IETF Plenary Meeting Venue Selection Process
draft-ietf-mtgvenue-iaoc-venue-selection-process-13

Abstract

   The IASA has responsibility for arranging IETF plenary meeting Venue
   selection and operation. This memo specifies IETF community
   requirements for meeting venues, including hotels and meeting room
   space. It directs the IASA to make available additional process
   documents around that describe the current meeting selection process.

Status of This Memo

   This Internet-Draft is submitted in full conformance with the
   provisions of BCP 78 and BCP 79.

   Internet-Drafts are working documents of the Internet Engineering
   Task Force (IETF). Note that other groups may also distribute
   working documents as Internet-Drafts. The list of current Internet-
   Drafts is at https://datatracker.ietf.org/drafts/current/.

   Internet-Drafts are draft documents valid for a maximum of six months
   and may be updated, replaced, or obsoleted by other documents at any
   time. It is inappropriate to use Internet-Drafts as reference
   material or to cite them other than as "work in progress."

   This Internet-Draft will expire on October 4, 2018.

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1. Introduction

   The Internet Administrative Support Activity (IASA) has
   responsibility for arranging IETF plenary meeting venue selection and
   operation. The purpose of this document is to guide the IASA in
   their selection of regions, cities, facilities, and hotels. The IASA
   applies this guidance at different points in the process in an
   attempt to faithfully meet the requirements of the IETF community.
   We specify a set of general criteria for venue selection and several
   requirements for transparency and community consultation.

   It remains the responsibility of the IASA to apply their best
   judgment. The IASA accepts input and feedback both during the
   consultation process and later (for instance when there are changes
   in the situation at a chosen location). Any appeals remain subject
   to the provisions of BCP101 [RFC4071]. As always, the community is
   encouraged to provide direct feedback to the Nominations Committee
   (NOMCOM), Internet Engineering Steering Group (IESG), and IAB
   regarding the discharge of the IASA's performance.

   Four terms describe the places for which the IETF contracts services:

   Venue:
      This is an umbrella term for the city, meeting resources and guest
      room resources.

Facility:
    The building that houses meeting rooms and associated resources.
    It may also house an IETF Hotel.

IETF Hotels:
    One or more hotels, in close proximity to the Facility, where the
    IETF guest room block allocations are negotiated and where network
    services managed by the IASA (e.g., the "IETF" SSID) are in use.

Overflow Hotels:
    One or more hotels, usually in close proximity to the Facility,
    where the IETF has negotiated a group rate for the purposes of the
    meeting. Of particular note is that overflow hotels usually are
    not connected to the IETF network and do not use network services
    managed by the IASA.

The key words "MUST", "MUST NOT", "REQUIRED", "SHALL", "SHALL NOT",
"SHOULD", "SHOULD NOT", "RECOMMENDED", "MAY", and "OPTIONAL" in this
document are to be interpreted as described in [RFC2119].

2. Venue Selection Objectives

2.1. Core Values

Some IETF values pervade the selection process. These often are
applicable to multiple requirements listed in this document. They
are not limited to the following, but at minimum include:

Why we meet?
    We meet to pursue the IETF's mission [RFC3935], partly by
    advancing the development of Internet-Drafts and RFCs. We also
    seek to facilitate attendee participation in multiple topics and
    to enable cross-pollination of ideas and technologies.

Inclusiveness:
    We would like to facilitate the onsite or remote participation of
    anyone who wants to be involved.

    Every country has limits on who it will permit within its borders.
    However the IETF seeks to:

    1. Minimize situations in which onerous entry regulations
        inhibit, discourage, or prevent participants from attending
        meetings, or failing that to distribute meeting locations such
        that onerous entry regulations are not always experienced by
        the same attendees; and

   2. Avoid meeting in countries with laws that effectively exclude
       people on the basis of race, religion, gender, sexual
       orientation, national origin, citizenship, or gender identity.

  Where we meet?
     We meet in different locations globally, in order to spread the
     difficulty and cost of travel among active participants, balancing
     travel time and expense across the regions in which IETF
     participants are based.

