IETF RFP

Overview

Event: Date
Location

Meeting Dates:

Pattern: Saturday - Friday (+ shoulder dates)

Location(s):

Deadline for Proposal:
Decision Date:

*Dates are fixed and not flexible.

REQUEST FOR PROPOSAL

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Client: Internet Engineering Task Force, LLC (IETF)

Meetings follow 1 of 2 models (in order of preference)
1. Optimal: all meeting space as well as 400 - 600 guest rooms in one hotel with remainder of block in 1 overflow hotel
2. Alternative: all meeting space at one venue with 400 - 600 rooms at a proximate hotel with remainder of block in 1-3 overflow hotels

Summary of Requirements:
Approximately 32,000 square feet/2,973 square meters usable meeting space required
780 room nights on peak (ideally, 600 in primary hotel)
1Gbps bandwidth installed, or ability to install
Must accommodate meeting dates, no flexibility
Approximately 1,200 people

Meeting space:
Registration/Break Area 13,500 sf or 1,254 sm
8 Breakout Rooms 800 - 2,800 sf or 74 - 260 sm
12 Offices 350 - 1,550 sf or 33 - 144 sm
Plenary (1,000 theater) 9,000 sf or 836 sm

Technology Requirements: (Please see Questions for Venue tab for questions)
1 IETF to bring in Internet circuits at our expense
2 IETF to install network equipment both in the main technical space (MDF) and data closets (IDF)
3 24-hour access to the main technical space and the data closets (escorted if needed)
4 Minimum of 2 working and available fiber optic pairs between the main technical space and data closets
5 Minimum of 2 working Cat5 (or better) runs to each meeting room for use of IETF
6 IETF to deploy wireless access points in the meeting space with venue to disable venue APs
7 Additional SSID/VLAN on the wireless infrastructure and reconfiguration of the guestroom wired ports

Food and Beverage: (Please see Food and Beverage tab for more detailed information)
Newcomers Meet and Greet 200 - 300 people
Welcome Reception 600 - 800 people
Hackathon - 2 days of breakfast, lunch, PM break and dinner 200 - 300 people
Daily continental breakfast (if not included in guest room rate) up to 1,200 people
Daily breakfasts and lunches for small working groups throughout program 20 - 40 people
Daily PM breaks up to 1,200 people
2 Dinners for small groups 50 - 70 people
Lodging: (Please see Lodging tab for more detailed information)

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<tr>
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<tbody>
<tr>
<td><strong>Total</strong></td>
<td><strong>4,245 rooms</strong></td>
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<tr>
<td>Monday</td>
<td>5 rooms</td>
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<td>Tuesday</td>
<td>15 rooms</td>
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<td>Wednesday</td>
<td>25 rooms</td>
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<td>150 rooms</td>
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<td>Saturday</td>
<td>400 rooms</td>
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<td>200 rooms</td>
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<td>Sunday</td>
<td>100 rooms</td>
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Commission:
10% commissionable to IETF + hotel reward points

Concessions - Client requires the following concessions over the event dates:

1. Complimentary Presidential Suite (or comparable)
2. Complimentary guest rooms
3. Complimentary parking passes
4. Complimentary airport transfers
5. Complimentary phone in staff office
6. Complimentary beverages for staff in Staff and/or NOC offices
7. Complimentary upgrades to 1 bdrm suites (must have sitting area closed off from the bedroom by a door)
8. Staff room nights at 50% off group rate
9. 1 per 40 Comp rooms, based on pick up
10. Complimentary meals daily for staff (breakfast and/or lunch) in Staff and/or NOC offices
11. Complimentary room nights for site visits