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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

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

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1. Introduction

[[ED: The issue tracker for this document can be found at
[https://github.com/eleart/mtgvenue/issues/.](https://github.com/eleart/mtgvenue/issues/)]]

The IAOC has responsibility for arranging IETF plenary meeting venue selection and operation. The purpose of this document is to guide the IAOC in their selection of regions, cities, and facilities, and hotels. The IAOC 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 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]. As always, the community is encouraged to provide direct feedback to the NOMCOM, IESG, and IAB regarding the discharge of the IAOC's performance.

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:

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 allocations are negotiated and IETF SSIDs are in use.

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 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

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" -- 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:

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 IAOC MUST NOT enter into a contract. Should the IAOC 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 be assessed to be able to provide sufficient space in an appropriate layout to accommodate the expected number of people 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 The venue MUST provide unfiltered access to the Internet, to the extent permitted by governing laws and regulations.

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 more preferable than another that meets less 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 IAOC MUST notify the community at the time the venue is booked. Furthermore, the IAOC is requested to assist those who, as a result, may be 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 and at a price that it is possible and probable to find a host and sponsors.
- o Travel barriers to entry, including visa requirements, are unlikely to impede attendance by an overwhelming majority of participants.
- 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 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:

- 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').
- 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 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.

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 Facility directly provides, or permits and facilitates, the delivery of a high performance, robust, unfiltered and unmodified IETF Network.
- 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 of the Facility and at a variety of guest room rates.
- o The Venue 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 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 on the path between the meeting rooms and the hotel entrance, and is available all day and night.

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 Venue 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 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.
- 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.

3.3. Other Considerations

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 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 Facility.

Particularly when we are considering a city for the first time, it is desirable to have someone who is familiar with both the locale and the IETF participate in the site selection process. 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. 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.

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):

- o Executes all Venue contracts on behalf of the IETF at the request of the IAOC
- o Solicits meeting sponsorships
- o 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 sequence is used by the IAOC to select venues. Unless otherwise stated below, the IAOC may evolve these steps over time without updating this document.

5.1. Identification

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

- a. The IAOC selects regions, cities, 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

The IAOC MUST consult the community about potential new venues prior to them being booked. The timing and means by which it does so may vary over time, but MUST include references to any notable travel

risks. The consultation may overlap with the previous step (identification).

For example:

- 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 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.
- e. The venue is announced. At this time, the announcement MUST include any notable travel risks or references thereto.

5.5. Late Changes

If at any time after a contract is signed the IAOC learns where a Venue's circumstances have significantly changed, such that the Important or Mandatory criteria can no longer be met, the IAOC MUST reconsider the selection. A description of how reconsideration currently takes place is found in Appendix B. The IAOC will gauge the cost of making a change against the ability of the IETF to conclude a successful meeting, and make a final determination based on their best judgment. When there is enough time to do so, the IAOC is expected to consult the community about changes.

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, and other participants in the MtgVenue working group.

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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 (if Reg < 1000sf)		350 / 33			6 + (4)	
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 R egistration	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 / b anquet	550 / 51			2	
I: Brfg Panel (Tue lunch)	150 / theatr e	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

Accommodation:

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		

Frida y	185	150			35		
Satur day	500	400			100		
Sunda y	770	600			170		
Monda y	780	600			180		
Tuesd ay	780	600			180		
Wedne sday	750	600			150		
Thurs day	700	600			100		
Frida y	370	300			70		
Satur day	220	200			20		
Sunda y	100	100			0		

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

Food and Beverage:

