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IETF Plenary Meeting Venue Selection Process
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Abstract

The IAOC has responsibility for arranging IETF plenary meeting Venue selection and operation. This document details the IETF's Meeting Venue Selection Process from the perspective of its goals, criteria and thought processes. It points to additional process documents on the IAOC Web Site that go into further detail and are subject to change with experience.

Status of This Memo

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1. Introduction

The IAOC has responsibility for arranging IETF plenary meeting venue selection and operation. This document describes the IETF Meeting Venue Selection Process from the perspective of goals, criteria and thought processes. It describes the objectives and principles behind the Venue selection process. It also discusses the actual selection process to one level of detail, and points to working documents used in execution.

1.1. Background

Following IETF 94 and at IETF 95 there was a discussion on the IETF list of the selection process and criteria for IETF meetings. In response to that discussion, the IAOC and the IAOC Meetings Committee took it upon themselves to more publicly document its process and refine it, based on input from IETF Participants.

1.2. Requirements Language

Requirements called out in this document are identified by the degree of requirement. The labels that are used are:

Mandatory:
: If this requirement cannot be met, a location under consideration is unacceptable. We walk away.

Important:
: Does not qualify as Mandatory, but is still highly significant. It can be traded against other Important items, such that a Venue that meets more of these criteria is on the whole more preferable than another that meets less of these criteria. Requirements classed as Important can also be balanced across Venue selections for multiple meetings.

Desired:
: We would very much like to meet this requirement, but the failure to meet it will not disqualify a Venue.

While this document uses these terms and these meanings, it remains the responsibility of the IAOC to apply their best judgment. The

IAOC 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].

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 do 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 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

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

Where do 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 our 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 technologiy's development.[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" -- 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, IAOC, and IAD 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:
Because the IETF garners a significant portion of its revenue from IETF meeting fees, there is considerable incentive for decision-makers to prefer a Venue that will attract more attendees. It is

important to resist this temptation: a larger meeting in which key contributors could not make it is not a better meeting; neither is one with a lot of "tourists".

Tourism:
Variety in site-seeing experiences.

3. Venue Selection Criteria

A number of criteria are considered during the site selection process. The following list is not in any particular order, but includes the major considerations.

The selection of a Venue always requires trade-offs. There are no perfect venues. For example, a site might not have a single hotel that can accommodate a significant number of the attendees of a typical IETF. That doesn't disqualify it, but it might reduce its desirability in the presence of an alternative that does provide that single hotel.

Some evaluation criteria are subjective. For this reason, the IAOC and Meetings Committee will specifically review, and affirm to their satisfaction, that all "Mandatory" labeled criteria are satisfied by a particular Venue, as part of the process defined below in Section 5.

Three 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:
These contain meeting rooms and associated resources, and possibly also contain hotel rooms.

IETF Hotels:
One or more hotels, in close proximity to the Facility, where the IETF guest room allocations are negotiated and IETF SSIDs are in use.

Headquarters Hotel:
The hotel designated as primary for the IETF meeting. It include IETF SSIDs for networking, might be adjoining -- or even contain -- the meeting Facility -- and typically has the bulk of the hotel room allocations.

3.1. Venue City Criteria

These concern basic aspects of a candidate city:

Criteria	Required
Consultation with the IETF Community has not produced concerns sufficient to disqualify the Venue.	"Mandatory "
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.	"Mandatory "
The Venue is assessed as favorable for obtaining a host and sponsors. That is, the Meeting is in a location and at a price that it is possible and probable to find a host and sponsors.	"Mandatory "
It is possible to enter into a multi-event contract with the Venue to optimize meeting and attendee benefits, i.e., reduce administrative costs and reduce direct attendee costs, will be considered a positive factor. Such a contract can be considered after at least one IETF meeting has been held at the Venue.	"Desired"
Travel barriers to entry, e.g., visa requirements that can limit participation, are acceptable.	"Mandatory "
Economic, safety, and health risks associated with this Venue are acceptable.	"Mandatory "
Available travel issue assessments -- such as <https ://travel.state.gov/content/passports/en/country.htm l> -- have been pointed out the IETF community. [[Editor’s Note: This mostly concerns assessing the problems getting visa’s and making the assessment 3 years in advance. What can we do that is meaningful? Also, are there better citations to include? /d]]	"Mandatory "

3.2. Basic Venue Criteria

The IETF operates internationally and adjusts to local requirements. Facilities selected for IETF Meetings conform with local health, safety and accessibility laws and regulations. A useful discussion of related considerations in evaluating this criterion is at: <http://www.sigaccess.org/welcome-to-sigaccess/resources/accessible-conference-guide/>

