

Organising a TF-CSIRT meeting

	May/September	January
Organised by	GEANT + Local Host	FIRST + Local Host
Duration	2 days	3 days
	<i>meetings are usually organised at the last/one to last week of the month</i>	
Participants	130-150	> 200 (up to 250)
Participation fee	-	Participation fee is charged. Fee: ≈ 150 EUR (determined by the host in agreement with GEANT/FIRST)
		Participation fee collection
		FIRST will collect the fees.

HOST RESPONSIBILITIES

Budget	Local host provides a budget for the running of the event.
Sponsorship	Local host can bring in and liaise with third-party sponsors. Sponsorship for the event that may include financial contributions, contributions in kind and services may be used. Sponsors will be offered a slot on the programme and a number of free passes for the event.

Venue	<ul style="list-style-type: none"> • Meeting room for all attendees (up to 150) for two days • Small meeting rooms for side meetings (10-30), i.e. SC meeting, video calls, etc. • Registration desk at the venue 	<ul style="list-style-type: none"> • Meeting room for all attendees (up to 250) for two days • 2-3 smaller rooms for group activities (up to 30) • Small meeting room(s) for side meetings (up to 10 people) for TF-CSIRT SC and FIRST BoD meetings, VC calls, etc. • Registration desk at the venue
Technical requirements	<ul style="list-style-type: none"> • Presenters laptop • Screen + projector • Microphones (speaker + wireless for questions and comments) • Wireless (eduroam and/or free wireless connection for attendees) • Sufficient power sockets for attendees laptops 	
Catering	<ul style="list-style-type: none"> • Lunch x 2 • Coffee break x 3 • Morning coffee x 2 	<ul style="list-style-type: none"> • Lunch x 3 • Coffee break x 6 • Morning coffee x 3

GÉANT RESPONSIBILITIES

Communication	<ul style="list-style-type: none"> • Mailing list, VC facilities for the event and discussion between GÉANT and the host • Communication regarding the event with the TF-CSIRT community
Registration	<ul style="list-style-type: none"> • An online booking form for attendees, regular information to the Host on numbers leading up to the event and close registration at an appropriate time • Collecting specific information (ie. dietary requirements) • Attendees' registration on the day of the event + badges or other identification of the attendees, including specific information required by the venue, local host, sponsors
Website	A website for the event including the full programme, logistical information and relevant information about event sponsors.

Programme	Coordination and publication of the programme in coordination with TF-CSIRT Steering Committee, the Host and FIRST.
Meeting minutes	GÉANT is responsible for recording meeting minutes.

OTHER ARRANGEMENTS

(To be agreed)

	May/September	January
Social events Can be paid by the host; paid by sponsors; arranged by host but paid for by the participants	<ul style="list-style-type: none"> • Group Dinner • City walk/excursion 	<ul style="list-style-type: none"> • Opening/closing receptions (drinks + snacks) • Group dinner • Group activities (city walks/runs, pub crawl, food/drink tasting, etc)
Hotels	Local host can recommend a few hotels in different price ranges and/or arrange special prices for the participants of the event	
Transportation	Host can arrange transportation to the event venue and/other venues if those cannot be easily reached by public transport/walking	
Information and recommendations	Host can provide information about public transport, taxis, airport transfers, eating & drinking suggestions, etc.	