

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.

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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

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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				