*** Editor's Note ***
In the spirit of the 'international' focus, we need a comprehensive document that is similar to the one cited, but without a national focus. The current reference is US-specific. /d

In addition:

Criteria	Required
The Facility is adequate in size and layout to accommodate the meeting and foster participant interaction.	"Mandatory"
The cost of guest rooms, meeting space, meeting food and beverage is affordable, within the norms of business travel.	"Mandatory"
The economics of the Venue allow the meeting to be net cash positive.	"Mandatory"
The Facility permits holding an IETF meeting under "One Roof". That is, qualified meeting space and guest rooms are available in the same facility.	"Desired"
The Facility permits easy wheelchair access.	"Mandatory"
The Facility is accessible by people with disabilities.	"Important"

3.3. Technical Services and Operations Criteria

Criteria	Required
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.	"Mandatory"
The Facility directly provides, or permits and facilitates, the delivery of a high performance, robust, unfiltered and unmodified IETF Network.	"Mandatory"
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.	"Mandatory"
The 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.	"Desired"

3.4. Lodging Criteria

Criteria	Required
The IETF Hotel(s) are within close proximity to each other and the Facility.	"Mandatory"
The guest rooms at the IETF Hotel(s) are sufficient in number to house 1/3 or more of projected meeting attendees.	"Mandatory"
Overflow Hotels can be placed under contract, within convenient travel time of the Facility and at a variety of guest room rates.	"Mandatory"
The Venue environs include budget hotels within convenient travel time, cost, and effort.	"Mandatory"
The IETF Hotel(s) permit easy wheelchair access.	"Mandatory"
The IETF Hotel(s) are accessible by people with disabilities.	"Important"
The IETF Headquarters Hotel has a space for use as a lounge, conducive to planned and accidental meetings and chatting, as well as working online. There are tables with seating, convenient for small meetings with laptops. The can be at an open bar or casual restaurant. Preferably the lounge area is on the path between the meeting rooms and the hotel entrance, and is available all day and night.	"Important"

3.5. Food and Beverage Criteria

Criteria	Required
The Venue environs, which includes both onsite, as well as areas within a reasonable walking distance or conveniently accessible by a short taxi, bus, or subway ride, have convenient and inexpensive choices for meals that can accommodate a wide range of dietary requirements.	"Mandatory"
The Venue 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.	"Important"
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.	"Mandatory"

4. Venue Selection Roles

The formal structure of IETF administrative support functions is documented in BCP 101 [RFC4071], [RFC4371], [RFC7691]. The reader is expected to be familiar with the entities and roles defined by that document, in particular for the IASA, ISOC, IAOC and IAD. This section covers the meeting selection related roles of these and other parties that participate in the process. Note that roles beyond meeting selection, e.g., actually running and reporting on meetings, are outside the scope of this document.

4.1. IETF Participants

While perhaps obvious, it is important to note that IETF meetings serve all those who contribute to the work of the IETF. This includes those who attend meetings in person, from newcomer to frequent attendee, to those who participate remotely, as well as those who do not attend but contribute to new RFCs. Potential new contributors are also considered in the process.

Participants have a responsibility to express their views about venues early and often, by responding to surveys or other solicitations from the IAD or IAOC, and by initiating fresh input as the Participant becomes aware of changes in venues that have been reviews. This permits those responsible for venue selection to be

made aware of concerns relating to particular locations well in advance of having entered into contract discussions.

IETF consensus, with respect to this meeting Venue selection process is judged via standard IETF process and not by any other means, e.g., surveys. Surveys are used to gather information related to meeting venues, but not to measure consensus or to be reported as consensus.

4.2. IESG and IETF Chair

The Internet Engineering Steering Group (IESG) comprises the IETF Area Directors and the IETF Chair. Along with the IAB, the IESG is responsible for the management of the IETF, and is the standards approval board for the IETF, as described in BCP9 [RFC2026]. This means that the IESG sets high level policies related to, among other things, meeting venues. The IETF Chair, among other things, relays these IESG-determined policies to the IAOC. The IETF Chair is also a member of the IAOC.

4.3. The Internet Society

With respect to IETF meetings, the Internet Society (ISOC):

- Executes all Venue contracts on behalf of the IETF at the request of the IAOC
- Solicits meeting sponsorships
- Collects all meeting-related revenues, including registration fees, sponsorships, hotel commissions, and other miscellaneous revenues

ISOC also provides accounting services, such as invoicing and monthly financial statements.