  Internet Access:
     As an organization, we write specifications for the Internet, and
     we use it heavily. Meeting attendees need unfiltered access to
     the general Internet and their corporate networks. "Unfiltered
     access" in this case means that all forms of communication are
     allowed. This includes, but is not limited to, access to
     corporate networks via encrypted VPNs from the meeting Facility
     and Hotels, including overflow hotels. We also need open network
     access available at high enough data rates, at the meeting
     Facility, to support our work, including the support of remote
     participation. Beyond this, we are the first users of our own
     technology. Any filtering may cause a problem with that
     technology development. In some cases, local laws may require
     some filtering. We seek to avoid such locales without reducing
     the pool of cities to an unacceptable level by stating a number of
     criteria below, one mandatory and others important, to allow for
     the case where local laws may require filtering in some
     circumstances.[MeetingNet]

  Focus:
     We meet to have focused technical discussions. These are not
     limited to scheduled breakout sessions, although of course those
     are important. They also happen over meals or drinks -- including
     a specific type of non-session that we call a "Bar BOF" [RFC6771]
     - or in side meetings. Environments that are noisy or distracting
     prevent that or reduce its effectiveness, and are therefore less
     desirable as a meeting Facility.

  Economics:
     Meeting attendees participate as individuals. While many are
     underwritten by employers or sponsors, many are self-funded. In
     order to reduce participation costs and travel effort, we
     therefore seek locations that provide convenient budget
     alternatives for food and lodging, and which minimize travel
     segments from major airports to the Venue. Within reason, budget
     should not be a barrier to accommodation.

  Least Astonishment and Openness:

Regular participants should not be surprised by meeting Venue
selections, particularly when it comes to locales. To avoid
surprise, the venue selection process, as with all other IETF
processes, should be as open as practicable. It should be
possible for the community to engage early to express its views on
prospective selections, so that the community and the IASA can
exchange views as to appropriateness long before a venue contract
is considered.

2.2. Venue Selection Non-Objectives

IETF meeting Venues are not selected or declined with the explicit
purposes of:

Politics:
   Endorsing or condemning particular countries, political paradigms,
   laws, regulations, or policies.

Maximal attendance:
   While the IETF strives to be as inclusive as possible both online
   and in person, maximal meeting attendance in and of itself is not
   a goal. It would defeat a key goal of meeting if active
   contributors with differing points of view did not have the
   opportunity to resolve their disagreements, no matter how full the
   rooms.

Tourism:
   Variety in site-seeing experiences.

3. Meeting Criteria

This section contains the criteria for IETF meetings. It is broken
down into three subsections: mandatory criteria, important criteria,
and other considerations, each as explained below.

3.1. Mandatory Criteria

If criteria in this subsection cannot be met, a particular location
is unacceptable for selection, and the IASA MUST NOT enter into a
contract. Should the IASA learn that a location no longer can meet a
mandatory requirement after having entered into a contract, it will
inform the community and address the matter on a case by case basis.

o The Facility MUST provide sufficient space in an appropriate
   layout to accommodate the expected number of participants,
   leadership, and support staff to attend that meeting.

o The Facility and IETF Hotels MUST provide wheelchair access to
   accommodate the number of people who are anticipated to require
   it.

o It MUST be possible to provision Internet Access to the Facility
   and IETF Hotels that allows those attending in person to utilize
   the Internet for all their IETF, business, and day to day needs;
   as well as sufficient bandwidth and access for remote attendees.
   This includes, but is not limited to, native and unmodified IPv4
   and IPv6 connectivity, global reachability, and no additional
   limitation that would materially impact their Internet use. To
   ensure availability, it MUST be possible to provision redundant
   paths to the Internet.

3.2. Important Criteria

The criteria in this subsection are not mandatory, but are still
highly significant. It may be necessary to trade one or more of
these criteria off against others. A Venue that meets more of these
criteria is on the whole preferable than another that meets fewer of
these criteria. Requirements classed as Important can also be
balanced across Venue selections for multiple meetings. When a
particular requirement in this section cannot be met, the IASA MUST
notify the community at the time of the venue announcement.
Furthermore, it may be appropriate for the IASA to assist those who,
as a result, have been inconvenienced in some way.

3.2.1. Venue City Criteria

o Travel to the Venue is acceptable based on cost, time, and burden
   for participants traveling from multiple regions. It is
   anticipated that the burden borne will be generally shared over
   the course of multiple years.

o The Venue is assessed as favorable for obtaining a host and
   sponsors. That is, the Meeting is in a location that it is
   possible and probable to find a host and sponsors.

o Travel barriers to entry, including visa requirements, are likely
   to be such that an overwhelming majority of participants who wish
   to do so can attend. The term "travel barriers" is to be read
   broadly by the IASA in the context of whether a successful meeting
   can be had.

o Economic, safety, and health risks associated with this Venue are
   acceptable.

3.2.2. Basic Venue Criteria

The following requirements relate to the Venue and Facilities.