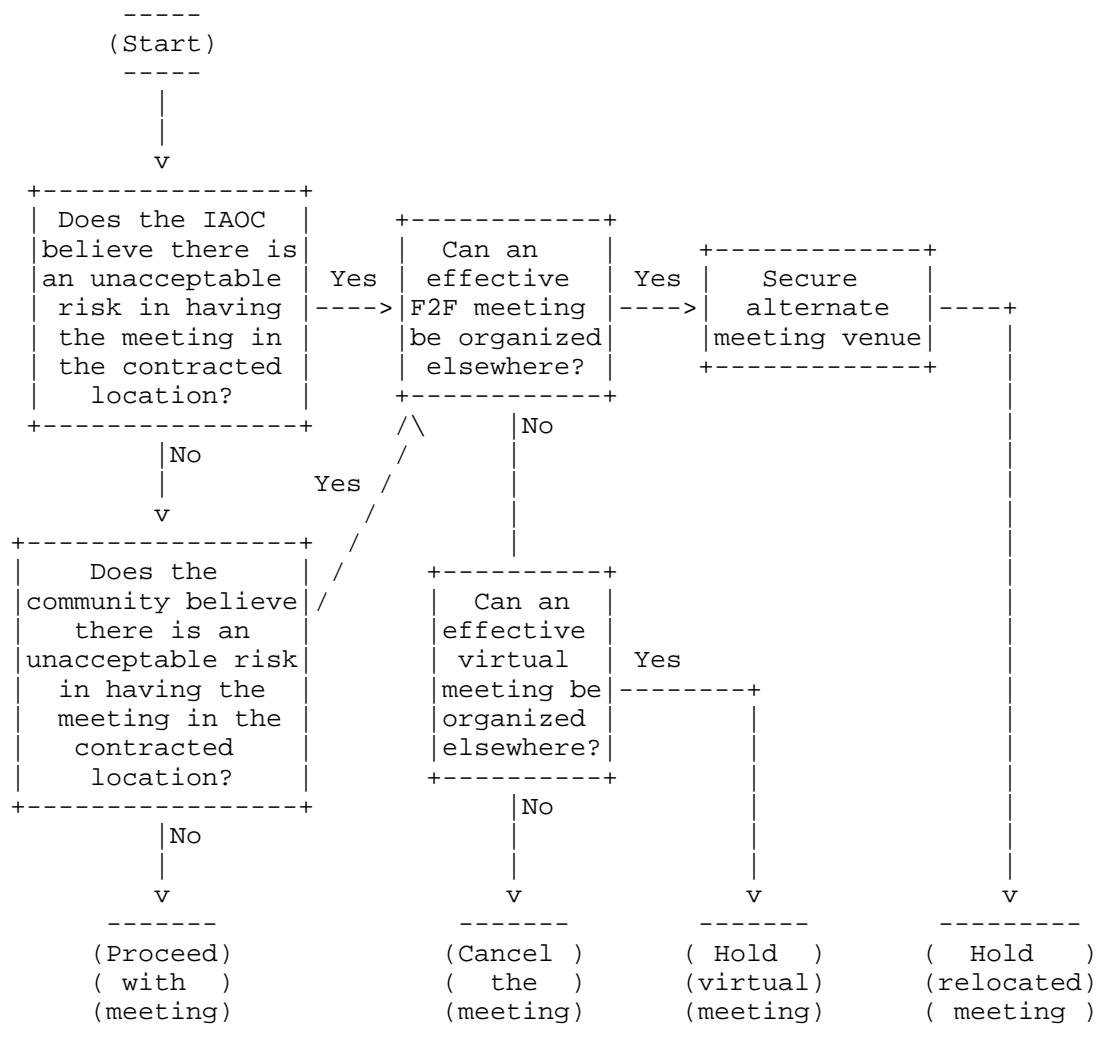
Purpose	When	Service
Meet and Greet	Sunday afternoon (250 - 350 people)	Cold appetizers, beer and wine
Welcome Reception	Sunday evening (600 - 800 people)	Appetizers and cocktails (no-host bar)
Companion Reception	Sunday afternoon (20 - 30 people)	Appetizers / non-alcoholic beverages
AM Breaks	Daily 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.
- 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 fromm 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 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.
- 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.

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IETF Plenary Meeting Venue Selection Process
draft-ietf-mtgvenue-iaoc-venue-selection-process-16

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 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/>.

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This Internet-Draft will expire on December 16, 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, ethnicity, 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 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.

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, 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.[RFC6771]

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.
- o 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:

- 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, and that this service be 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

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 to provide reasonable, reliable, unfiltered Internet service for the public areas and guest rooms, and that this service be 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 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. 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.

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-06 (work in progress), May 2018.
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- [RFC4071] Austein, R., Ed. and B. Wijnen, Ed., "Structure of the IETF Administrative Support Activity (IASA)", BCP 101, RFC 4071, DOI 10.17487/RFC4071, April 2005, <<http://www.rfc-editor.org/info/rfc4071>>.
- [RFC8174] Leiba, B., "Ambiguity of Uppercase vs Lowercase in RFC 2119 Key Words", BCP 14, RFC 8174, DOI 10.17487/RFC8174, May 2017, <<https://www.rfc-editor.org/info/rfc8174>>.

10.2. Informative References

- [RFC3935] Alvestrand, H., "A Mission Statement for the IETF", BCP 95, RFC 3935, DOI 10.17487/RFC3935, October 2004, <<https://www.rfc-editor.org/info/rfc3935>>.
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Appendix A. Change Log

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

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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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S. Krishnan
Kaloom
July 3, 2017

High level guidance for the meeting policy of the IETF
draft-ietf-mtgvenue-meeting-policy-01

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 January 4, 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 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 roughly 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:

- o we plan meetings 3 years ahead (meaning meetings for 3 of the 6 years had already been planned when the new policy was set)
- o 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 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. 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. 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, Melinda Shore and John Klensin for their ideas and comments to improve this document.

