Venue Recommendation (Venues and Agents)

Background and Instructions

This form is for any venue or agent to recommend a specific (venue) city to the IETF LLC Meetings Team for consideration as a future IETF meeting venue. We ask you to provide a lot of information in this form and we recommend that you read the following before you do so that you understand why we are asking for this information:

- [RFC 8718 IETF Plenary Meeting Venue Selection Process](https://tools.ietf.org/html/rfc8718)[1] to understand the mandatory and important criteria that are used when we assess the suitability of a venue.

- [IETF Meetings Requirements RFP Overview](https://www.ietf.org/media/documents/IETF-RFPTemplateforPostingonIETFWebsite-18Sep2018.xls.pdf)[2] to understand our detailed requirements.

- [Meeting Network Requirements](https://www.ietf.org/how/meetings/planning/meeting-network-requirements/)[3] to understand our network requirements.

Please note the following restrictions on the use of this form in order for your recommendations to be considered:

1. If you are an IETF participant then you cannot use this form - we have a separate form specifically for you with different questions **[insert link to form]**.

2. You cannot recommend a venue that is not within North America, Asia or Europe..

Please answer all questions and include links to any original sources. Completed forms should be sent to meeting-planning@ietf.org. The information supplied on this form is kept confidential.

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[1] https://tools.ietf.org/html/rfc8718
[2] https://www.ietf.org/media/documents/IETF-RFPTemplateforPostingonIETFWebsite-18Sep2018.xls.pdf **[rename and tidy up]**
[3] https://www.ietf.org/how/meetings/planning/meeting-network-requirements/ **[replace with PDF]**

Venue Recommendation (Venues and Agents)

1.   Your details

Your name	
Your email	
Your job title	
Your relationship to the venue you are recommending	
Date of recommendation	

2.   City and Venue

Name and address of the venue	
City this venue is in	
Country of this city	
IETF region of this country	
What international conferences of 1000+ people has this venue recently hosted	
Contact information for the city, province/state and country conventions and visitors bureau	

What programs are in place to encourage conferences to come to this city/country and what are the available financing and benefits

3.   Facilities

Describe the conference center at the venue in detail

Describe the onsite hotel[4] and how many hotel rooms it has

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[4] We will consider venues without an onsite hotel provided that a suitable hotel is within a few minutes comfortable walk of the conference center

Describe the wheelchair access at this venue, both in the conference center and the hotel

Describe the network in both the conference center and the hotel including the incoming fiber[5] connections

Describe the other hotels within 5 to 10 minutes walk from this venue and how many rooms they each have

[5] If the venue is not connected by fibre then please describe how it is connected and if it is possible to get fibre installed

Describe the audio/visual provision in the conference centre

Describe the restaurants and bars within the venue

Describe the restaurants and bars within 5 to 10 minutes walk from this venue

Describe the retail services within the venue

Describe the retail services within 5 to 10 minutes walk from the venue

Describe any medical facilities at the venue

Describe your recommended medical facilities including their distance from the venue

4. Access

Describe the nearest international airports	
Describe the transport links from the nearest international airports into the city centre (or recommended venue)	
Describe the public transport links to the venue	
What visas are required to visit this country for a conference	

5. Participant welfare

How do you rate personal safety is this city

How do you rate the quality of emergency medical care in this city

Describe the weather in this city in March, July and November

Describe the air quality in this city in March, July and November

What vaccinations are recommended for travel to this city

What other health-related precautions are recommended to travellers

Is Internet access filtered within this country

Describe any restrictions on free expression based on race, ethnicity, religion, gender, sexual orientation, national origin, citizenship, or gender identity

5.   Demographics and environment

Population of this city

Describe the tech sector in this city

Describe the university sector this city

6.　Finish

Do you have any concerns bringing an IETF meeting to this city, either in relation to RFC 8718 or otherwise

Is there anything else we should know

Thank you for taking the time to make this recommendation.