



## 2009 Meetings – Request for Proposals Submission Form

This information is required to submit statements of interest in hosting ICANN meetings in 2009. **Please read the detailed Request for Proposals prior to submitting this form.** Please let us know if you have any questions, comments or concerns about providing this information. All communications and the completed form should be sent to [meeting@icann.org](mailto:meeting@icann.org).

**Organisation Name:** \_\_\_\_\_

Organisation mailing address (please include country and any postal code):

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Contact Name: \_\_\_\_\_ Title: \_\_\_\_\_

Preferred phone number(s) for contact:

- 1) \_\_\_\_\_ ( ) Home ( ) Mobile ( ) Business  
 2) \_\_\_\_\_ ( ) Home ( ) Mobile ( ) Business  
 3) \_\_\_\_\_ ( ) Home ( ) Mobile ( ) Business

### Meeting of Interest

( ) 1-6 March 09, Latin America ( ) 21-26 June 09, Asia Pacific ( ) 25-30 October 09, Europe

### Suggested Venue Locations

#### Location 1:

\_\_\_\_\_

Address:

\_\_\_\_\_  
 \_\_\_\_\_

Tel: \_\_\_\_\_ Fax: \_\_\_\_\_

Suggested Venue Locations (continued):

**Location 2:**

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Address:

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Tel: \_\_\_\_\_ Fax: \_\_\_\_\_

**Location 3:**

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Address:

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Tel: \_\_\_\_\_ Fax: \_\_\_\_\_

Suggested Supporting Hotels

**Hotel 1:**

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Address:

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Tel: \_\_\_\_\_ Fax: \_\_\_\_\_

**Hotel 2:**

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Address:

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Tel: \_\_\_\_\_ Fax: \_\_\_\_\_

**Hotel 3:**

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Address:

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Tel: \_\_\_\_\_ Fax: \_\_\_\_\_

Please list travel restrictions on any individuals traveling from specific countries:

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### Local Hosts Responsibility

- Assisting ICANN in locating a suitable venue
- Assisting with immigration and customs problems for participants
- Solicit local sponsorship
- Locating vendors to provide required services
- Planning, hosting and funding Gala Event for all participants
- Insurance for all items in the RFP for which local host is responsible for
- Providing links and information for travelers to be posted on the ICANN meeting site

For more details regarding the responsibilities of the local host, please see the full RFP.