ICANN Meeting Proposal

June 2003
Montréal, Québec (Canada)

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1.0 INTRODUCTION

The Canadian Internet Registration Authority (CIRA) is pleased to submit this proposal to host a meeting of the Internet Corporation for Assigned Names and Numbers (ICANN) Board of Directors and the Domain Name Supporting Organizations at the *Le Centre Sheraton* (www.sheraton.com/lecentre) in Montréal, Québec (Canada) in June 2003. The proposed period for the meeting is **June 23 to 26, 2003**.

CIRA is the not-for-profit corporation mandated by the Government of Canada and ICANN to operate the dot-ca top-level domain for all Canadians. It is responsible for setting policy and managing the 300,000 dot-ca domain name database as well as registering domain names through its network of certified registrars.

1.1 Montréal Means Technology, Business, and the Arts

Montréal, a world renowned centre for culture, business, and technology, is superbly suited for an ICANN meeting given it's international flair, multi-cultural character, and long standing tradition as a hospitable host of international events. With a population of 3.4 million, the city blends rich traditions of French Canada's past and present to the rapid and dynamic pace that drives the Internet.

Montréal is known internationally as a warm and welcoming city to do business and enjoy the culinary and performing arts. The city's technology and multi-media industry has recently experienced tremendous growth, making it an internationally competitive force in the new economy (photo www.montrealcam.com).

1.2 So Close, So Easy

In close proximity to other major U.S. east coast centres of technology and commerce, Montréal attracts business people and tourists from the around the globe throughout the year. The city's proximity to major Canadian cities (e.g. Toronto, Ottawa) make it an easy to reach destination for a large number of Internet and domain name industry professionals.

Located only 380 miles (605 km) from New York City, Montréal is sure to attract hundreds of meeting participants from the eastern United States.

1.3   Strong Dollar Value

Participants will be able to get the most out of their stay in Canada. With an exchange rate averaging 1.5 Canadian dollars to the U.S. dollar, visitors to Canada are able to stretch their budgets and draw maximum benefit from travel, accommodations, and entertainment dollars. As a result, this meeting will be financially accessible to many participants from around the globe.

1.4   Places to See and Things to Do

The proposed meeting period (**June 23 to 26, 2003**) is at the heart of a Montréal summer rich in activities for the whole family as well as artistic and cultural events. June 23 is the *national holiday* of the people of Québec--*la St-Jean Baptiste*—celebrating the patron saint of the Province of Québec. Other activities and events happening near this period are sure to attract ICANN followers, thrill seekers, and fun lovers alike:

- June 13 to 15, 2003: Air Canada Grand Prix

- June 26 to July 6, 2003: Montréal's *International Jazz Festival* featuring extensive offerings for music lovers of all stripes.

- July 1: Canada Day-Canada's National holiday featuring events and celebrations across the nation.
- July 10 to July 20, 2003: Montréal's International *Just for Laughs* comedy festival attracting up and coming and professional comedians from around the world.

1.5 Local Internet Community Involvement

As a not-for-profit corporation whose "shareholders" are dot-ca domain name registrants, CIRA holds an open and public Annual General Meeting (AGM) once a year. Both CIRA and ICANN share a common goal—to reach out and involve everyday Internet users in the management of Internet policies. To help achieve this goal, CIRA proposed to organize its 2003 AGM on June 24, 25, or 26 at *Le Centre Sheraton* or a nearby facility. Such timing would help increase local participation in the ICANN meetings as well as involve the local Internet community and everyday Internet users.

A webcast archive, agendas, and other information relating to past CIRA AGMs are available at http://wm.stylus.ca/CIRA/2002.05.28/webcast.htm (2002 AGM) and http://wm.stylus.ca/CIRA/2001.12.06/webcast.htm (2001 AGM).

2.0 THE PROJECT TEAM

CIRA has the skill and experience to successfully lead the organization, coordination, and promotion of an international gathering of technology and business professionals. The 2003 ICANN meeting project will be lead and managed by the following project individuals:

- **Bernard Turcotte**, CIRA President
  Mr. Turcotte has 20 years of experience the development of Canada's telecommunications and Internet infrastructure and has attended every ICANN meeting since September 2001. He was a key organizer of INET'96 (http://www.isoc.org/inet96/inet96/main.html) and maintains strong relations with Internet professionals and domain name organizations all over the world.