The IETF operates internationally and adjusts to local requirements. Facilities selected for IETF Meetings SHALL have provided written assurance that they are in compliance with local health, safety and accessibility laws and regulations, and will remain in compliance throughout our stay.

In addition:

o There are sufficient places (e.g., a mix of hallways, bars, meeting rooms, and restaurants) for people to hold ad hoc conversations and group discussions in the combination of spaces offered by the facilities, hotels and bars/restaurants in the surrounding area, within walking distance (5-10 minutes).

o The cost of guest rooms, meeting space, meeting food and beverage is affordable, within the norms of business travel.

o The Facility is accessible or reasonable accommodations can be made to allow access by people with disabilities.

3.2.3. Technical Meeting Needs

The following criteria relate to technical meeting needs.

o The Facility's support technologies and services -- network, audio-video, etc. -- are sufficient for the anticipated activities at the meeting, or the Facility is willing to add such infrastructure or these support technologies and services might be provided by a third party, all at no -- or at an acceptable -- cost to the IETF.

o The IETF Hotel(s) directly provide, or else permit and facilitate, the delivery of a high performance, robust, unfiltered and unmodified Internet service for the public areas and guest rooms; this service is typically included in the cost of the room.

3.2.4. Hotel Needs

The following criteria relate to IETF Hotels.

o The IETF Hotel(s) are within close proximity to each other and the Facility.

o The guest rooms at the IETF Hotel(s) are sufficient in number to
   house 1/3 or more of projected meeting attendees.

o Overflow Hotels can be placed under contract, within convenient
   travel time to and from the Facility and at a variety of guest
   room rates.

o The Facility environs include budget hotels within convenient
   travel time, cost, and effort.

o The IETF Hotel(s) are accessible by people with disabilities.
   While we mandate wheelchair accessibility, other forms are
   important, and should be provided to the extent possible, based on
   anticipated needs of the community.

o At least one IETF Hotel or the Facility has a space for use as a
   lounge, conducive to planned and ad hoc meetings and chatting, as
   well as working online. There are tables with seating, convenient
   for small meetings with laptops. These can be at an open bar or
   casual restaurant. Preferably the lounge area is centrally
   located, permitting easy access to participants.

3.2.5. Food and Beverage

It is said that an army travels on its stomach. So too does the
IETF. The following criteria relate to food and beverage.

o The Facility environs, which includes both onsite, as well as
   areas within a reasonable walking distance or conveniently
   accessible by a short taxi ride or by local public transportation,
   have convenient and inexpensive choices for meals that can
   accommodate a wide range of dietary requirements.

o A range of attendee's health-related and religion-related dietary
   requirements can be satisfied with robust and flexible onsite
   service or through access to an adequate grocery.

o The Facility environs include grocery shopping that will
   accommodate a wide range of dietary requirements, within a
   reasonable walking distance, or conveniently accessible by a short
   taxi, bus, or subway ride, from the Facility and IETF Hotels.

3.3. Other Consideraitons

The following considerations are desirable, but not as important as
the preceding requirements, and thus should not be traded off for
them.

o We have something of a preference for an IETF meeting to be under
   "One Roof". That is, qualified meeting space and guest rooms are
   available in the same facility.

o It is desirable for overflow hotels provide reasonable, reliable,
   unfiltered Internet service for the public areas and guest rooms;
   this service is included in the cost of the room.

o It is desirable to enter into a multi-event contract with the
   Facility and IETF Hotels or associated hotel chains in case such a
   contract will either reduce administrative costs, reduce direct
   attendee costs, or both.

o Particularly when we are considering a city for the first time, it
   is desirable to have someone participate in the site visit who is
   familiar with both the locale and the IETF. Such a person can
   provide guidance regarding safety, location of local services, and
   understanding best ways to get to and from the Venue, and local
   customs, as well as identify how our requirements are met.

4. Documentation Requirements

The IETF Community works best when it is best informed. This memo
does not specify processes nor who has responsibility for fulfilling
our requirements for meetings. Nevertheless, both of these aspects
are important. Therefore, the IASA SHALL publicly document and keep
current both a list of roles and responsibilities relating to IETF
meetings, as well as the selection processes they use in order to
fulfill the requirements of the community.

5. IANA Considerations

This memo asks the IANA for no new parameters.

[The RFC-Editor may remove this section prior to publicaiton.]

6. Security Considerations

This note proposes no protocols, and therefore no new protocol
insecurities.

7. Privacy Considerations

Different places have different constraints on individual privacy.
The requirements in this memo are intended to provide for some
limited protections that attendees can apply. As meetings are
announced, IASA SHALL inform the IETF of any limitations to privacy
they have become aware of in their investigations. For example,

   participants would be informed of any regulatory authentication or
   logging requirements. This note reveals no personally identifying
   information apart from its authorship.

