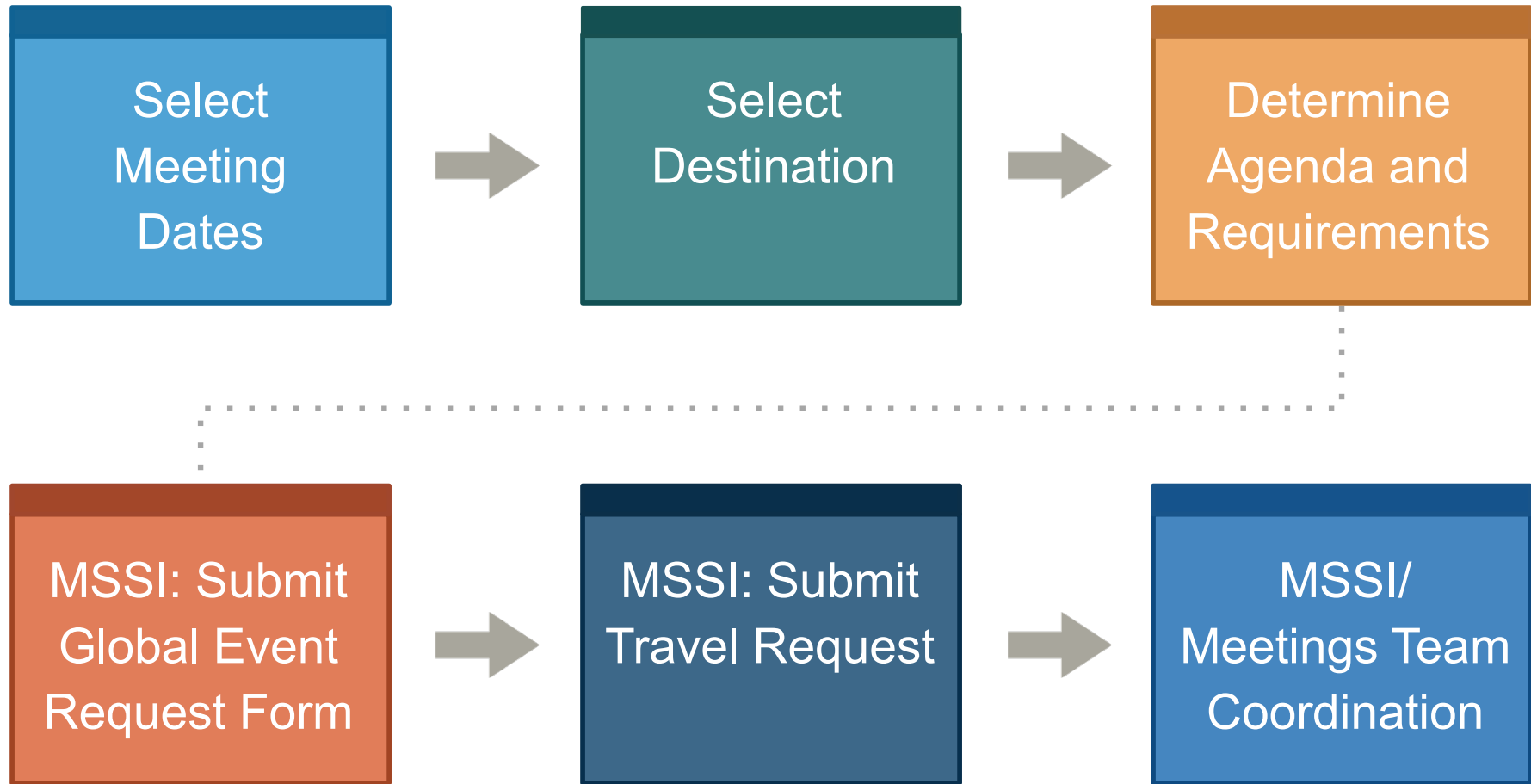


Face-to-Face Meeting Planning & Costs

Jean-Baptiste Deroulez

Six Steps for Pre-Planning Success



Step 1: Select Meeting Date(s)

Important:

Meetings Team deadlines to request meetings:

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

REQUIRED ACTIONS:

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

Step 2: Select Destination

Often dates will determine the destination based on availability of venue space, which is why having primary and alternative selections is so important to the meeting planning process.

Considerations for selecting the location should include:

- ⦿ Geographically central for most attendees
- ⦿ Easily accessible and cost effective for International travelers
- ⦿ Are there visa requirements?
- ⦿ Suitable, safe and environmentally conducive for a productive meeting
- ⦿ Economical and cost effective for your budget and attendees
- ⦿ Availability of hotels and meeting venues

REQUIRED ACTIONS:

- ⦿ Select primary destination
- ⦿ Select one alternative destination

Step 2: Select Destination – City Cost Examples



Los Angeles

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



Barcelona

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



Singapore or Hong Kong

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



Amsterdam

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



Washington D.C.

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



New York City

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

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

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

Step 2: Select Destination – ICANN Offices

Maximum conference room seating available at ICANN offices:

Brussels
20

Geneva
10

Istanbul
16

Los Angeles
24

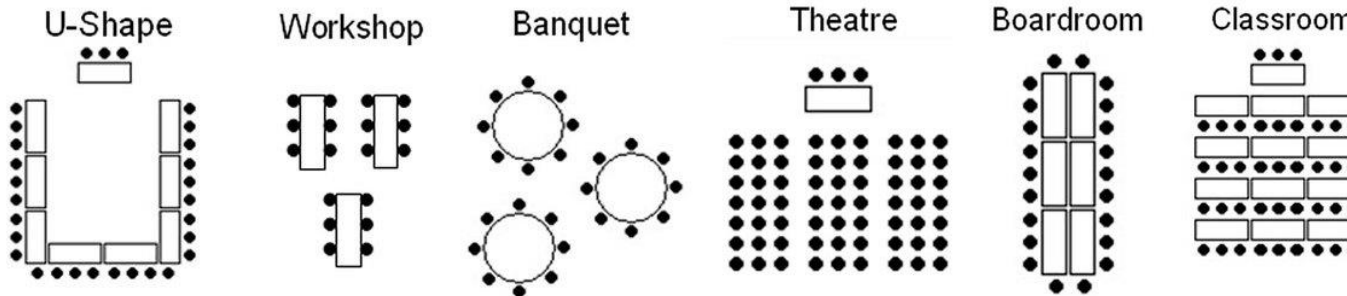
Singapore
12

**Washington,
D.C.**
20

Step 3: General Agenda & Requirements

How will the meeting flow and be conducted?

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



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

General Agenda & Requirements :

◉ Agenda Overview

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

◉ Budget

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

REQUIRED ACTIONS:

- ◉ How many attendees anticipated? (Example: 20-25; 150-175)
- ◉ How many meeting rooms and the setup allocations for each?
- ◉ What is the allocated budget for this meeting?

Options Menu for All Day Face-to-Face Meeting

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

Costs are estimated.



¹Los Angeles – no charge

²Available during ICANN Meeting only

Step 4: Submit Global Event Request

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

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

REQUIRED ACTIONS:

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

Step 5: Submit Travel Request

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

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

REQUIRED ACTIONS:

- ⦿ MSSSI-Secretariat to submit the request 90 days prior to meeting date
- ⦿ Review Team Members to respond to Constituency Travel emails in a timely manner

Step 6: MSSSI and Meetings Team Coordination

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