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July 2, 2018

High level guidance for the meeting policy of the IETF
draft-ietf-mtgvenue-meeting-policy-07

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 January 3, 2019.

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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.

While this meeting rotation caters to the current set of IETF participants, it is important 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 timing and frequency of future exploratory meetings will be based on IETF consensus as determined by the IETF chair. Once a meeting 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 meetings that would qualify as 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.

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

- 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.

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. Procedure for initiating proposals for exploratory meetings

Someone who is interested in pursuing an exploratory venue proposes it on the IETF discussion list or on a future discussion list expressly setup and announced for this purpose. The community gets to comment on the venue and to offer their opinions. If the IETF chair determines that there is community consensus to pursue the venue further, the venue will be put up for discussion on the venue-selection mailing list. This would allow the interested party(ies) to refine their proposal with those tasked with evaluating it and providing further insightful feedback regarding the logistics of the venue. Once the venue selection process takes place, the final decision will be communicated back to the community to ensure that there is adequate opportunity to comment.

5. 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).

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, Melinda Shore, John Klensin, Charles Eckel, Russ Housley, Andrew Sullivan, Eric Rescorla, Richard Barnes, Cullen Jennings, Ted Lemon, Lou Berger, John Levine, Adam Roach, Mark Nottingham, Tom Petch, Randy Bush, Roni Even, Julien Meuric, Lloyd Wood, Alvaro Retana and Martin Vigoureux for their ideas and comments to improve this document.

7. References

7.1. Normative References

- [RFC4071] Austein, R., Ed. and B. Wijnen, Ed., "Structure of the IETF Administrative Support Activity (IASA)", BCP 101, RFC 4071, DOI 10.17487/RFC4071, April 2005, <<https://www.rfc-editor.org/info/rfc4071>>.

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IETF Meeting Network and Other Technical Requirements
draft-palet-ietf-meeting-network-requirements-01

Abstract

This document describe the minimum technical requirements for a facility to be able to host a successful IETF meeting. Includes also requirements for the terminal room and other technical requirements.

This documents should be used as the minimum criteria during an on-site facility survey, to ensure the fulfilment of the IETF meeting needs.

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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1. Introduction

This document describes network, terminal room and other technical criteria for the IETF facility selection process, including some details related to the planning. All this details are required in order to accommodate the IETF meeting with technical guarantees of successful working capabilities for the attendees, as a result of previous experience and considering possible new future news in the medium term.

This document lists what needs to be evaluated and various alternative solutions, or combinations thereof, that may apply. The document shall be used in several steps of the venue/facility selection:

- o Pre-on-site survey: Before a facility is qualified, from the technical perspective, for a possible on-site visit, and when non-technical requirements (such as venue requirements and facility meeting space availability) seem to be met already, in order to pre-evaluate that the technical requirements could also be satisfied.
- o On-site survey: Experience shows that an on-site survey of the facility MUST be organized, typically in conjunction with a general on-site survey for ensuring that both technical and non-

technical meeting requirements are met. The participation of a local IETF participant together with the NOC team may be very relevant, in order to ensure that as much information as possible is collected in advance, to facilitate communication issues, and specially to make sure that the all the facility relevant staff is present during the on-site survey.

- o Pre-meeting: If a facility has been already selected/contracted, around 1-2 months before the actual meeting, a new on-site visit is organized which allows a very detailed scrutiny to nail down possible issues or needs, as well as connecting already an IETF managed router to the Internet upstreams, allowing announcing the IETF networks and doing some remote testing to facilitate resolving any possible issues before the actual meeting.

Only if the pre-on-site-survey seems to indicate that the facility match the IETF technical requirements, then the on-site-survey will be organized. In some cases, where several facilities are in the same venue or in a convenient distance, it may make sense to organize also on-site technical surveys for several facilities.

Experience shows that things could go wrong when there is too strict a dependence on specific people or equipment and when no alternatives are provisioned for. Consequently, contingencies are a very important consideration across all the process.

2. Facility General Technical Requirements

The facility being evaluated for hosting IETF, should comply with several generic technical requirements, which will allow an adequate installation of the network, terminal room and some other relevant technical details. The facility chosen can have a dramatic impact on the ability to deliver a quality network to attendees, so the general requirements of this section are of key importance:

- o MUST have a Telecommunications rooms and/or equivalent spaces (cabinets, etc.). They MUST be secured and provide a mechanism for 24-hours access to the NOC team, even during the network setup.
- o MUST have adequate ventilation to support the equipment rooms and the terminal room.
- o SHOULD have as much physical separation as possible in the meeting room area to improve the RF environment.
- o SOULD avoid air-walls and similar partitions systems, between meeting rooms, with low RF attenuation in the 2.4MHz spectrum.

