

# **APRICOT**

# **Operations Manual**

**<https://www.apricot.net>**

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# APRICOT Operations Manual

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This document provides detailed overview of the planning, delivery, and functioning of the APRICOT Summit, together with the background of the event, its structure and requirements.

The manual describes the experiences, best practices, and typical operational procedures for the preparation of the Summit. It is used as the guiding document by the APRICOT Secretariat, partner organisations assisting with the preparation of the event, and stakeholder organisations supporting APRICOT.

While there will be inevitable variations from the documentation described here, mostly due to local circumstances, the Summit organisers attempt at all times to follow APRICOT best practices to maintain the standards that the participants, partner organisations and sponsors have come expect and are accustomed to.

# 1 APRICOT Introduction

## 1.1 Background of APRICOT

Since 1996, APRICOT has provided a unique and successful educational forum for Internet builders in the region to learn from their peers and other leaders in the Internet community from around the world.

APRICOT is Asia Pacific's premier regional Internet Summit where organisations with interest in or active in the technology and technical operations of the Internet in the Asia Pacific region meet to hold their annual events and activities. Organisations include:

|                                            |                                                        |
|--------------------------------------------|--------------------------------------------------------|
| Asia Pacific Network Operators Group       | ( <a href="http://www.apnog.org">www.apnog.org</a> )   |
| Asia Pacific Network Information Centre    | ( <a href="http://www.apnic.net">www.apnic.net</a> )   |
| Asia Pacific Internet Exchange Association | ( <a href="http://www.apix.asia">www.apix.asia</a> )   |
| APstar                                     | ( <a href="http://www.apstar.org">www.apstar.org</a> ) |
| DotAsia                                    | ( <a href="http://www.dot.asia">www.dot.asia</a> )     |

The Summit is made up of 3 days of technical training (publicised as the APRICOT MasterClasses) and 3 days of plenary, tutorial, panel, and birds-of-feather (BoF) meetings (publicised as the APRICOT Conference), followed by the APNIC Annual General Meeting on the final day, all with the aim of:

- Spreading and sharing the knowledge required for the operational stability and development of the Internet within the Asia Pacific region.
- Developing affinity groups that foster mutual support throughout the year.

APRICOT's programme is focused on Internet operational issues (i.e. issues surrounding the smooth day-to-day operation of Internet-based networks and services) and the technologies supporting those operations. It is concerned with bringing true subject matter experts from around the world together with those who can benefit most from their knowledge and experience.

APRICOT targets those individuals who directly impact the operational deployment and stability of Internet protocol (IP)-based networks and services. These are network operators and engineers, senior executives and regulators.

One of the fundamental principles of APRICOT presentations has been its vendor neutral objectiveness that provides for informed opinion. As such, APRICOT is **not** a marketing or sales-orientated conference, and it does not permit blatant sales or promotional activities within the event itself.

In essence, APRICOT creates a neutral educational forum that provides for frank discussions on the skills, policies and technologies that are critical for the smooth operation of the Internet's network and service infrastructure both regionally and internationally. The sharing of operational best practices is of critical importance, and the MasterClass and tutorial programme at APRICOT focuses on knowledge dissemination.

APRICOT has a one-year technology horizon. This means to say that APRICOT is involved with those technologies that are either at the heart of today's Internet or those that are very likely to see *operational deployment within the next 12 to 18 months*.

The key benefit in attending APRICOT is to synchronize local and regional activities with the rapid developments in the wider Internet in an objective manner that distinguishes between operational realities and marketing 'hype'.

As the major APRICOT conference is only organised once a year, special attention is given to the creation of affinity groups that foster mutual support throughout the year. During the year, these affinity groups play a key role as a source of knowledge and experience.

Given the **non-sales** nature of APRICOT, the Sponsor Exhibition found at many industry conferences has been replaced with the APRICOT Sponsor Demonstration Area – a hands-on set-up where attendees can interact with the latest equipment and technologies, and where APRICOT sponsors can showcase working or soon to be available examples of Internet infrastructure.

