**REQUEST FOR PROPOSAL**
**KANTARA INITIATIVE ALL MEMBER MEETING**

**Contact information:**
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**Name of Meeting**:
Kantara Initiative All Member Meeting

**Group Profile**:
This group is a consortium of communities bridging and harmonizing the identity community with actions that will help ensure secure, identity-based, online interactions while preventing misuse of personal information so that networks will become privacy protecting and more natively trustworthy environments.  Please review our website (http://www.kantarainitiative.org) for details.

**Locations and dates:**
Mid September 2010 to mid November 2010, October being the focal point in Central Europe.
3 day meeting, preferably Tuesday-Thursday.

**Meeting Rooms/Tracks – U-Shape**
3 meeting rooms for each meeting track per day within short walking distance of each other:
Track 1 – 15ppl
Track 2 – 15ppl
Track 3 – 15ppl

**Partner sponsor highlight:**
Partner receives highlight on Kantara Initiative website and newsletter.

**Meeting Schedule:**
Breakfast 8:00am-9:00am
Meeting 9:00am-5:00pm
AM Break 10:15am-10:30am
Lunch 12:00pm-1:00pm
PM Break 3:00-3:15pm
Note: Registration table (to seat 2 ppl) outside one room each day

**Welcome Reception:**
Preferably Day 1 (Tuesday) 5:30pm-7:00pm (30ppl).  Onsite or a nearby recommended restaurant.

**Meeting Room Requirements:**
Please provide meeting room rental fee per room, per day.

**Sleeping Room Information (if applicable):**
Please provide sleeping room rate & room block requirement if attached to a specific event located at adjoining or nearby hotel/venue.
Please advise of mileage distance from nearby hotels to meeting venue location.

**Internet connectivity (WiFi preferred):**
We ask that the venue provide wireless access in meeting rooms with enough capacity to support each anticipated attendee in each meeting room.

please send responses to dervla (at) kantarainitiative (dot) org

**A/V Requirements**:
- Power strips for attendees in each room.
- Screen & projector in each room (please provide both packaged and individual pricing for screen and projector and advise cost to bring our own projector).
- Projector table/carts in each room.
- Table skirting.

Please provide pricing for the above A/V requirements plus:
- Flip Chart & Whiteboard usage daily.
- Polycom telephone usage daily.
- Laser printer usage daily.

**F&B Requirements**:
Please provide menus – breakfast, lunches, breaks, cocktail reception

**Floorplans:**
Please provide dimensions and electronic floorplan(s) related to our meeting space.

**Method of Payment:**
Please advise of method of payment for meeting room and banquet charges.

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