- o SOULD provide a RF environment in all the meeting rooms to be used by IETF, common spaces, terminal room and registration area, that has a reasonable noise floor in the 2.4MHz spectrum.
- o SHOULD provide an appropriate wiring plan (power and data) in order to know the existing infrastructure (fiber, connectors, UTP category/distances) and what can be used, what not, what can be done with it, etc.
- o SHOULD have installed network cabling which can be used to deploy the IETF network, either by spare fiber pairs (other options may be possible), by sharing by means of VLANs/other means, or by providing exclusive usage to those fibers for the IETF network. The number of fibers required across the facility depends on the physical allocation of the meeting space, distribution structure in different buildings/floors, etc. Some facilities have no wiring and that could be an important inconvenient, especially in order to quickly deploy the wireless network. Feasibility/facility to setup new cables (fiber/UTP) MUST be considered.
- o Roof access, in case a WLAN link is required, MUST be provided.
- o If there is already a WLAN in the facility, SOULD be possible to turn it off at the meeting space area, otherwise dependencies to temperature, lighting, security, access control, POS and other systems MUST be properly evaluated.
- o MUST have electrical power capacity to support the IETF equipment and terminal room needs.
- o MUST have electrical power capacity to support the IETF network and its users, including 110/220 VAC in cabinets, roof locations, public areas and back-of-the-house areas.
- o 24 hours' power SOULD be available by means of UPS power to support key network infrastructure, such as core routers and switches and other devices required for the external connectivity.
- o Facilities for AV SHOULD be convenient for the IETF needs: room dimensions for screens (height/width).
- o SHOULD allow the use of wireless voice communication ("Walkie Talkies" or hand-held radios). In some cases the secretariat can bring its own equipment, but in some occasions it is required to be rented from the hotel.

3. Internet Upstream

- o The facility MUST have good network connectivity, with at least two different providers (main one and backup). Ideally this SHOULD be achieved by means of two fibers with different (physical and logical) paths. A single provider may work with two diverse paths all the way thru different subsequent upstream providers.
- o IETF network SHOULD be able to run their own BGP, so the different links can be aggregated or load-balanced.
- o The primary link MUST provide a minimum of 1 Gbit (symmetric). However, higher capacity may be appropriate in the future (10 Gbits can be expected as something common in a couple of years).
- o The backup link(s) SHOULD provide a minimum of 100 Mbit (symmetric). However, higher capacity may be appropriate in the future (1 Gbit).
- o Native IPv6 unicast MUST be available. IPv6 Multicast SHOULD be available.
- o IPv4 unicast and IPv4 multicast SHOULD be available, either natively or by means of a tunnel.
- o The upstream providers MUST provide access to the IPv4 and IPv6 default free zones without any kind of filtering or ACLs. Consequently MUST NOT prohibit end-to-end connectivity to any external sites.
- o The IETF SHOULD be able to use its own AS, IPv4 and IPv6 addressing space. Otherwise, the upstream provider MUST supply an AS, an IPv4 /19, IPv6 /32 and reverse DNS delegation for that addressing space.

4. Wired Network

- o Wired links MUST be available for the registration desk/secretariat with configuration to support the registration desk firewall requirements.
- o Wired links MUST be available in every meeting room which require network for audio/video as required for remote participation and/or recording. Wired connectivity for chairs SHOULD be available.
- o Separate VLANs for wired-terminal room, wired-registration desk/secretariat, wired-remote participation and wireless traffic, MUST be supported.

- o MUST support IPv6.
- o MUST allow end-to-end connectivity, so MUST NOT have any kind of filtering.
- o SHOULD support multicast (multicast is not currently used to support remote participation, but it may change at any point.
- o SHOULD support mechanisms for detecting and mitigating rogue protocols/servers (IPv6 RA's, DHCP, etc.).