## **1.2 Organisational Structure of APRICOT**

The Asia Pacific Network Operators Group (APNOG) Ltd is the Organiser of APRICOT. APNOG is a “company limited by guarantee” in Australia (Australian Company Number 633052829).

Membership of APNOG is open to individuals who are actively involved in the development of the Internet infrastructure in the Asia Pacific region, are promoting the goals of APRICOT, and have a track record of supporting recent APRICOT events, either serving on committees, presenting content, or teaching MasterClasses or tutorials.

APNOG has a Board, and an Executive Director (ex-officio member of the Board) who operates APNOG’s Secretariat; the Secretariat runs the day-to-day operation of APNOG (not covered here) and is contactable by e-mail at [secretariat@apnog.org](mailto:secretariat@apnog.org).

The APNOG Board is made of up to a maximum of seven members, five of whom are selected by the APNOG Membership, and the remaining two appointed by the elected Board members to fulfil specialist skills or requirements as determined by the Board. The Board oversees the entire Summit effort, with APNOG’s Executive Director fully responsible for the Summit delivery and operation.

The APRICOT Secretariat is the single contact point for delegates, sponsors, suppliers, and venues, and is tasked with the delivery of the APRICOT Summit under the guidance of APNOG’s Executive Director. Participants in the Secretariat role include the APNOG Executive Director and the event organising and operations staff supporting APRICOT. The APRICOT Secretariat is contactable by e-mail at [secretariat@apricot.net](mailto:secretariat@apricot.net).

The APNOG Executive Director also delegates, with Board endorsement, specific areas of responsibility to various committees as part of the organisation of APRICOT. The APNOG Board formally appoints the chair and co-chair of each committee, on recommendation of the Executive Director. These committees are:

- The Working Committee is the group which coordinates the organisation of the annual APRICOT Summit, and comprises representatives from APNIC, the APRICOT Programme, Fellowship & Technical Committees, the APRICOT Secretariat, and the local partner. These representatives are fully involved in the day-to-day delivery of

their respective areas of responsibility of the summit, ensuring that all components are fully aware of what is going on across the event. The committee is led by the APNOG Executive Director and is contactable by email at [workcom@apricot.net](mailto:workcom@apricot.net).

- The Programme Committee works to prepare the programme of tutorials and the conference sessions and is contactable by email at [pc20XY@apricot.net](mailto:pc20XY@apricot.net).
- The Fellowship Committee oversees APRICOT's fellowship programme; the programme ensures that those delegates who require financial assistance to attend APRICOT can do so by becoming APRICOT Fellows and is contactable by email at [fc20XY@apricot.net](mailto:fc20XY@apricot.net).
- The Technical Committee is responsible for working with local partners and suppliers on network infrastructure requirements for the conference. These vary from location to location, depending on the local wireless and wired infrastructure available in the venue. The committee is contactable by email at [tech@apricot.net](mailto:tech@apricot.net).

### **1.3 Official Language of APRICOT**

The official conference language of APRICOT is English. This is not the dominant language in the Asia Pacific region but is the predominant language of the Internet.

Also, that the official language is English should not exclude sessions being held in other languages. All APRICOT local partners are encouraged to consider hosting a session in the local language, if it will help participation of the local Internet operations and technology community.

### **1.4 APRICOT's region**

The Asia Pacific region is defined as the area of responsibility of APNIC, the Asia Pacific Network Information Centre, as a Regional Internet Registry. This differs from the United Nations definition of what comprises Asia and what comprises the Pacific Rim.

A pictorial representation of the Asia Pacific region can be found at the APNIC website ([www.apnic.net](http://www.apnic.net)) – this region ranges from Afghanistan in the West to the South Pacific island nations in the East, New Zealand in the South, to Mongolia in the North.