4.4. IETF Administrative Oversight Committee

The IETF Administrative Oversight Committee (IAOC) has the responsibility to oversee and select IETF meeting venues. It instructs the IAD to work with the Internet Society to write the relevant contracts. It approves the IETF meetings calendar. In cooperation with the IAD, the IAOC takes necessary actions to ensure that it is aware of participant concerns about particular venues as early in the process as is feasible.

4.5. IETF Administrative Support Activity

The IETF Administrative Support Activity (IASA) supports the meeting selection process. This includes identifying, qualifying and reporting on potential meeting sites, as well as supporting meeting Venue contract negotiation. The IETF Secretariat is part of the IASA under the management of the IAD. The IAD takes appropriate actions to solicit community input regarding both retrospective and prospective feedback from participants.

4.6. IETF Administrative Director

The IETF Administrative Director (IAD) coordinates and supports the activities of the IETF Secretariat, the IAOC Meetings Committee and the IAOC to ensure the timely execution of the meeting process. This includes participating in the IAOC Meeting Subcommittee and ensuring its efforts are documented, leading Venue contract negotiation, and coordinating contract execution with ISOC. The meetings budget is managed by the IAD.

4.7. IAOC Meeting Committee

The fundamental purpose of the Meetings Committee is to participate in the Venue selection process, and to formulate recommendations to the IAOC regarding meeting sites. It also tracks the meetings sponsorship program, recommends extraordinary meeting-related expenses, and recommends the IETF meetings calendar to the IAOC. The charter of the committee is at: <https://iaoc.ietf.org/committees.html#meetings>.

Membership in the Meetings Committee is at the discretion of the IAOC; it includes an IAOC appointed chair, the IETF Administrative Director (IAD), IAOC members, representatives from the Secretariat, and interested members of the community.

5. Venue Selection Steps

The following is a guideline sequence states the current practice as it should be today for identifying and contracting a Venue. Such guidelines will likely need to evolve over time. The IAOC may change these guidelines when needed by publishing updated guidelines and following the normal IETF consensus process.

5.1. Identification

Four years out, a process identifies cities that might be candidates for meetings:

a. The IAOC selects regions and dates for meetings.

b. A list of target cities per region is provided to the Secretariat, with host preferences, if known.

c. Potential venues in preferred cities are identified and receive preliminary investigation, including reviews of Official Advisory Sources, consultation with specialty travel services, frequent travelers and local contacts to identify possible barriers to holding a successful meeting in the target cities.

d. Investigated cities and findings are provided by the Secretariat to the Meetings Committee for further review. Meetings Committee makes a recommendation to the IAOC of investigated/target cities to consider further as well as issues identified and the results of research conducted.

5.2. Consultation

Preliminary question:

a. The IAOC asks the community whether there are any barriers to holding a successful meeting in any of the target cities in the set.

b. Community responses are reviewed and concerns investigated by the Meetings Committee. The results together with recommendations for whether each city should be considered as a potential meeting location is provided to the IAOC.

c. The IAOC identifies which cities are to be considered as a potential meeting location.

d. On a public web page, the IAOC lists all candidate cities, when community input was solicited, and if a city is to be considered as a potential meeting location.

e. The Meetings Committee pursues potential meeting locations based on the posted list of cities that have been identified as a potential meeting locations.

5.3. Qualification

Visit:

a. Secretariat assesses "vetted" target cities to determine availability and conformance to criteria.

b. Meetings Committee approves potential cities for site qualification visit.

c. Site qualification visits are arranged by Secretariat and preliminary negotiations are undertaken with selected potential sites.

d. Site qualification visit is conducted using the checklist along the lines of what is included in Appendix A; the site visit team prepares a site report and discusses it with the Meetings Committee.

5.4. Negotiation

2.75 - 3 years out, initiate contract negotiations:

a. The Meetings Committee reviews the Venue options based on Venue selection criteria and recommends a Venue to the IAOC. Only options that meet all Mandatory labeled criteria might be recommended.

b. IAOC selects a Venue for contracting as well as a back-up contracting Venue, if available.

c. Secretariat negotiates with selected Venue. IAD reviews contract and requests IAOC and ISOC approval of contract and authority for Secretariat to execute contract on ISOC’s behalf.

d. Contracts are executed.

5.5. Final Check

˜3 Months prior to the Meeting, the site is checked for continued availability and conformance to expectations.

a. Secretariat reviews current status of the contracted meeting location to confirm there is no change in the location status and to identify possible new barriers to holding a successful meeting in the contracted city and provides findings to the IAOC.

b. IAOC considers the information provided and evaluates the risk - if significant risk is identified, the Contingency Planning Flow Chart (see Appendix B) is followed, if current risk is not significant, the situation is monitored through the meeting to ensure there is no significant change.