5. Wireless Network

- o The network MUST provide IEEE 802.11a/b/g service in all the meeting rooms (as identified by the Secretariat), the registration area, the terminal room and common/gathering areas.
- o The WLAN coverage SHOULD also be sufficient in additional common spaces including lobby, bar(s), restaurant(s), most commonly used hallways, etc. This is applicable to the main conference center and/or the main hotel(s), depending on the specific venue.
- o IEEE 802.11n/ac coverage SHOULD be also available in as many as the above named spaces as possible, focusing on the most dense user density (plenary meeting room) first.
- o The WLAN design MUST anticipate 200% usage according to the historical figures of participants in each meeting room, assuming that average attendee uses two devices.
- o MUST support separate SSIDs for different specific VLANs (2.4GHz, 5GHz, NAT64, etc.).
- o The main(s) hotel(s) SHOULD support the IETF-hotel SSID. This SHOULD be supported by means of a specific IETF provided VLAN.
- o The WLAN MUST provide fully open (unsecured) wireless access and SHOULD provide additional secured (WEP, 802.11i, WPA) services.
- o MUST support IPv6.
- o SHOULD support mechanisms for detecting and mitigating rogue APs.

6. Network Services

- o The network MUST provide local redundant DNS servers (IPv4 and IPv6).

- o The network MUST provide redundant DHCP (IPv4) servers.
- o The network SHOULD provide redundant DHCPv6 servers.
- o The network MUST provide SMTP server (IPv4 and IPv6).
- o The network SHOULD provide a full on-site mirror of the RFC and I-Ds directories (FTP/WWW, both IPv4 and IPv6).
- o IDS and other security issues SHOULD be covered (IPv4 and IPv6).
- o The network SHOULD provide NTP services (IPv4 and IPv6).
- o A pool of IP addresses for static assignment, even if discouraged to use, SHOULD be available (IPv4 and IPv6).
- o Printing services MUST support IPP and SHOULD support LPD/LPR and Windows specific protocols (IPv4 and IPv6).

7. Terminal Room

- o A terminal room or equivalent MUST be provided. It MAY be a single room or a set of smaller ones distributed nearby the meeting rooms.
- o SHOULD be accessible 24 hours, however help-desk staff MAY not be available all the time.
- o SHOULD have adequate number of 10/100 Ethernet RJ-45 ports/drops.
- o Two printers MUST be available. They SHOULD have duplex capability.
- o A color printer MAY be available.
- o Power strips MUST be provided.
- o A help-desk SHOULD be available.
- o The upstream provider SHOULD provide a trouble ticket system to track participants network issues. This system SHOULD be accessible to the help-desk and NOC staff.

8. NOC and Network Monitoring

A support group or NOC, is responsible to manage the network and other technical issues, including concrete aspects such as:

- o Setup and maintain a meeting NOC web page with all the required information.
- o Document what can be wrong with the WLAN to inform users (FAQs). Provide a document to attendees detailing configuration information (wireless, services such as printing/SMTP) on-site and prior to the meeting if possible (IETF meeting web site and NOC meeting web site).
- o Make sure to test the network under heavy load.
- o Primary and backup contacts for all the issues/topics should be available.
- o Provide stats and info on network status.
- o WLAN expertise and debugging/monitoring is required.
- o SHOULD provide a white board with the stats and network status, in visible place, possibly in the terminal room and by means of a participants accessible web page.

To cover the issues indicated above and ensure network performance, the NOC will use common network monitoring tools:

- o The network MUST provide sufficient monitoring to ensure the expected availability/performance and to detect possible faults before they impact users experience.
- o The network MUST collect data for future use and adequate provisioning of following meetings network.
- o The upstream providers SHOULD provide SNMP read-only access to the network devices for the NOC.

9. Other Technical Criteria

Sufficient power strips MUST be available in the meeting rooms. Additional power strips also should be available in common gathering areas.

Attendees SHOULD be notified of power connector requirements prior to the meeting (via the IETF meeting web page and IETF-announce mailing list, possibly also via the meeting NOC web page).

The upstream provider SHOULD maintain spares of critical network components on-site.

10. Multi-property/building meetings

It should be noted that in some situations, the facility may be composed of several buildings/properties, such as a main hotel (the one with the meeting rooms) and secondary ones, or a conference center and one or several hotels.

This may imply that the technical requirements in this document shall be met by at least by the building actually hosting the meeting rooms, however a subset of the requirements may be also relevant for the main hotel or even several of them.

For example, it is desirable that the main facility is connected with a direct optic fiber to other facilities (secondary hotels). This is key in case the main facility is a conference center and there is a main hotel or several ones. This will allow probably setting up in one or several hotels the IETF-hotel SSID providing adequate bandwidth for our needs.

There are alternative solutions, such as ensuring that the hotels have sufficient bandwidth even if they aren't connected to the IETF network, and the difficulty is to define strict requirements for each of the possible cases. However, the spirit of our needs in case there is not a "main hotel" being the same facility as the meeting rooms facility, should be considered by the on-site-survey team report in order to ensure a close match with our needs.

11. Technical Risks and Contingencies

TBD.