[8](#). Contributors

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   memo:

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   Additional contributions came from Jari Arkko, Scott Bradner, Alissa
   Cooper, Dave Crocker, Jordi Palet Martinez, Andrew Sullivan, and
   other participants in the mtgvenue working group. Those listed in
   this section or as contributors may or may not agree with the content
   of this memo.

[10](#). References

[10.1](#). Normative References

   [RFC2119] Bradner, S., "Key words for use in RFCs to Indicate
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10.2. Informative References

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              BCP 95, RFC 3935, DOI 10.17487/RFC3935, October 2004,
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   [RFC6771] Eggert, L. and G. Camarillo, "Considerations for Having a
              Successful "Bar BOF" Side Meeting", RFC 6771,
              DOI 10.17487/RFC6771, October 2012,
              <https://www.rfc-editor.org/info/rfc6771>.

Appendix A. Change Log

   [RFC Editor: Please remove this section prior to publication.]

   2016-01-12: Initial version

   2016-01-21: Update to reflect https://iaoc.ietf.org/documents/
      VenueSelectionCriteriaJan2016.pdf and
      https://iaoc.ietf.org/documents/VenueSelectionProcess11Jan16.pdf,
      accessed from https://iaoc.ietf.org/private/privatemeetings.html.

   2016-02-23: Reorganize and capture IAOC Meetings Committee
      discussions.

   2016-03-03: Final from Design Team.

   2016-03-17: First update incorporating mtgvenue@ietf.org comments

   2016-05-20 Updated in accordance with editing by Laura Nugent, Dave
      Crocker, Lou Berger, Fred Baker, and others.

   posting as working group draft August 2, 2016

Reorganized per Alissa Cooper outline Work in progress. In
   addition, contributors were re-organized to be authors.

2016-10-28 Editor changeover. Further alignment with guidance by
   Alissa Cooper, Andrew Sullivan and the mtgvenue working group.
   Many various changes.

2016-11-16 Extensive editorial, format and polishing pass. A few
   substance changes, including food section.

2016-11-30 Additions based on working group meeting and off-list
   discussions; more editorial and format hacking.

2016-12-24 Various clarifying bits to provide some glue between the
   high-level 'objectives' and the detailed criteria and roles, per
   suggestions fronm Lear. Editorial changes, per 12/27 response to
   Cooper. Refined uses of 'facility' and 'venue', per 12/4 response
   to Carpenter; also added Carpenter 'lounge' text. Moved community
   consultation to a separate criterion; removed 'acceptable to the
   IETF Community from the 2 entries that had it. Removed Post-
   Seroul Revisions and Text Carried Forward.

2016-12-24 Address comments made on list by Stephen Farrell
   <stephen.farrell@cs.tcd.ie>. Minor text change in Section 5.
   Replaced links in sections 5.3 and 5.5.

2017-03-12 Add openness comment as requested by Stephen Farrell.
   Add statement about 4071 as proposed by Brian and modified by
   Jari. Elaborated on what "unfiltered" means, based on discussion
   between Eliot and Stephen. Preface to Section 5 as discussed
   between Lou and Stephen. Slight editorial tweak to that by Eliot.
   IETF operates internationally, as proposed by Brian.

2017-04-18 Add new introductory text. Sharpen mandatory definition.
   Split first criteria into two, and reword them to be more
   actionable. Remove net cash positive requirement. Change many
   critera from Mandatory to Important. Remove consensus text.
   Modify chapeau. Add some normative MUSTs in Section 5, and
   restructure Section 5.5. A bunch of other stuff as well. Use
   diff.

2017-05-14 Happy Mother's Day. This version removes the tabular
   format of requirements, moves mandatory requirements up front,
   adds a desiderata section, adds a mandatory filtering requirement,
   consolidates introductory text, moves procedural requirements into
   Section 5, removes the definition of Headquarters Hotel, removes
   the MUST in late changes, and adds a desire for a local
   participant in site selection.

2017-09-12 These are last call edits. Big change is around Internet
   requirements. Also, address Andrew Sullivan comments, as well as
   SM comments. Brian Carpenter big scrub on IAOC to IASA.

2017-10-20 Final edits from WGLC based on Laura Nugent's review.
   Most are editorial for clarity. Also, remove large table and link
   to the live copy.

2018-01-10 Changes based on AD review.

2018-02-02 Changes based on genart review and IETF last call.

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