

TITLE: Location of March 2011 ICANN Meeting

PROPOSED ACTION: For Board Approval

EXECUTIVE SUMMARY:

The location of the ICANN International Public Meeting (“Meeting”) to be held from 13–18 March 2011 needs to be confirmed. In the regular rotation, this Meeting is to be held in North America. This paper will summarize the steps taken to locate a site for the North America 2011 Meeting.

Redacted

BOARD FINANCE COMMITTEE RECOMMENDATION:

The Board Finance Committee will review and is expected to approve the budget for North America 2011 on September 20.

PROPOSED RESOLUTION:

Whereas, ICANN intends to hold its first Meeting for 2011 in the North America region as per its policy;

Whereas, the Board Finance Committee will review and is expected to approve the budget for the ICANN 2011 North America Meeting as proposed in this paper on September 20;

It is hereby resolved (2010.xx.xx.xx) Redacted that the ICANN 2011 North America Meeting shall be held in San Francisco, California from 13-18 March 2011, with a

Redacted

Submitted by: Nick Tomasso
Position: GM, Meetings & Conferences
Date Noted: 17 September 2010
Email and Phone Number: nick.tomasso@icann.org +1-310-630-7730

ANNEX TO BOARD SUBMISSION NO. 2010-xx-xx-xx
Location of March 2011 ICANN Meeting

DETAILED ANALYSIS:

1. Background:

In July 2010, ICANN called for expressions of interest to assist as host of the 2011 North America ICANN Meeting. Viable proposals were received from:

- San Francisco - Bay Area Chapter of ISOC

2. Discussion of Issues:

A site visit to San Francisco, California was conducted in August of 2010. The location is capable of hosting an ICANN Meeting.

- San Francisco, California offers an excellent combination of accessibility, meeting facilities and hotel accommodations for the March 2011 ICANN Meeting. The Westin St. Francis Hotel will be used for all meetings, as well as guest room accommodations for Board, staff and delegates. Nearby hotels offer accommodations at varying price points. The San Francisco – Bay Area Chapter of ISOC is capable and anxious to host.

A budget of US\$1.941M is proposed for the ICANN Meeting in San Francisco, as outlined on the following page. Please note that the budget includes all expenses for the Meeting, including travel for the ICANN Board, staff, meeting contractors, Fellows, ALAC, GNSO and ccNSO. The budget does not include travel support assistance for NomCom, or travel expenses for consultants hired by other departments, as these funds are in other departments' budgets.

Key stakeholders and their positions are:

3. Consultation—internal and/or external:

Internal: Global Partnerships

External: The potential host for San Francisco

4. Potential Objections and Proposed Responses:

Objections: No objections to San Francisco, California have been raised.

5. Resource implications:

The proposed budget for this meeting is not to exceed US\$1.941M. By comparison, the Cartagena budget is US\$2.126M, the Brussels budget was US\$2.094M, and the budget for Nairobi was US\$2.235M.