### **1.5 Date for APRICOT**

There is an expectation throughout the Asia Pacific region that APRICOT will take place around the last week of February and first week of March. This time was carefully selected to accommodate a busy calendar of events in the region, to align with other global Internet conferences such as the IETF, as well as make allowances for major regional holidays.

The Network Startup Resource Centre (NSRC) have provided a website where all conference organisers list their Internet Operations conferences and training events. From consulting <http://nsrc.org/calendar/>, it is possible to see that the Internet conference calendar is very congested at most times of the year, so careful consideration and forward planning are required should any change to APRICOT dates be required.

## **2 APRICOT Location Considerations**

This section describes the requirements for a location and venue for the APRICOT Summit. These considerations are key for the APNOG Board's decision-making process and guides the APRICOT Secretariat in their search for a suitable venue that will meet the Summit's needs.

### **2.1 Background**

Early APRICOT locations were decided by a bidding process involving potential hosts, with the successful host being the one that best met the event requires in the view of the then APRICOT Executive Council. The APRICOT Executive Council combined with APIA (the Asia Pacific Internet Association) in 2004 and the responsibility for APRICOT was assumed by APIA and its Board. The bid process remained in place.

In 2014, APIA and APNIC agreed a 4-year cycle to ensure that both APRICOT and APNIC's midyear conference do not land in the same sub-region of Asia Pacific, and that each of the four sub-regions of Asia Pacific receive equal attention from both events.

Following a 2014 agreement with APNIC to ensure that APRICOT and APNIC's mid-year conference do not appear in the same sub-region each year, the APRICOT conference location was agreed follow a 4-year cycle. The cycle started in 2017 with APRICOT going to Southeast Asia , South Asia in 2018, East Asia in 2019, and Oceania in 2020. APNIC followed a similar cycle, 2 years different from APRICOT.

APRICOT 2016 was the last event where the host bid for the event, being hosted in New Zealand by InternetNZ. APRICOT 2017 was the first event where APRICOT was responsible for its own finances, with the Summit moving to the partnership model that is used today. In 2019 the process started replacing APIA with APNOG as the underlying legal entity responsible for the APRICOT Summit. The migration to APNOG was completed end of June 2025.

Following the COVID pandemic which prevented in-person APRICOT events for 2021 and 2022, APNOG and APNIC agreed that APRICOT would not return to the 4-year cycle because of the financial challenges facing many economies after the pandemic. The APNOG Board determined that APRICOT would remain predominantly in the SE Asia region. APNIC determined that it would take its mid-year conference in a 3-year cycle around the other sub-regions of Asia Pacific. Both APNIC and APNOG agreed to keep each other well informed about future location planning for both APRICOT and APNIC's mid-year conference.

Nowadays the majority (at least 75%) of APRICOT participants are international delegates from all over the Asia Pacific region and further afield. For this reason, the location for the conference is chosen extremely carefully.

### **2.2 Location Requirements**

A fundamental requirement is that the costs of conference venue space rental, delegate fee charged by the venue, and accommodation must be affordable for the majority participants from across the region.

Another key criterion is that the location is adjacent to an airport with good domestic and international connectivity. The APNOG Board's requirement is that APRICOT locations must



have scheduled **daily** international flights to at least **four** of Singapore, Bangkok, Sydney, Hong Kong and Tokyo, the main international air hubs within the region.

A venue being adjacent to a suitable air travel hub should mean that it is within easy reach by public transport; examples might include practical taxi ride (less than US\$50 or 30 minutes), practical train journey (no changing trains en-route, less than an hour), practical bus journey (no changing buses en-route, less than an hour), &c.

### **2.3 Partner Requirements**

APRICOT is the network operator summit for the Asia Pacific region making it a priority that the event is held in partnership with the local Network Operator Group, community Internet Exchange Point, or Internet Service Provider Association. The support sought from the local partner can range from simple endorsement all the way to financial, technical, and operational support, depending on what the local partner feels they are able to deliver.