6. IANA Considerations

This memo asks the IANA for no new parameters.

7. Security Considerations

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

8. Privacy Considerations

This note reveals no personally identifying information apart from its authorship.

9. Acknowledgements

This document was originally assembled and edited by Fred Baker. Additional commentary came from Jari Arkko, Scott Bradner, Alissa Cooper, Eliot Lear, and other participants in the MtgVenue working group.

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10.1. Normative References

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10.2. Informative References

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Appendix A. Site Qualification Visit Checklist

This section is based on the PreQualification RFP, dated January 23, 2016, which is available at <https://iaoc.ietf.org/meetings-committee/venue-selection.html>. The contents of the link may be changed as needed.

Prequalification Specification

Meeting Dates:	_____	Contact:	_____
City:	_____	Phone:	_____
Venue Considered:	_____	Email:	_____

Meeting Space Requirements:

Purpose	Space Required / Set	sf/sm	Room Assigned	Daily Rate + (set-up rate)	Days + (set-up)	Total Price
Registration / Breaks**	1200 / custom	13,500 / 1254	Reg areas or foyers		6 + (1)	
NOC	25 / conf	1200 / 111			8 + (5)	
Terminal Room	75 / class	1350 / 125			7 + (1)	
Storage		350 /			6 + (4)	

(if Reg < 1000sf)		33				
Plenary *	900 / theatre	8500 / 790			2	
Breakout 1	80 / theatre	800 / 74			6	
Breakout 2	100 / theatre	1000 / 93			6	
Breakout 3	100 / theatre	1000 / 93			6	
Breakout 4	150 / theatre	1400 / 130			6	
Breakout 5	150 / theatre	1400 / 130			7	
Breakout 6	200 / theatre	1900 / 177			7	
Breakout 7	250 / theatre	2400 / 223			6	
Breakout 8	300 / theatre	2800 / 260			6	
Office 1 Registration	10 / conf	1000 / 93			6 + (4)	
Mtg Rm 1 (IAB)	8 / conf	350 / 33			6	
Mtg Rm 2 (ISOC1)	20 / conf	900 / 84			6	

Mtg Rm 3 (ISOC2)	20 / conf	900 / 84		6		
Mtg Rm 4 (IAOC / IAD)	15 / conf	650 / 60		6		
Mtg Rm 5 (NC)	15 / conf	650 / 60		6		
Mtg Rm 6 (NC IV)	Nov 5 / conf	150 / 14		6		
Mtg Rm 7 (40U)	40 / u -shape	1550 / 144		7		
Mtg Rm 8 (20U)	20 / u -shape	950 / 88		6		
Mtg Rm 9 (IESG)	16 / conf	800 / 74		6		
I: Postel Rec (WedPM)	40 / rec	400 / 37		1		
I: AC (Fri PM)	70 / custom	1700 / 158		1		
I: BoT (Sat / Sun)	70 / custom	1700 / 158	Same as AC	2		
I: Bot Lunch (Sat / Sun)	40 / banquet	550 / 51		2		
I: Brfg Panel (Tue lunch)	150 / theatre	1400 / 130	Same as BO4	1		
I: Rec / Dinner (Fri)	50 / rec / ban	700 / 65		1		
I: Fellows Dinner	70 / rec / ban	900 / 84		1		

Lounge	50 / lounge	600 / 56			5	
Companion Rec	20 / rec	200 / 19			1	
Newcomers Rec	300 / rec	2500 / 232			1	
Welcome Rec	800 / rec	6400 / 595			1	
Hackathon	200 / class	3000 / 279			2 + (1)	
Bits n Bytes	700 / rec	7000 / 650			2	

* Breakouts 6 +7+8 (or some combination thereof) to be used as the Plenary as Plenary and Breakouts do not run simultaneously

** Additional space required, not included in total meeting space

Note: Prices quoted are those that will apply on the dates of the event and include all tax, services and fees

Accomodation:

Day/Date	Total Rooms Required	Desired Rooms at Primary Hotel	Primary Hotel Availability	Rate* Primary Hotel	Desired Rooms at Overflow Hotels	Overflow Hotel Availability	Rate * Overflow Hotel
Total room nights	5,250 (780 peak)	4,245 (600 peak)			1,005 (180 peak)		
Monday	5	5			0		

Tuesday	15	15			0		
Wednesday	25	25			0		
Thursday	50	50			0		
Friday	185	150			35		
Saturday	500	400			100		
Sunday	770	600			170		
Monday	780	600			180		
Tuesday	780	600			180		
Wednesday	750	600			150		
Thursday	700	600			100		
Friday	370	300			70		
Saturday	220	200			20		
Sunday	100	100			0		

- Guest-room Internet, breakfast, 10% commission, all tax, service and fees are incorporated into the lodging rate.
- Guest-room rates quoted are those that will apply on the dates of the event.
- Attendees will book individually.

