HOSTING AFRICACERT EVENTS

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What do we look for in an AfricaCERT Event?

Audience and Location

AfricaCERT events are usually organized in collaboration with National, Regional and International partners. The audience comprises mainly CSIRTs, PSIRTs, Security Teams, and Engineers, from all sectors including Government representatives, academic networks, regulatory bodies, civil society organizations, ccTLD operators, NAP/ IXP operators, service provider representatives, hardware and software vendors, and the telecommunications industry professionals among others. The program of AfricaCERT meetings is usually as follows:

- Close meeting (board, members, committees …)
- Open meeting to all

Meeting City?

- Presence of an international airport operating daily flights by major airlines to/from the main cities of the African region
- Reasonable distance from the airport to the venue (not more than one hour), and public transport (shuttles, taxis, trains, etc.)
- A meeting facility, hotel, or convention center located in an area with good public services, other hotels, restaurants, banks, public transport, shopping centers, health facilities, etc.

Security

AfricaCERT cares about the safety, security, and well-being of meeting delegates. Security considerations are key to the selection of meeting locations. AfricaCERT recommends that the local hosts include advice on domestic security situations and city or area in their proposal. AfricaCERT may also rely on an independently commissioned assessment of security in any proposed venue.

Meeting Venue

- We prefer four or five-star hotels with at least 150 rooms

- The meeting venue should be fully equipped with modern conferencing facilities with at least four meeting rooms with one room that can accommodate over 250 people
- The venue hotel must allow the use of wiring infrastructure in their facilities and the installation of cables and wireless access points in meeting rooms and common areas such as corridors, foyers, exhibition areas, etc.
- Internet connectivity must be available in hotel rooms for delegates.

Accommodation

Most delegates prefer hotel or accommodation facilities within or around the venue. Affordable accommodation is key to the success of AfricaCERT meetings. They should always be available in close proximity to the meeting venue. Alternative hotels in the range cost of 80-125 USD (including taxes) should be in proximity.

The meeting venue and the alternative accommodation hotels should always provide group discounts for block bookings. AfricaCERT often makes block bookings and reserves rooms from which delegates pay. All accommodation rates and contact details of hotels will be published on meeting websites.

Internet Access

Internet access is crucial and must be provided through wired Ethernet and a secure wireless network. Ideally, AfricaCERT meetings have several connectivity providers. These providers are usually event sponsors providing high-quality internet and bandwidth of around 50 Mbps or more. The meeting venue should allow the installation of cables and wireless access points in meeting rooms, common areas such as corridors, foyer, and exhibition areas, and the use of their wiring infrastructure. Our meetings Network Infrastructure team is available to provide more details on connectivity requirements.

Local hosts, Meeting Logistics and Event Management

AfricaCERT relies on local hosts for logistical support and event management. The support includes the provision of appropriate human resources necessary to organize high-level quality meetings. Main support areas include, but are not limited to, visa processing assistance, publicity,

local travel, procurement as well as import and re-export procedures. These requirements, including specific obligations, will be in a Memorandum of Understanding to be signed after the parties agree on hosting modalities.

Social Events

AfricaCERT meetings also include social events. This is aimed at providing an interesting, enjoyable, and relaxing environment in which the delegates can network. The social events are always open to local sponsorship and should include at least:

- An executive welcome reception for up to 250 people
- An elaborate gala dinner for up to 300 people

Your Assistance in Meeting Logistics:

Provide at least two (2) different quotes for the conference venue

Provide a list of recommended hotels (from 3-5 stars) for accommodation

Propose at least two (2) different venues for side events (Gala dinner, Opening dinner)

Provide Internet connectivity and network access

Provide technical assistance to set up the connectivity

Provide staff with on-site duties for registration, conference setup, and technical assistance throughout the conference

Boost local participation for the event