- **Gabriel Ahad**, CIRA Director of Communications

  Mr. Ahad has over 10 years of experience in public communications, special events, conference logistics, promotions, and protocol. He is well known in Canadian circles for his ability to manage events in tight timeframes. In 1996, he organized the Canadian Association of Municipal Administrators' (www.camacam.ca) annual conference in only 4 months.

- **Lynn Gravel**, CIRA Special Projects Coordinator

  Ms. Gravel has over 15 years of experience organizing corporate meetings and events for international and national organizations and is highly skilled at managing time-sensitive projects and financial reporting systems.

Upon acceptance of this proposal, CIRA will lead the formation a working group that will immediately begin developing a detailed task list and event timeline. This working group would include, but would not be limited to, representatives from government, business, and academia. CIRA may also retain the services of a dedicated resource or meeting planner to ensure this project is successfully implemented.

3.0 THE HOTEL: LE CENTRE SHERATON

Located in the heart of downtown Montréal, *Le Centre Sheraton* offers world class meeting facilities and accommodations at mid-range business travel prices. Hotel guest rooms include coffee makers with free coffee and tea, complimentary newspaper, in-room movies, data ports, and cable television. It should be noted that all hotel rooms will be equipped with high-speed data ports by the Fall of 2002.

*Le Centre Sheraton is located in the heart of the city, within a short walk
from shopping and the city's business and entertainment districts.*

Le Centre Sheraton is located at 1201 Boulevard René-Levesque West, Montréal, Québec, H3B 2L7, Canada (phone 514- 878-2000, fax 514- 878-3958).

The following list represents only a few of the dozens of nearby attractions located within walking distance or via a $7 to $12 USD taxi fare:

- Molson Center - 1 block
- Underground City - 1 block
- Museum of Fine Arts - 4 blocks
- McGill University Atrium (Football) - 6 blocks
- Dow Planetarium - 3 kilometers
- Convention Center - 3 kilometers
- Old Montréal - 3 kilometers
- La Ronde Amusement Park - 7 kilometers
- Chinatown - 7 kilometers
- The Old Port of Montréal - 8 kilometers
- Mount Royal Park - 8 kilometers
- St Helene Island/Notre Dame Island - 15 kilometers
- Contemporary Arts Museum - 16 kilometers
- Biodome - 23 kilometers
- Olympic Stadium - 23 kilometers
- Botanical Gardens - 23 kilometers
- Casino de Montréal - 23 kilometers
- Dorval Golf Course - 26 kilometers

Additional information on these attractions, as well as other sites of possible interest to ICANN meeting participants, is available at www.tourism-montreal.org.

Those wishing to visit these sites or explore other areas of the city will be able to do so with ease and comfort. Montréal's safe, inexpensive, and convenient rapid transit network consisting of an integrated bus, subway, and commuter rail transportation system makes travel within the city affordable and effortless.

The hotel is well equipped to meet the diverse needs of ICANN meeting participants with three restaurants on site:

- **Le Boulevard**: Main restaurant offering international cuisine, à la carte and buffet meals range from $8 to $23 USD. Hours of operation are 6:30 AM to 11:30 PM.

- **La Croisette**: Atrium setting offering coffee, sandwiches, muffins and light snacks. Hours of operation are 6:30 AM to 11:30 PM.

- **L'Impromptu**: Sports bar setting offering a wide variety of local and international beverages as well as pub fare and light snacks. Hours of operation are 11:00 AM to 2:00 AM.

Dozens of other eating establishments, located within walking distance of the hotel, offer a vast selection of menu choices at a range of prices.

Additional hotel information is available at www.sheraton.com/lecentre.

4.0   MEETING ROOMS

The allocation of meeting space at *Le Centre Sheraton* proposed in this document meets all the requirements outlined in ICANN's Call for Proposals. Annex D provides diagrams of all the meeting rooms.

Le Centre Sheraton's world-class business facilities and services are well equipped to provide ICANN meeting participants with a productive and comfortable meeting experience.

4.1   Main Meeting Room

The Main Meeting room will be the West Ballroom and will be operational at least 36 hours prior to the ICANN Public Forum. This room will accommodate both the ICANN Public Forum and the ICANN Board Meeting. It may also be used for meetings such as the Names Council

and other large meetings. The room is able to accommodate a maximum of 660 persons (theatre style).