12. Timing and Planning

Typically the pre-on-site survey is done by an email questionnaire filled by the facility or even an phone/audio interview. This SHOULD take place several years (around 3) before a possible on-site survey is decided for that venue.

The on-site survey MUST take place at least 2-3 years in advance of a possible contract. Whenever possible, several facilities in that venue MAY be surveyed in a single trip.

The pre-meeting survey MUST take place 1-2 months in advance of the actual meeting, in order to confirm some technical aspects and deploy a router for some remote testing and monitoring.

13. Venue Acceptance/Rejection Report

After the on-site survey, the team responsible for that visit will provide a complete report to the IAOC meetings committee. This report will provide inputs regarding both, the venue and the visited facilities. Only those facilities that MAY qualify will be ranked by the survey team.

The report MUST include non only technical aspects but also others related to the venue-selection-process itself, from both the venue and the ranked facilities.

14. Security Considerations

This document does not have any protocol-related security considerations.

15. IANA Considerations

This document does not have any specific IANA considerations.

16. Acknowledgements

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IETF Meeting Network and Other Technical Requirements
draft-palet-ietf-meeting-network-requirements-02

Abstract

This document describe the minimum technical requirements for a facility to be able to host a successful IETF meeting. Includes also requirements for the terminal room and other technical requirements.

This documents should be used as the minimum criteria during an on-site facility survey, to ensure the fulfilment of the IETF meeting needs.

Status of This Memo

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1. Introduction

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- o Pre-on-site survey: Before a facility is qualified, from the technical perspective, for a possible on-site visit, and when non-technical requirements (such as venue requirements and facility meeting space availability) seem to be met already, in order to pre-evaluate that the technical requirements could also be satisfied.
- o On-site survey: Experience shows that an on-site survey of the facility MUST be organized, typically in conjunction with a general on-site survey for ensuring that both technical and non-

technical meeting requirements are met. The participation of a local IETF participant together with the NOC team may be very relevant, in order to ensure that as much information as possible is collected in advance, to facilitate communication issues, and specially to make sure that the all the facility relevant staff is present during the on-site survey.

- o Pre-meeting: If a facility has been already selected/contracted, around 1-2 months before the actual meeting, a new on-site visit is organized which allows a very detailed scrutiny to nail down possible issues or needs, as well as connecting already an IETF managed router to the Internet upstreams, allowing announcing the IETF networks and doing some remote testing to facilitate resolving any possible issues before the actual meeting.

Only if the pre-on-site-survey seems to indicate that the facility match the IETF technical requirements, then the on-site-survey will be organized. In some cases, where several facilities are in the same venue or in a convenient distance, it may make sense to organize also on-site technical surveys for several facilities.

Experience shows that things could go wrong when there is too strict a dependence on specific people or equipment and when no alternatives are provisioned for. Consequently, contingencies are a very important consideration across all the process.

2. Facility General Technical Requirements

The facility being evaluated for hosting IETF, should comply with several generic technical requirements, which will allow an adequate installation of the network, terminal room and some other relevant technical details. The facility chosen can have a dramatic impact on the ability to deliver a quality network to attendees, so the general requirements of this section are of key importance:

- o MUST have a Telecommunications rooms and/or equivalent spaces (cabinets, etc.). They MUST be secured and provide a mechanism for 24-hours access to the NOC team, even during the network setup.
- o MUST have adequate ventilation to support the equipment rooms and the terminal room.
- o SHOULD have as much physical separation as possible in the meeting room area to improve the RF environment.
- o SOULD avoid air-walls and similar partitions systems, between meeting rooms, with low RF attenuation in the 2.4MHz spectrum.

- o SOULD provide a RF environment in all the meeting rooms to be used by IETF, common spaces, terminal room and registration area, that has a reasonable noise floor in the 2.4MHz spectrum.
- o SHOULD provide an appropriate wiring plan (power and data) in order to know the existing infrastructure (fiber, connectors, UTP category/distances) and what can be used, what not, what can be done with it, etc.
- o SHOULD have installed network cabling which can be used to deploy the IETF network, either by spare fiber pairs (other options may be possible), by sharing by means of VLANs/other means, or by providing exclusive usage to those fibers for the IETF network. The number of fibers required across the facility depends on the physical allocation of the meeting space, distribution structure in different buildings/floors, etc. Some facilities have no wiring and that could be an important inconvenient, especially in order to quickly deploy the wireless network. Feasibility/facility to setup new cables (fiber/UTP) MUST be considered.
- o Roof access, in case a WLAN link is required, MUST be provided.
- o If there is already a WLAN in the facility, SOULD be possible to turn it off at the meeting space area, otherwise dependencies to temperature, lighting, security, access control, POS and other systems MUST be properly evaluated.
- o MUST have electrical power capacity to support the IETF equipment and terminal room needs.
- o MUST have electrical power capacity to support the IETF network and its users, including 110/220 VAC in cabinets, roof locations, public areas and back-of-the-house areas.
- o 24 hours' power SOULD be available by means of UPS power to support key network infrastructure, such as core routers and switches and other devices required for the external connectivity.
- o In venues where power is expected to fail, UPS power should cover beamers, audio equipment, remote participation equipment and the complete wired and wireless network, at least for the average expected failure time per day.
- o Facilities for AV SHOULD be convenient for the IETF needs: room dimensions for screens (height/width).
- o SHOULD allow the use of wireless voice communication ("Walkie Talkies" or hand-held radios). In some cases the secretariat can