Food and Beverage:

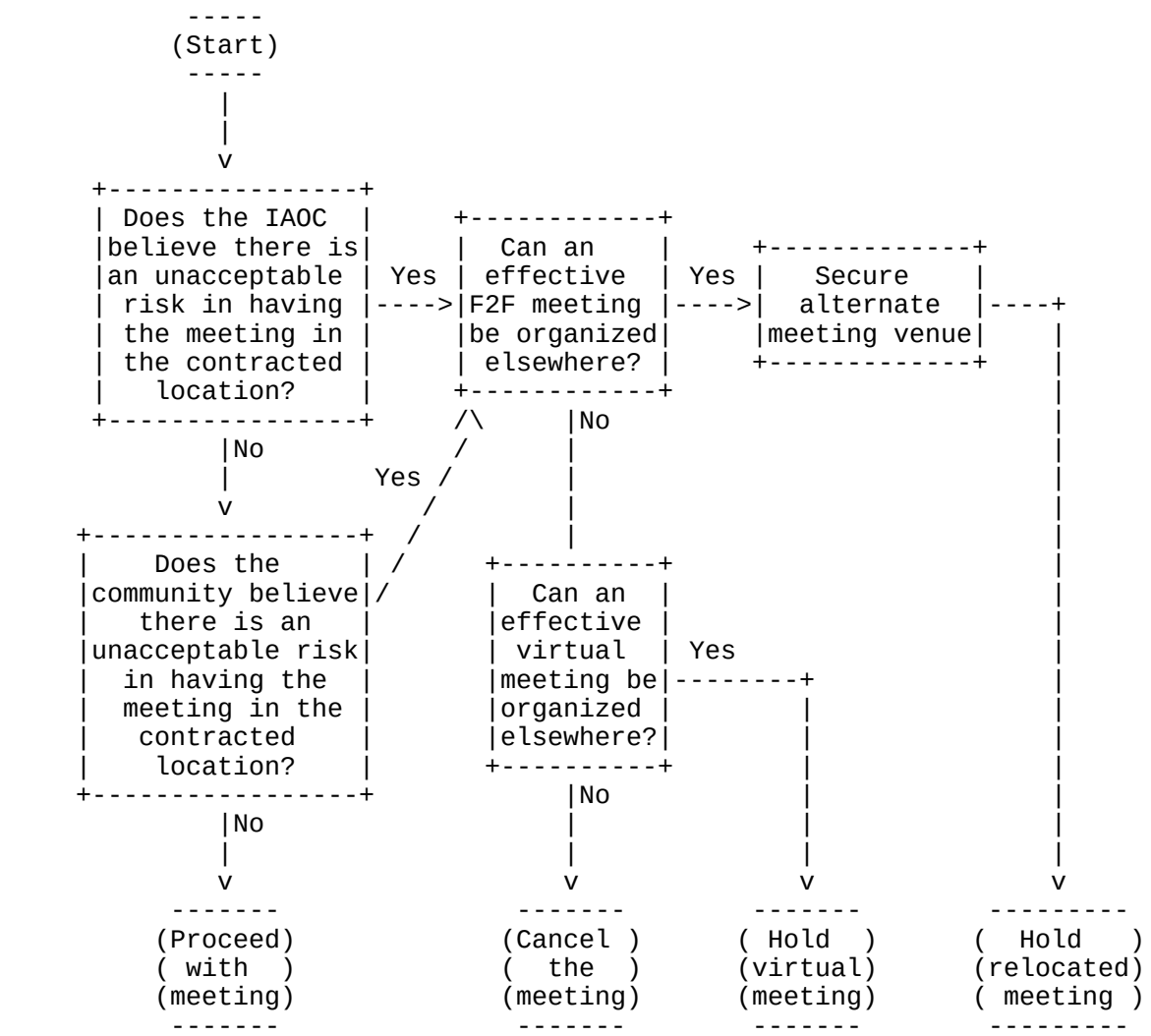
Purpose	When	Service
Meet and Greet	Sunday afternoon (250 - 350 people)	Cold appetizers, beer and wine
Welcome Reception	Sunday evening (600 - 800 people)	Appetizers and cocktails (no-host bar)
Companion Reception	Sunday afternoon (20 - 30 people)	Appetizers / non-alcoholic beverages
AM Breaks	Daily beginning Monday (1,000+ people)	Continental breakfast
PM Breaks	Daily beginning Monday (1,000+ people)	Light snack with beverages
Breakfast	Daily (15 to 60 people)	Continental or hot buffet
Lunch	Daily (15 to 70 people)	Box or buffet
Dinner	Friday and/or Sunday evening (50 people)	Bar and hot buffet
Bits n Bytes (reception)	Thursday evening (700+ people)	Appetizers and cocktails