Room Name	Dimension	Area	Ceiling Height	Style
West Ballroom	83' x 59'	5056 sq. feet	21' 5"	Theatre

4.2   DNSO Meeting Rooms

The table below outlines a proposed plan for the allocation of meeting space for the Domain Name Supporting Organizations:

Constituency/ Group Name	Persons	Room Name	Dimensions	Ceiling Height	Style
Country Code Top Level Domains	100	East Ballroom (see Annex D, diagram A)	83' x 33' / 2754 sq. feet	19' 11"	Theatre /Schoolroom
Registrars	100	Salons 6&7 (see Annex D, diagram D)	67' x 19 / 1357 sq. feet'	9' 1"	Theatre /Schoolroom
gTLD Registries	25	Salon 3 (see Annex D, diagram C)	32' x 22' / 736 sq. feet	10' 2"	Theatre /Schoolroom
Non Commercial	50	Salon 4 (see Annex D, diagram C)	32' x 19' / 690 sq. feet	8' 10"	Theatre /Schoolroom
Business	50	Salon 5 (see Annex D, diagram C)	39' x 20' / 907 sq. feet	8' 10"	Theatre /Schoolroom
Intellectual Property	50	Salon 1 (see Annex D, diagram C)	31' x 26' / 1065 sq. feet	10' 8"	Theatre /Schoolroom
ISP	25	Salon Jarry (see Annex D, diagram B)	27' x 40'/ 1098 sq. feet	8'10"	Theatre /Schoolroom
Address Supporting Organization	50	Salon Joyce (see Annex D, diagram B)	29' x 40'/ 1162 sq. feet	7'3"	Theatre /Schoolroom

4.3   Governmental Advisory Committee Meeting Room

Room Name	Dimension	Area	Ceiling Height	Style
Salon A,B,C (see Annex D, diagram E)	108' x 30'	3219 sq. feet	9' 11"	Theatre / Schoolroom

Salons A, B or C are available for the Governmental Advisory Committee (GAC) meetings. The rooms have seating capacity of 50 persons (around a table) with capacity for an additional 50 persons behind/around the GAC representative sitting at the table. A VGA video projector and screen will be placed at one end of the room. Microphones and sound amplification equipment will be installed to meet meeting requirements.

4.4   Staff Room

See Annex D, diagram A. The staff work room will be located in Salon 8, will be fully operational at least 72 hours before the ICANN Public Forum, and will operational 24 hours after the close of the ICANN Board Meeting.

Room Name	Dimension	Area	Ceiling Height	Style
Salon 8	30' x 19'	603 sq. feet	9' 10"	Theatre / Schoolroom

4.5   Board Work Room

See Annex D, diagram C. The Board workroom will be located in Salon 2, will be fully operational at least 48 hours before the ICANN Public Assembly, and will remain operational for 6 hours after the close of the ICANN Board Meeting.

Room Name	Dimension	Area	Ceiling Height	Style
Salon 2	26' x 23'	619 sq. feet	11' 9"	TBD

4.6   Technical Room

See Annex D, diagram B. Salon Frechette will be used as a server room and will provide workspace for technical staff.

Room Name	Dimension	Area	Ceiling Height	Style

| Salon Frechette | 37' x 29' | 1115 sq. feet | 8' 7" | TBD |

4.7 Press Room

See Annex D, diagram B. Salon Kafka will be configured as a press room and in accordance with the specifications outlined in the Call for Proposals.

Room Name	Dimension	Area	Ceiling Height	Style
Salon Kafka	30' x 25'	772 sq. feet	7'	

4.8 Terminal Facilities

See Annex D, diagram B. Salon Hemon will be used as a public terminal room. A minimum of 8 PCs with fully functional network connectivity will be installed. Additional ports, power, and power points will be added if deemed necessary.

Room Name	Dimension	Area	Ceiling Height	Style
Salon Hemon	24' x 47'	1144 sq. feet	7' 3"	

4.9 Network Infrastructure

Upon approval of this proposal, CIRA will draft a detailed request for proposals for IT and network services for the ICANN meeting. The request for proposals will cover all the technical requirements listed in ICANN's Call for Proposals. Given the paramount importance of IT and network connectivity during ICANN meetings, CIRA will seek ICANN's review of the request for IT proposals before approaching service providers.