The local partner for APRICOT is promoted as the Host or Joint Host of the event, although the model is now of partnership rather than the Host fully funding the event as it was before 2017. APNOG today is fully financially responsible for the delivery of the APRICOT Summit, so any and all support from a local partner makes the delivery of the event happen more smoothly.

APNOG will not partner with a commercial organisation for the hosting of APRICOT as APRICOT is not a commercial event, and it is important to avoid any suggestions of commercial bias or favouritism. APRICOT is a vendor and operator neutral event open to all participants in the Internet infrastructure in the Asia Pacific region and around the world.

### **2.4 Venue for the Conference**

Since its inception, APRICOT has been held in a variety of venues that have ranged from modest to extravagant. The most important aspect of the venue is its ability to accommodate all the delegates at the times required (see Table 4 and Table 5). Since its inception in 1996, APRICOT has been a vehicle to educate the region, and technology and operations education is still its primary function. Suitable venues can range from universities to hotel conference centres (preferred) to convention centres.

### **2.5 Venue Sizing versus Attendance Numbers**

The typical break down of attendance over the 8-day Summit is as follows:

- MasterClasses – 3 parallel workshops see a maximum of 30 attendees per workshop. APNIC Academy also runs a technical training event during the APRICOT MasterClasses. This means that the first 3 days of APRICOT MasterClasses could see up to 140 delegates on-site (including instructors and support staff).
- Tutorials – the tutorial track sees on average around 75 attendees per tutorial. Note that some tutorials will expect higher attendance than other tutorials, so room sizing could be flexible (up to 100 is possible).
- Conference – 2 parallel conference tracks (one APRICOT, the other by APNIC) see attendance numbers significantly higher than the tutorial attendance. Previous experience shows that around 600 delegates maximum will attend the conference days. The Opening Plenary itself sees between 500 and 600 delegates attending.
- APNIC Annual General Meeting – the final day covering the APNIC AGM sees around 150 to 200 attendees on-site.

APNOG sizes the venue with its partners according to the above guide numbers, considering variations driven by local expectations.

## **2.6 Accommodation and Travel**

APRICOT typically hosts 500+ overseas delegates who stay for the whole conference week. The largest costs to the delegates are the costs of the airfare to the destination economy and the cost of accommodation.

Special attention is paid to the variety of accommodation available to the delegates. The accommodation needs to be within walking distance of the venue, or close to easily accessible public transport.

Details of international flights from the major Asian and Pacific hubs are also posted on the Summit website, with an indication of airlines, frequency, and expected costs. Any airline plans for new connectivity, or additional flights, should also be indicated where feasible.

### 3 APRICOT Planning Timeline

Preparation for any APRICOT Summit starts more than two years prior to the Summit taking place. The timeline that the APRICOT Secretariat works to is documented below, with the key components noted.

The overall planning schedule (final deadlines) is in the following table.