Technology:

Item	Question	Response
Outside connection	Can we bring in our own external circuit?	_____
Infrastructure	Can we use your cabling infrastructure to build a dedicated network, including installation of network equipment in data closets and phone rooms?	_____
Access	Is it possible to have 24-hour access to data closets and phone rooms to support the network?	_____
Wireless	Is it possible to deploy a wireless network?	_____
Venue network	Would you be willing to disable your wireless network in the meeting and public spaces?	_____
Infrastructure	Do all proposed meeting rooms have at least one available Category 5 twisted pair connection?	_____

Appendix B. Contingency Planning Flow Chart

This section is based on the Contingency Planning Flow Chart which is available at <https://iaoc.ietf.org/meetings-committee/venue-selection.html>. The contents of the link may changed as needed.



Appendix C. Change Log

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.

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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 with Appendix A and Appendix B

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.

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May 11, 2018

IETF Plenary Meeting Venue Selection Process
draft-ietf-mtgvenue-iaoc-venue-selection-process-15

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 November 12, 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", "NOT RECOMMENDED", "MAY", and "OPTIONAL" in this document are to be interpreted as described in BCP 14 [RFC2119][RFC8174] when, and only when, they appear in all capitals, as shown here.

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. Widespread participation contributes to the diversity of perspectives represented in the working sessions

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. Our regional location policy is articulated in [I-D.ietf-mtgvenue-meeting-policy].

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.

- 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.

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

- 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

- 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.

- 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.

- 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.

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

- The selection of the venue comports with [I-D.ietf-mtgvenue-meeting-policy].

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:

- 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).

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

- 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.

- 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.

- 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.

- The IETF Hotel(s) are within close proximity to each other and the Facility.
- The guest rooms at the IETF Hotel(s) are sufficient in number to house 1/3 or more of projected meeting attendees.
- Overflow Hotels can be placed under contract, within convenient travel time to and from the Facility and at a variety of guest room rates.
- The Facility environs include budget hotels within convenient travel time, cost, and effort.
- 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.
- 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.

- 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.
- 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.
- 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.

- 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.

- 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.

- 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.

- 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 well 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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9. Acknowledgements

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

[I-D.ietf-mtgvenue-meeting-policy]
Krishnan, S., "High level guidance for the meeting policy of the IETF", draft-ietf-mtgvenue-meeting-policy-04 (work in progress), February 2018.

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10.2. Informative References

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Appendix A. Change Log

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

2016-01-12: Initial version

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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.

2018-05-07 Several versions of changes. Based on reorg of meetings committee, Section 4 and 5 moved out. Also, final LC comments addressed. In particular: no smoking added. Reference to RFC8174 added. Reference to meeting policy doc added.

2018-05-11 Remove no smoking.

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High level guidance for the meeting policy of the IETF
draft-ietf-mtgvenue-meeting-policy-00

Abstract

This document describes a proposed meeting policy for the IETF and the various stakeholders for realizing such a policy.

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 http://datatracker.ietf.org/drafts/current/.

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This Internet-Draft will expire on September 10, 2017.

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1. Introduction

The work of the IETF is primarily conducted on the working group mailing lists, while face-to-face WG meetings mainly provide a high bandwidth mechanism for working out unresolved issues. The IETF currently strives to have a 1-1-1-* meeting policy [IETFMEET] where the goal is to distribute the meetings equally between North America, Europe, and Asia that are the locations most of the IETF participants have come from in the recent past. This meeting rotation is mainly aimed at distributing the travel pain for the existing IETF participants who physically attend meetings and for distributing the timezone pain for those who participate remotely. This policy has neither been defined precisely nor documented in an IETF consensus document. The goal of this document is to provide an initial definition of the policy, and eventually to get a consensus-backed version published as a BCP.