bring its own equipment, but in some occasions it is required to be rented from the hotel.

3. Internet Upstream

- o The facility **MUST** have good network connectivity, with at least two different providers (main one and backup). Ideally this **SHOULD** be achieved by means of two fibers with different (physical and logical) paths. A single provider may work with two diverse paths all the way thru different subsequent upstream providers.
- o IETF network **SHOULD** be able to run their own BGP, so the different links can be aggregated or load-balanced.
- o The primary link **MUST** provide a minimum of 1 Gbit (symmetric). However, higher capacity may be appropriate in the future (10 Gbits can be expected as something common in a couple of years).
- o The backup link(s) **SHOULD** provide a minimum of 100 Mbit (symmetric). However, higher capacity may be appropriate in the future (1 Gbit).
- o Native IPv6 unicast **MUST** be available. IPv6 Multicast **SHOULD** be available.
- o IPv4 unicast and IPv4 multicast **SHOULD** be available, either natively or by means of a tunnel.
- o The upstream providers **MUST** provide access to the IPv4 and IPv6 default free zones without any kind of filtering or ACLs. Consequently **MUST NOT** prohibit end-to-end connectivity to any external sites.
- o The IETF **SHOULD** be able to use its own AS, IPv4 and IPv6 addressing space. Otherwise, the upstream provider **MUST** supply an AS, an IPv4 /19, IPv6 /32 and reverse DNS delegation for that addressing space.

4. Wired Network

- o Wired links **MUST** be available for the registration desk/secretariat with configuration to support the registration desk firewall requirements.
- o Wired links **MUST** be available in every meeting room which require network for audio/video as required for remote participation and/or recording. Wired connectivity for chairs **SHOULD** be available.

- o Separate VLANs for wired-terminal room, wired-registration desk/secretariat, wired-remote participation and wireless traffic, MUST be supported.
- o MUST support IPv6.
- o MUST allow end-to-end connectivity, so MUST NOT have any kind of filtering.
- o SHOULD support multicast (multicast is not currently used to support remote participation, but it may change at any point.
- o SHOULD support mechanisms for detecting and mitigating rogue protocols/servers (IPv6 RA's, DHCP, etc.).

5. Wireless Network

- o The network MUST provide IEEE 802.11a/b/g service in all the meeting rooms (as identified by the Secretariat), the registration area, the terminal room and common/gathering areas.
- o The WLAN coverage SHOULD also be sufficient in additional common spaces including lobby, bar(s), restaurant(s), most commonly used hallways, etc. This is applicable to the main conference center and/or the main hotel(s), depending on the specific venue.
- o IEEE 802.11n/ac coverage SHOULD be also available in as many as the above named spaces as possible, focusing on the most dense user density (plenary meeting room) first.
- o The WLAN design MUST anticipate 200% usage according to the historical figures of participants in each meeting room, assuming that average attendee uses two devices.
- o MUST support separate SSIDs for different specific VLANs (2.4GHz, 5GHz, NAT64, etc.).
- o The main(s) hotel(s) SHOULD support the IETF-hotel SSID. This SHOULD be supported by means of a specific IETF provided VLAN.
- o The WLAN MUST provide fully open (unsecured) wireless access and SHOULD provide additional secured (WEP, 802.11i, WPA) services.
- o MUST support IPv6.
- o SHOULD support mechanisms for detecting and mitigating rogue APs.

6. Network Services

- o The network MUST provide local redundant DNS servers (IPv4 and IPv6).
- o The network MUST provide redundant DHCP (IPv4) servers.
- o The network SHOULD provide redundant DHCPv6 servers.
- o The network MUST provide SMTP server (IPv4 and IPv6).
- o The network SHOULD provide a full on-site mirror of the RFC and I-Ds directories (FTP/WWW, both IPv4 and IPv6).
- o IDS and other security issues SHOULD be covered (IPv4 and IPv6).
- o The network SHOULD provide NTP services (IPv4 and IPv6).
- o A pool of IP addresses for static assignment, even if discouraged to use, SHOULD be available (IPv4 and IPv6).
- o Printing services MUST support IPP and SHOULD support LPD/LPR and Windows specific protocols (IPv4 and IPv6).