| Date               | Function                                                                                                                                    | Responsibility                          |
|--------------------|---------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------|
| 24 months prior    | Decision on the location, to be announced at APRICOT that year (comes after agreement with prospective local partner)                       | APNOG                                   |
|                    | Initial placeholder website                                                                                                                 | APRICOT Secretariat                     |
| 12-18 months prior | Venue search site-visit, working with local host, tourism board or convention authority of the destination, to produce short-list for APNOG | APRICOT Secretariat                     |
|                    | Development of logo                                                                                                                         | Local host                              |
| 12 months prior    | Welcome to next year APRICOT                                                                                                                | Local host                              |
|                    | Updated Website with logo and layout templated                                                                                              | APRICOT Secretariat                     |
| 9-12 months prior  | Keynote speaker search begins                                                                                                               | APNOG & Local host                      |
|                    | Contract & financial negotiation with shortlisted venues                                                                                    | APRICOT Secretariat                     |
| 9 months prior     | Venue contract signed                                                                                                                       | APNOG                                   |
|                    | Initial planning site-visit                                                                                                                 | APRICOT Secretariat                     |
|                    | Deadline for partner meeting room requirements                                                                                              | APRICOT Secretariat                     |
|                    | Travel information published                                                                                                                | APRICOT Secretariat                     |
| 6 months prior     | Sponsorship packages & Call for Sponsorship                                                                                                 | APRICOT Secretariat                     |
|                    | Fellowship Programme setup & launch                                                                                                         | APRICOT Fellowship Chairs & Secretariat |
|                    | Call for Volunteers for APRICOT PC                                                                                                          | APRICOT PC Chairs                       |
|                    | Inviting of Keynote Speakers                                                                                                                | Local host & APNOG                      |
|                    | APRICOT MasterClasses Finalised & Published                                                                                                 | APNOG & APRICOT Secretariat             |
|                    | Registration system set up and tested                                                                                                       | APRICOT Secretariat                     |
| 4 months prior     | Registration open (Early Bird)                                                                                                              | APRICOT Secretariat                     |
|                    | Call for Presentations                                                                                                                      | APRICOT PC Chairs                       |
|                    | Programme layout on Website                                                                                                                 | APRICOT Secretariat & PC Chairs         |
|                    | Standard Registration opens                                                                                                                 | APRICOT Secretariat                     |
| 3 months prior     | Early incentive Sponsorship ends                                                                                                            | APRICOT Secretariat                     |
|                    | APRICOT Fellows announced                                                                                                                   | APRICOT Fellowship Committee            |

|                       |                                                               |                                           |
|-----------------------|---------------------------------------------------------------|-------------------------------------------|
|                       | Site visit venue & social event inspection, supplier meetings | APRICOT Secretariat                       |
| <b>2 months prior</b> | Initial list of accepted presentations                        | APRICOT Programme Committee               |
|                       | APRICOT Fellows travel & accommodation finalised              | APRICOT Secretariat                       |
| <b>1 month prior</b>  | Official end of Call for Sponsorships                         | APRICOT Secretariat                       |
|                       | Deadline for collateral production                            | APRICOT Secretariat                       |
|                       | Official end of Call for Presentations                        | APRICOT Programme Committee               |
|                       | Late Registration opens                                       | APRICOT Secretariat                       |
| <b>2 weeks prior</b>  | Final Summit agenda published                                 | APRICOT Secretariat & Programme Committee |
|                       | APRICOT Training registration closes                          | APRICOT Secretariat                       |
| <b>Day -1</b>         | APRICOT Secretariat arrival                                   | APRICOT Secretariat                       |
| <b>Day 0</b>          | APRICOT on-site setup                                         | APRICOT Secretariat                       |
|                       | Call for Lightning Talks                                      | APRICOT Programme Committee               |
|                       | APRICOT Training Setup                                        | APRICOT Secretariat & Instructor Team     |
| <b>Day 1-3</b>        | APRICOT Training Days                                         |                                           |
| <b>Day 4</b>          | Partner Meetings                                              |                                           |
|                       | Conference Hall A/V Setup                                     | A/V Supplier & Venue                      |
|                       | Sponsor Demo Area Setup                                       | Venue                                     |
| <b>Day 5-7</b>        | APRICOT Conference Days                                       |                                           |
| <b>Day 8</b>          | APNIC Member Meeting                                          | APNIC                                     |
| <b>Day 9</b>          | Venue reconciliation                                          | APRICOT Secretariat                       |
| <b>1 month after</b>  | Publication of event report                                   | APRICOT Secretariat                       |
| <b>2 months after</b> | Accounts concluded                                            | APNOG                                     |

**Table 1 – APRICOT Summit Planning Timeline**

## 4 APRICOT Event Outline

The APRICOT Summit has two main components, the APRICOT MasterClasses, and the APRICOT Conference. The MasterClasses occupy Days 1 to 3; the Conference occupies Days 5 to 7. Day 4 is the “rest day” with no formal activities but are commonly used by AP organisations to hold their meetings. And Day 8 is the APNIC AGM.