CANN MEETING NORTH AMERICA 13-18 MARCH 2010			COMPARATIVE BUDGETS		
	SAN FRANCISCO CALIFORNIA USA	CARTAGENA COLOMBIA	BRUSSELS BELGIUM	NAIROBI KENYA	
Item Description	Expense	Expense	Expense	Expense	
Meeting Elements					
Office Supplies	\$2,500	\$2,500	\$2,500	\$2,500	
Printing	\$5,000	\$5,000	\$5,000	\$5,000	
Shipping	\$40,000	\$40,000	\$40,000	\$50,000	
Misc.	\$5,000	\$5,000	\$5,000	\$5,000	
Hotel Catering	\$200,000	\$200,000	\$200,000	\$75,000	
Meeting Space Rental	\$50,000	\$190,000	\$300,000	\$125,000	
Gala	\$0	\$0	\$0	\$0	
nterpreters	\$85,000	\$85,000	\$85,000	\$85,000	
Scribes	\$75,000	\$75,000	\$75,000	\$70,000	
Registration Staffing	\$25,000	\$25,000	\$25,000	\$25,000	
Security	\$25,000	\$45,000	\$5,000	\$37,500	
Airport Shuttles	\$0	\$0	\$0	\$0	
Hotel Shuttles	\$0	\$30,000	\$0	\$0	
On-Site Doctor	\$6,000	\$6,000	\$6,000	\$6,000	
Contracted Meeting Planners (2)	\$75,000	\$75,000	\$75,000	\$75,000	
Contracted Audio and Video Engineers (4)	\$50,000	\$25,000	\$25,000	\$25,000	
Photographer	\$5,000	\$5,000	\$5,000	\$5,000	
VeriLAN	\$200,000	\$200,000	\$200,000	\$225,000	
SP Bandwidth	\$0	\$0	\$0	\$0	
Audio Visual	\$225,000	\$175,000	\$175,000	\$175,000	
Sponsor Both Display	\$15,000	\$10,000	\$10,000	\$5,000	
Signage	\$10,000	\$10,000	\$10,000	\$10,000	
Promotional Items	\$20,000	\$20,000	\$20,000	\$20,000	
Power Cords	\$3,500	\$3,500	\$3,500	\$10,000	
Hotel Power Consumption	\$5,000	\$5,000	\$5,000	\$10,000	
Hotel backup Generator	\$0	\$0	\$0	\$10,000	
Meeting Room Internet	\$5,000	\$5,000	\$5,000	\$3,000	
Meeting Room Telephone	\$5,000	\$5,000	\$5,000	\$5,000	
SUBTOTAL MEETING EXPENSE	\$1,137,000	\$1,247,000	\$1,287,000	\$1,064,000	
Board Travel (24)					
Airfare	\$81,416	\$101,520	\$79,200	\$180,000	
Airport Taxi (Home and Onsite)	\$7,200	\$7,200	\$7,200	\$7,200	
Board Meals & Hotel Incidentals	\$16,800	\$16,800	\$16,800	\$16,800	
Board Hotel Rooms	\$58,080	\$52,800	\$57,600	\$79,200	
Guest Room Internet	\$3,600	\$3,600	\$3,600	\$3,600	
BOARD TRAVEL EXPENSE	\$167,096	\$181,920	\$164,400	\$286,800	
Staff Travel (70)					
Airfare	\$31,780	\$72,940	\$63,000	\$105,000	
Airport Taxi (Home and Onsite)	\$21,000	\$21,000	\$21,000	\$21,000	
Staff Meals & Hotel Incidentals	\$49,000	\$49,000	\$49,000	\$49,000	
Staff Hotel Rooms	\$170,800	\$154,000	\$140,000	\$231,000	
Guest Room Internet	\$10,500	\$10,500	\$10,500	\$10,500	
STAFF TRAVEL EXPENSE	\$283,080	\$307,440	\$283,500	\$416,500	
Funded Travel Support (76)					
Airfare	\$47,804	\$79,192	\$76,000	\$114,000	
Hotel Rooms	\$129,808	\$117,040	\$93,100	\$150,480	
Per Diem	\$60,800	\$60,800	\$60,800	\$60,800	
FUNDED TRAVEL SUPPORT EXPENSE	\$238,412	\$257,032	\$229,900	\$325,280	
Site Inspection Trip	\$30,000	\$30,000	\$30,000	\$30,000	
SUBTOTAL TRAVEL EXPENSE	\$718,588	\$776,392	\$707,800	\$1,058,580	
TOTAL MEETING & TRAVEL EXPENSE	\$1,855,588	\$2,023,392	\$1,994,800	\$2,122,580	
Contingency at 10%	\$185,559	\$202,339	\$199,480	\$212,258	
SUBTOTAL	\$2,041,147	\$2,225,731	\$2,194,280	\$2,334,838	
Local Support	\$0	\$0	\$0	\$0	
Sponsorships	-\$100,000	-\$100,000	-\$100,000	-\$100,000	
TOTAL EXPENSE	\$1,941,147	\$2,125,731	\$2,094,280	\$2,234,838	
Notes:					
Budget includes all expenses for the Meeting, including travel for the Board, Staff, Meeting Contractors, Fellows, ALAC, GNSO, ccNSO					
Budget excludes travel for NomCom, and consultants hired by other departments, as these funds are in other departments' budgets					