5.0 FINANCIAL RESPONSIBILITIES

5.1 Location Costs

As specified in ICANN's Call for Proposals, all room, equipment, and minimum catering costs (coffee breaks) are included in this proposal's budget. Also included is an allocation for the opening reception and other resources deemed required by CIRA. Catering costs are based on 500 participants. Expenses, listed by category in Canadian dollars, are provided in this table:

Expense Category	Amount $US	Amount $CAD
Meeting rooms*	$40,000	$60,000
IT equipment and telecom*	$53,300	$80,000
Security*	$2,600	$4,000
Sundry and supplies	$6,600	$10,000
Catering (coffee breaks)*	$3,300	$5,000
Catering (opening reception)	$20,000	$30,000
Staff resource(s)	$67,000	$100,000
Sub-total	**$192,800**	**$289,000**
Contingency (10%)	$19,300	$28,900
Total	**$211,600**	**$317,900**

*Required by ICANN's Call for Proposals

5.2 Catering

Participants will be responsible for their own breakfasts, lunches, and evening meals. *Le Centre Sheraton*, as well as numerous eating establishments located within walking distance, offer a wide selection of food choices at varying prices (see Section 3.0).

5.3 Travel and Accommodations

All participants will be responsible for their own travel and accommodations.

As specified in Section 8.0 (Sponsorship), CIRA will approach the Government of Canada's Canadian International Development Agency (CIDA) in an effort to secure funding to permit and/or facilitate greater attendance and participation by representatives from developing countries.

6.0 TRAVEL

Montréal is an important transportation link for Canadians and international travelers. Accordingly, the city is easily accessible by air, land, and rail.

6.1 By Air

As an important international travel centre for business and leisure travelers, Montréal's Dorval Airport offers a large number of direct flights to and from:

- Large and small North American centres
- The Americas (Central and South America)
- Europe
- Asia
- Africa and the Middle-East

Additional information on Dorval Airport is available at www.admtl.com.

6.2 By Land

Located only 380 miles from New York City, Montréal is easily accessible by car or bus. This makes Montréal a highly desirable destination for meeting participants wishing to travel with spouses and family members.

6.3 By Rail

Montréal's *Gare Centrale*, located only 1 km from *Le Centre Sheraton*, offers a direct rail route to New York City. Other major east coast cities (e.g. Boston, Philadelphia) are only one train connection away.

6.4 Travel Restrictions

Participants holding citizenship from the countries listed in Annex A (list dated July 24, 2002) will need to obtain Visas to enter Canada.

A list of countries and cities with Citizenship and Immigration Canada offices providing Visa services is provided as Annex B. This list is available online at

www.cic.gc.ca/english/offices/index.html. Many of these Citizenship and Immigration Canada office included in this list also provide Visa services to citizens of countries not listed.

The CIRA project team will do its best to assist meeting participants in dealing with local customs issues as well as travel, accommodations, or special needs that may arise.

7.0   ACCOMMODATIONS

Hotel accommodations will be available at the *Le Centre Sheraton* for $175 USD (single or double occupancy). A breakdown of the room block reserved (as of August 12, 2002) is provided below:

Day	Rooms Blocked
June 21, 2003 (Saturday)	125
June 22, 2003 (Sunday)	300
June 23, 2003 (Monday)	300
June 24, 2003 (Tuesday)	300
June 25, 2003 (Wednesday)	300
June 26, 2003 (Thursday)	300

Le Centre Sheraton's guest rooms will provide comfortable, safe, and affordable accommodations for meeting participants wishing to reside at the host hotel.

