting
- ⦿ Economical and cost effective for your budget and attendees
- ⦿ Agreeable to ICANN contracting terms
- ⦿ Easily accessible and cost effective for International travelers

## **MEETING TEAM ACTIONS:**

- ⦿ Establish availability of venue space and accommodations
- ⦿ Propose options to requesting team/department
- ⦿ Start the contracting process with the selected venue



## Step 2: Select Destination – ICANN Offices

Maximum conference room seating available at ICANN offices:

**Brussels**  
20

**Geneva**  
10

**Istanbul**  
16

**Los Angeles**  
24

**Singapore**  
12

**Washington,  
D.C.**  
20

# Step 2: Select Destination – City Cost Examples



## Los Angeles

38 International Attendees  
3 Day Meeting, 4 Hotel Nights  
**\$58,000 Average Overall Expense**  
**\$1,530 Average Cost per Attendee**  
(Pricing w/venues near ICANN Office)



## Barcelona

38 International Attendees  
3 Day Meeting, 4 Hotel Nights  
**\$76,000 Average Overall Expense**  
**\$2,000 Average Cost per Attendee**



## Singapore or Hong Kong

38 International Attendees  
3 Day Meeting, 4 Hotel Nights  
**\$62,000 Average Overall Expense**  
**\$1,630 Average Cost per Attendee**



## Amsterdam

38 International Attendees  
3 Day Meeting, 4 Hotel Nights  
**\$77,000 Average Overall Expense**  
**\$2,030 Average Cost per Attendee**



## Washington D.C.

38 International Attendees  
3 Day Meeting, 4 Hotel Nights  
**\$71,000 Average Overall Expense**  
**\$1,860 Average Cost per Attendee**



## New York City

38 International Attendees  
3 Day Meeting, 4 Hotel Nights  
**\$99,000 Average Overall Expense**  
**\$2,610 Average Cost per Attendee**

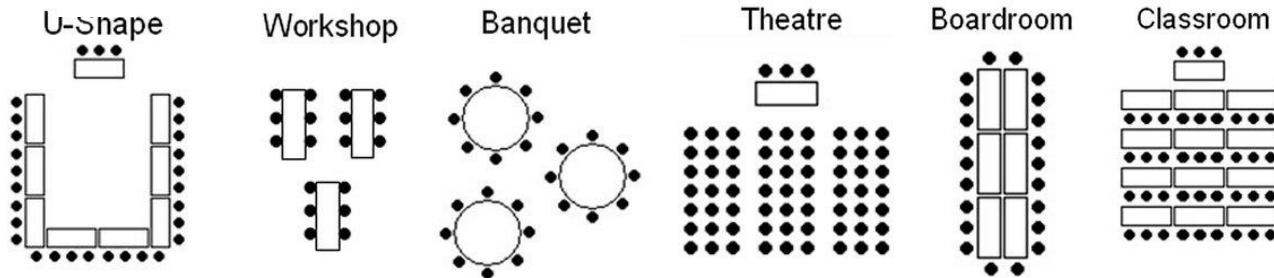
\*Air transportation for these destinations is not factored into the overall expenses

\*\*Seasonal selection & other factors can change prices significantly – these prices are only a snapshot of costs at a given time.

# Step 3: General Agenda & Requirements

The third most important step of pre-planning for a meeting is having a basic idea of how the meeting will flow and be conducted. You do not need the specifics of a detailed agenda, but you do need to determine the following items:

- ⦿ How many people are anticipated to attend?
  - ⦿ Is this a set list of attendees with potential community observers?
  - ⦿ Is this a closed private meeting or open to the public?
  - ⦿ Will you want to have remote participation of attendees?
- ⦿ What type of room setup(s) will be most effective for this meeting?



# Step 3: General Agenda & Requirements (con't)

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## General Agenda & Requirements Continued:

### ◉ Agenda Overview

- ◉ What is the general idea of the meeting agenda?
- ◉ How many meeting rooms in total will you need?
- ◉ Will you utilize a plenary room for the entire meeting?
- ◉ Will you need to have breakout sessions in different rooms?

### ◉ Budget

- ◉ What is your overall budget allocation for this meeting?

## **REQUIRED ACTIONS:**

- ◉ How many attendees anticipated? (Example: 20-25; 150-175)
  - ◉ This number is very important to be accurate, as it determines your meeting room size, hotel accommodation needs. The goal is to be within 10% accuracy.
  - ◉ Determine if observers will attend. If so, how many do you anticipate?
- ◉ How many meeting rooms and the setup allocations for each?
- ◉ What is the allocated budget for this meeting?

# Step 4: Submit Global Event Request

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After determining and completing Steps 1 thru 3, the MSSSI Team will submit a request to the Meetings Team. The request will trigger several notifications and begin the formal process of planning your meeting, including:

- ⦿ Meetings Team event planner assigned
- ⦿ Notification to the Travel Team
- ⦿ Notification to the Security Team
- ⦿ Notification to the Meetings Technical Services Team

## **REQUIRED ACTIONS:**

- ⦿ MSSSI-Secretariat to submit the request 120 days prior to meeting date

# Step 5: Submit Travel Request

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The MSSI Team will submit a request to Constituency Travel. The request will trigger several notifications and begin the process of arranging for Review Team travel, including:

- ⦿ Constituency Travel to send welcome email to new travelers requesting required travel forms
- ⦿ Constituency Travel to send welcome email to Review Team members notifying them of approved travel dates

## **REQUIRED ACTIONS:**

- ⦿ MSSI-Secretariat to submit the request 90 days prior to meeting date
- ⦿ Review Team Members to respond to Constituency Travel emails in a timely manner to ensure lowest possible fares

# Step 6: MSSSI and Meetings Team Coordination

The MSSSI and Meetings Teams will coordinate all logistics on behalf of the Review Team to ensure a productive face-to-face meeting.