2. The 1-1-1-* meeting policy

Given that the majority of the current participants come from North America, Europe, and Asia [CONT-DIST], the IETF policy is that our meetings should primarily be in those regions. i.e., the meeting policy (let's call this the "1-1-1" policy) is that meetings should rotate between North America, Europe, and Asia. It is important to note that such rotation and any effects to distributing travel pain should be considered from a long-term perspective. While the typical cycle in an IETF year may be a meeting in North America in March, a meeting in Europe in July, and a meeting in Asia on November, the 1-1-1 policy does not mandate such a cycle, as long as the distribution to these regions over multiple years is roughy equal. There are many reasons why meetings might be distributed differently in a given year, and that is fine as long as the distribution in subsequent years balances out the disruptions.

BACKGROUND NOTE:The IETF recognizes that we have not always been successful in following this policy over the past few years. In fact, at the time of writing, going back 6 years the meeting locations resemble more the previous 3-2-1 policy (9 Americas, 6 Europe and 3 Asia). This is attributable to two reasons:

- we plan meetings 3 years ahead (meaning meetings for 3 of the 6 years had already been planned when the new policy was set)
- there were some logistical issues (venue availability, cost etc.).

While this meeting rotation caters to the current set of IETF participants, we need to recognize that due to the dynamic and evolving nature of participation, there may be significant changes to the regions that provide a major share of participants in the future. The 1-1-1-* meeting policy is a slightly modified version of the aforementioned 1-1-1 meeting policy that allows for additional flexibility in the form of an exploratory meeting denoted as a "*". This exploratory meeting can be used to experiment with exceptional meetings without extensively impacting the regular meetings. e.g. these exploratory meetings can include meetings in other geographical regions, virtual meetings and additional meetings past the three regular meetings in a calendar year.

The exploratory meeting proposals will be initiated based on community consent. After such a proposal is initiated the IESG will make a decision in consultation with the IAOC [RFC4071] to ensure that the proposal can be realistically implemented. The final decision will be communicated back to the community to ensure that there is adequate opportunity to comment.

NOTE: There have not been many such exploratory meetings in the past (with IETF95 in Buenos Aires and IETF47 in Adelaide being the exceptional instances). How often we intend to do such meetings in the future should also be an open topic for discussion within the community.

3. Implementation of the policy

Once this meeting policy has been agreed upon, the policy will be provided to the IAOC as high level guidance. Similarly, any exploratory meeting decisions will also be communicated to the IAOC to be implemented. The actual selection of the venue would be performed by the IAOC following the process described in [I-D.ietf-mtgvenue-iaoc-venue-selection-process].

The IAOC will also be responsible

- o to assist the community in the development of detailed meeting criteria that are feasible and implementable, and

- o to provide sufficient transparency in a timely manner concerning planned meetings so that community feedback can be collected and acted upon.

4. Re-evaluation and changes to this policy

Given the dynamic nature of participant distribution in the IETF, it is expected that this policy needs to be periodically evaluated and revised to ensure that the stated goals continue to be met. The criteria that are to be met to initiate a revision need to be agreed upon by the community prior to the publication of this document. (e.g. try to mirror draft author distribution over the preceding five years).

5. Open items

There has been some discussion on whether attracting new particpants is one of the stated goals of this policy. At this point the general consensus seems to be that meeting in new regions has not had a statistically significant increase in continued participation. The WG should discuss whether to mention this as a goal or not.

This draft uses the terms North America, Europe and Asia without a precise definition of the geographical regions. This might lead to some ambiguities. Is this ambiguity something that is desirable or not? Or should we redefine the regions based on other criteria such as the distribution of RIRs (e.g. ARIN/RIPE/APNIC/LACNIC/AfriNIC), the UN statistical department’s classification of macro geographical regions?

Do we need to predefine success criteria for the exploratory meetings? One of the ways we can do this is to link the success criteria to the reasoning behind holding an exploratory meeting. It is expected that the proponents of such meetings will be able to come up with the success criteria.

6. Acknowledgments

The author would like to thank Jari Arkko, Alia Atlas, Fred Baker, Brian Carpenter, Alissa Cooper, Dave Crocker, Spencer Dawkins, Stephen Farrell, Tobias Gondrom, Eric Gray, Bob Hinden, Ole Jacobsen, Olaf Kolkman, Eliot Lear, Andrew Malis, Yoav Nir, Ray Pelletier, and Melinda Shore for their ideas and comments to improve this document.

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High level guidance for the meeting policy of the IETF
draft-ietf-mtgvenue-meeting-policy-06

Abstract

This document describes a meeting location policy for the IETF and the various stakeholders for realizing such a policy.