Meeting participants seeking overnight accommodations in a different facility or at lower prices will have a host of options to choose from. The following hotels are located within walking distance from *Le Centre Sheraton*:

Hotel	Price
Inter-Continental Hotel Montréal 360 St. Antoine Street West Montréal, QC, H2Y 3X4 514-987-9900	$120 to $173 US per night

Hotel	Price
Novotel Montréal 1180 de la Montagne Montréal, QC, H3G 1Z1 514-285-1450	$105 to $153 US per night
Best Western Europa Downtown 1240 Drummond Street Montréal, QC, H3G 1V7 514-866-6492	$73 to $93 US per night
L' Hotel de la Montagne 1430 de la Montagne Montréal, QC, H3G 1Z5 514-288-5656	$90 to $103 US per night
Hotel Travelodge Montréal Centre 50 Rene Levesque Blvd West Montréal, QC, H2Z 1A2 514-874-9090	$40 to $80 US per night
Le Nouvel Hotel Montréal 1740 Rene Levesque Blvd West Montréal, QC, H34 1R3 514-878-2332	$60 to $107 US per night

8.0   REGISTRATION

A minimum of four people will be responsible for handling registration procedures on day one.
Extensive planning and effort will be devoted to this critical activity to ensure that meeting
participants' registration experience is smooth and problem-free. Onsite registration services
will be available in English and French.

CIRA is confident it will be able to effectively manage the meeting's onsite registration while
greeting participants with a warm and memorable welcome to Canada.

9.0   SECURITY

Canada takes great pride in the freedom of movement and personal security enjoyed by all its
citizens and visitors. Although Montréal is a major North American urban centre, it boasts a low
crime rate. Residents and visitors alike are generally able to move freely—day and night—

without experiencing personal security threats. Accordingly, CIRA does not propose to establish special security arrangements for meeting participants.

Due to the nature of the equipment to be used for the ICANN meeting, CIRA proposed to retain private security services to protect all equipment and facilities from theft and vandalism. This protection would be provided during off hours—when the equipment and facilities are not used.

10.0 SPONSORSHIP

Upon acceptance of this proposal, CIRA will initiate development of a tiered sponsorship program enabling small and large businesses and organizations to draw exposure and benefit from ICANN's presence in Montréal and Canada.

The sponsorship program's key goal will be to raise $150,000 or approximately 75% of the expenses to be incurred by the host--CIRA. The program will be vast in scope as it will include but will not be limited to:

- Promotional opportunities on the meeting's local web page;
- Collateral insertions in participants' meeting kits;
- Sponsorship of coffee breaks;
- Exposure opportunities during the opening reception;
- Showcasing the networking equipment and hardware used during the meeting.

Specific industries and suppliers will be approached as part of this sponsorship drive. Targeted industries and organizations will include but will not be limited to:

- Domain name registries (gTLDs and ccTLDs)
- Domain name registrars based in Canada and around the globe)
- Telecommunications service providers
- The Government of Canada;
- The Government of Québec.

High-level discussions with senior Federal government representatives have revealed support for CIRA's proposal to host an ICANN meeting in Canada. It is premature at this stage to qualify or quantify the nature of support to be provided by Canadian publicly funded organizations.

11.0 WEBSITE

CIRA will begin development of a local website for the meeting as soon as acceptance of this proposal is confirmed. The website will be update regularly and provide meeting participants and the general public with information relating to:

- Meeting agendas and schedules;
- The meeting facility (Le Centre Sheraton Montréal);
- Accommodations (at the Le Centre Sheraton and other nearby hotels);
- Attractions (within the City of Montréal and nearby areas in the Province of Quebec);
- Travel (to and from downtown Montréal and Montréal's Dorval Airport);
- Meeting sponsors (organizations that have agreed to provide cash or in-kind contributions);
- Meeting partners (organizations that have agreed to assist CIRA with meeting logistics);
- Visa requirements and links to Government of Canada sites providing information for travelers to Canada;
- Useful links (for visitors to Montréal);
- Local host contact numbers and email addresses.

As Canada takes pride in having two official languages, the website will be bilingual (English and French).

12.0 OUTREACH

As private not-for-profit corporations with governance responsibilities, both ICANN and CIRA share the need to actively reach out to diverse Internet constituencies to help ensure their governance policies and processes are representative of public views. The CIRA Board has

recognized the value of outreach and is working hard to involve Canadian Internet users of all stripes—from football coaches to corporate officers—in its governance process.

Because CIRA will schedule its AGM to coincide with the ICANN meeting (see Section 1.5 Local Internet Community), extensive outreach efforts undertaken in support of CIRA's AGM will draw attention to the ICANN meetings. The end result will be mutually beneficial for both organizations.

CIRA will also undertake aggressive outreach initiatives designed to gain the attention of the national media, corporate and community based Internet organizations, Federal and provincial government officials, as well as other constituencies.