The structure of APRICOT is shown in the following table:

| Activity Title                        | Detail                                                         | Duration      |
|---------------------------------------|----------------------------------------------------------------|---------------|
| APRICOT MasterClasses & APNIC Academy | 4 workshops over 3 days                                        | Day 1 to 3    |
|                                       | Workshop Lunches                                               | Day 1 to 3    |
| AP* Meetings                          | AP organisation meetings                                       | Day 4         |
| APRICOT Conference                    | 3 parallel sessions with conference and tutorials intermingled | Day 5 to 7    |
| Sponsor Demonstration Event           | Network equipment and technology showcase                      | Day 5 to 7    |
| Birds-Of-a-Feather Meetings           | Evening meetings                                               | Day 5 to 7    |
| Formal Social Activities              | APRICOT Lunches                                                | Day 5 to 7    |
|                                       | APRICOT Welcome Reception                                      | Day 5 evening |
|                                       | APRICOT Peering & General Social                               | Day 6 evening |
|                                       | Sponsor Receptions                                             | Day 6 evening |
| APNIC Member Meeting & AGM            | APRICOT Closing Reception                                      | Day 7 evening |
|                                       | All day meeting for APNIC membership                           | Day 8         |
|                                       | APNIC Lunch                                                    | Day 8         |

**Table 2 – APRICOT Summit Schedule**

The entire APRICOT summit lasts for 8 days – day 4 is a rest day and allows for the infrastructure to be prepared for the start of the conference on day 5.

The APRICOT Secretariat plans for attendance at an APRICOT conference to be around 900 over the whole 8 days (peaking at around 600 delegates on-site during the conference sessions).

### 4.1 APRICOT Event Summary

APRICOT is the Asia Pacific region’s Internet summit, and most events taking place during the summit are classed as official APRICOT events (supported by APNOG). A few others are co-located with APRICOT, come under the APRICOT umbrella, but are self-funded.

The programme content which makes up the official APRICOT is in the following list:

- APRICOT MasterClasses
- APRICOT Tutorials

- APRICOT Opening & Closing Plenaries
- APRICOT Peering Forum
- APRICOT Technical Conference Sessions
- APNIC SIG meetings

Other events which are co-located with APRICOT (although may have common registration with APRICOT) include:

- APNIC Member Meeting
- APIX meetings
- Private meetings of AP organisations

## **4.2 MasterClass Sessions**

A maximum of 3 parallel workshops is planned for each APRICOT, plus the APNIC Academy training activity. Topics are selected by the APRICOT Secretariat in consultation with the local partner (host), the local community, and based on feedback from previous year events. The topics selected also takes into consideration the availability of instructors.

Prior to the start of the COVID era, APRICOT technical training was designed to be at an introductory level, very much as it was from the first workshop offered at APRICOT 2001 (following the demise of the ISOC Network Training Workshops in 2000).

However, with the large availability of introductory training now available online or via organisations like the APNIC Academy, the APNOG Board determined, following the conclusion of APRICOT 2023, that the bar would be raised so that only advanced topics would be taught. After a successful pilot during APRICOT 2024, the MasterClasses became part of the programme from APRICOT 2025 onwards. The MasterClasses are taught by industry experts in their field, and the content is considered leading edge.

As the workshops are generally 50% practical lab work and 50% lecture, the numbers for each are limited to approximately 30 attendees (maximum two attendees from the same company), with a good instructor to student ratio (maximum three instructors per workshop). APNIC Academy training has its own constraints but sees similar attendance numbers and instructor mix. This means approximately 120 attendees for the workshops, with around 15 instructors, as well as around another 5 APRICOT Secretariat & support staff.