7. Terminal Room

- o A terminal room or equivalent MUST be provided. It MAY be a single room or a set of smaller ones distributed nearby the meeting rooms.
- o SHOULD be accessible 24 hours, however help-desk staff MAY not be available all the time.
- o SHOULD have adequate number of 10/100 Ethernet RJ-45 ports/drops.
- o Two printers MUST be available. They SHOULD have duplex capability.
- o A color printer MAY be available.
- o Power strips MUST be provided.
- o A help-desk SHOULD be available.
- o The upstream provider SHOULD provide a trouble ticket system to track participants network issues. This system SHOULD be accessible to the help-desk and NOC staff.

8. NOC and Network Monitoring

A support group or NOC, is responsible to manage the network and other technical issues, including concrete aspects such as:

- o Setup and maintain a meeting NOC web page with all the required information.
- o Document what can be wrong with the WLAN to inform users (FAQs). Provide a document to attendees detailing configuration information (wireless, services such as printing/SMTP) on-site and prior to the meeting if possible (IETF meeting web site and NOC meeting web site).
- o Make sure to test the network under heavy load.
- o Primary and backup contacts for all the issues/topics should be available.
- o Provide stats and info on network status.
- o WLAN expertise and debugging/monitoring is required.
- o SHOULD provide a white board with the stats and network status, in visible place, possibly in the terminal room and by means of a participants accesible web page.

To cover the issues indicated above and ensure network performance, the NOC will use common network monitoring tools:

- o The network MUST provide sufficient monitoring to ensure the expected availability/performance and to detect possible faults before they impact users experience.
- o The network MUST collect data for future use and adequate provisioning of following meetings network.
- o The upstream providers SHOULD provide SNMP read-only access to the network devices for the NOC.

9. Other Technical Criteria

Sufficient power strips MUST be available in the meeting rooms. Additional power strips also should be available in common gathering areas.

Attendees SHOULD be notified of power connector requirements prior to the meeting (via the IETF meeting web page and IETF-announce mailing

list, possibly also via the meeting NOC web page).

The upstream provider SHOULD maintain spares of critical network components on-site.

TBD. Audio requirements needed. There is a disparity of audio quality from meeting to meeting.

10. Multi-property/building meetings

It should be noted that in some situations, the facility may be composed of several buildings/properties, such as a main hotel (the one with the meeting rooms) and secondary ones, or a conference center and one or several hotels.

This may imply that the technical requirements in this document shall be met by at least by the building actually hosting the meeting rooms, however a subset of the requirements may be also relevant for the main hotel or even several of them.

For example, it is desirable that the main facility is connected with a direct optic fiber to other facilities (secondary hotels). This is key in case the main facility is a conference center and there is a main hotel or several ones. This will allow probably setting up in one or several hotels the IETF-hotel SSID providing adequate bandwidth for our needs.

There are alternative solutions, such as ensuring that the hotels have sufficient bandwidth even if they aren't connected to the IETF network, and the difficulty is to define strict requirements for each of the possible cases. However, the spirit of our needs in case there is not a "main hotel" being the same facility as the meeting rooms facility, should be considered by the on-site-survey team report in order to ensure a close match with our needs.

11. Technical Risks and Contingencies

TBD.

12. Timing and Planning

Typically the pre-on-site survey is done by an email questionnaire filled by the facility or even an phone/audio interview. This SHOULD take place several years (around 3) before a possible on-site survey is decided for that venue.

The on-site survey MUST take place at least 2-3 years in advance of a possible contract. Whenever possible, several facilities in that

venue MAY be surveyed in a single trip.

The pre-meeting survey MUST take place 1-2 months in advance of the actual meeting, in order to confirm some technical aspects and deploy a router for some remote testing and monitoring.

13. Venue Acceptance/Rejection Report

After the on-site survey, the team responsible for that visit will provide a complete report to the IAOC meetings committee. This report will provide inputs regarding both, the venue and the visited facilities. Only those facilities that MAY qualify will be ranked by the survey team.

The report MUST include non only technical aspects but also others related to the venue-selection-process itself, from both the venue and the ranked facilities.

14. Security Considerations

This document does not have any protocol-related security considerations.

15. IANA Considerations

This document does not have any specific IANA considerations.

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