Status of This Memo

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

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This Internet-Draft will expire on November 15, 2018.

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1. Introduction

The work of the IETF is primarily conducted on the working group mailing lists, while face-to-face WG meetings mainly provide a high bandwidth mechanism for working out unresolved issues. The IETF currently strives to have a 1-1-1-* meeting policy [IETFMEET] where the goal is to distribute the meetings equally between North America, Europe, and Asia. These are the locations most of the IETF participants have come from in the recent past. This meeting rotation is mainly aimed at distributing the travel effort for the existing IETF participants who physically attend meetings and for distributing the timezone difficulty for those who participate remotely. This policy has neither been defined precisely nor documented in an IETF consensus document until now. This document is meant to serve as a consensus-backed statement of this policy published as a BCP.

2. The 1-1-1-* meeting policy

Given that the majority of the current participants come from North America, Europe, and Asia [CONT-DIST], the IETF policy is that our meetings should primarily be in those regions. i.e., the meeting policy (let's call this the "1-1-1" policy) is that meetings should rotate between North America, Europe, and Asia. Please note that the boundaries between those regions has been purposefully left undefined. It is important to note that such rotation and any effects to distributing travel pain should be considered from a long-term perspective. While a potential cycle in an IETF year may be a meeting in North America in March, a meeting in Europe in July, and a meeting in Asia on November, the 1-1-1 policy does not imply such a cycle, as long as the distribution to these regions over multiple years is roughly equal. There are many reasons why meetings might be distributed differently in a given year. Meeting locations in subsequent years should seek to re-balance the distribution if possible.

BACKGROUND NOTE: The IETF recognizes that we have not achieved a 1-1-1 distribution over the past few years. At the time of writing, going back 6 years the meeting locations resemble more the previous 3-2-1 policy (9 Americas, 6 Europe and 3 Asia). This is attributable to two reasons:

- We plan meetings 3 years ahead (meaning meetings for 3 of the 6 years had already been planned when the new policy was set)
- There were some logistical issues (venue availability, cost etc.).

While this meeting rotation caters to the current set of IETF participants, we need to recognize that due to the dynamic and evolving nature of participation, there may be significant changes to the regions that provide a major share of participants in the future. The 1-1-1-* meeting policy is a slightly modified version of the aforementioned 1-1-1 meeting policy that allows for additional flexibility in the form of an exploratory meeting denoted as a "*". This exploratory meeting can be used to experiment with exceptional meetings without extensively impacting the regular meetings. e.g. these exploratory meetings can include meetings in other geographical regions, virtual meetings and additional meetings past the three regular meetings in a calendar year.

The exploratory meeting proposals will be initiated based on community consent. After such a proposal is initiated the IESG will make a decision in consultation with the Internet Administrative Support Activity (IASA) to ensure that the proposal can be realistically implemented. The final decision will be communicated back to the community to ensure that there is adequate opportunity to comment.

NOTE: There have not been a large number of such exploratory meetings under the current 1-1-1-* policy (with IETF95 in Buenos Aires and IETF47 in Adelaide being the exceptional instances). IETF27 (Amsterdam) and IETF54(Yokohama) were earlier examples of exploratory meetings that pioneered Europe and Asia as regular IETF destinations. The timing and frequency of future exploratory meetings will be based on IETF consensus as determined by the IETF chair.

3. Implementation of the policy

IASA should understand the policy written in this document to be the aspiration of the IETF community. Similarly, any exploratory meeting decisions will also be communicated to the IASA to be implemented. The actual selection of the venue would be performed by the IASA following the process described in [I-D.ietf-mtgvenue-iaoc-venue-selection-process].

As mentioned in [I-D.ietf-mtgvenue-iaoc-venue-selection-process], the IASA will also be responsible

- to assist the community in the development of detailed meeting criteria that are feasible and implementable, and
- to provide sufficient transparency in a timely manner concerning planned meetings so that community feedback can be collected and acted upon.

Given that the geographical location of the venue has a significant influence on the venue selection process, it needs to be considered at the same level as the other Important Criteria specified in Section 3.2 of [I-D.ietf-mtgvenue-iaoc-venue-selection-process] (including potentially trading off the geographical region to meet other criteria, and notifying the community if the geographical region requirement cannot be met)

4. Re-evaluation and changes to this policy

Given the dynamic nature of participant distribution in the IETF, it is expected that this policy needs to be periodically evaluated and revised to ensure that the stated goals continue to be met. The criteria that are to be met need to be agreed upon by the community prior to initiating a revision of this document (e.g. try to mirror draft author distribution over the preceding five years).

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