There are also a minimum number of participants set for any MasterClass (and APNIC Academy course) to go ahead. With fewer than 15 participants it is often not financially viable to proceed with the training activity. If a MasterClass has to be cancelled due to lack of registrations, it is done at least 3 weeks it is due to start so that instructors and attendees can make alternative arrangements. Registered participants are offered a place in other MasterClasses (or APNIC Academy training), or a full refund. Registrations for the MasterClasses close three weeks before the start of APRICOT.

MasterClass places are only granted once the instructor agrees, and the course fees have been paid in full in advance – there is generally no on-site payment or automatic access to any MasterClass.

The MasterClasses are not recorded, nor are they webcast. Remote participation is not possible either. Participants have to be in-class each and every day, attendance is taken, and completion

certificates are only given to those showing full attendance record and have completed the MasterClass content to the satisfaction of the instructors.

### **4.3 Rest Day**

The rest day allows the instructors to recover after 3 days of teaching, gives more space for AP organisations to hold side meetings, as well as allow the conference venue to rebuild the rooms ready for the tutorials and conference sessions (or if the workshops are held in a separate location, time to allow the Secretariat staff to transfer between the two locations).

### **4.4 Tutorial Sessions**

Tutorials are hosted over days 5 through 7 of APRICOT. Tutorials occupy one of the parallel tracks and are normally 90 minutes long covering a given subject; provision can be made for 180-minute tutorials for more in-depth subject matter. The APRICOT Programme Committee develops the content for the tutorial sessions, and presenters are usually industry experts invited to present an in-depth subject that cannot be covered during a normal conference session or are volunteers through the call for presentations for APRICOT.

Each tutorial room should have seating for 70-100 people with seating arrangements set up in half-classroom (i.e. with desks and power), half-theatre style (at the back). There is some scope for having a range of room sizes for tutorials, if the venue can support this, as different tutorials will attract different numbers of participants. Tutorial sessions are webcast and recorded, in the same manner as the conference sessions are. Remote viewing of the Tutorials is feasible due to the live webcast, but remote participation is not made available.

### **4.5 Conference Sessions**

APRICOT has several types of conference sessions taking place during days 5 to 7 of the summit.

The Opening Plenary takes place in the morning of Day 5 and is the official opening of APRICOT. As well as the official welcome from the local partner, the Chair of the Board of APNOG, and a representative from APNIC (usually a member of the APNIC Executive Council), there are two keynote speeches of around 30 minutes each. The International keynote speaker is usually sought and selected by the APNOG Board with input from the APRICOT Working Committee and the Programme Committee Chairs following recommendations from the industry. The Local keynote speaker is from the local Internet community and is selected by the local partner organisation of APRICOT.

The remainder of the programme content for days 5 to 7 are made up of two parallel conference sessions. One is wholly organised by APNIC and usually consists of the APNIC Special Interest Group meetings, APNIC and I\* activities reporting, and a panel or general session on a topic of interest to APNIC members. The other parallel track is developed by the APRICOT Programme Committee and includes 2 or 3 sessions of the APRICOT Peering Forum on Day 6, as well as specialist topic areas on current Internet Technology and Operational subjects.

The last session of Day 7 is the Closing Plenary. This plenary has one keynote speaker, selected by the APNOG Board following input from the Working Committee and PC Chairs, or nominated by the localhost. The Closing Keynote is usually intended to be more “light-hearted” or “inspirational” than the Opening Keynote, the intention being to finish the Summit on a more relaxed note. Following the keynote speaker, there are the closing remarks from a

representative of the local partner and the APNIC Director General, followed by a Vote of Thanks for the APNOG Executive Director who shares the statistics and achievements of the Summit. The plenary is also an opportunity for the hosts of the next year APRICOT to give a short presentation inviting all delegates to participate in next year's event. The plenary is also where the APNOG Board announces the destination of APRICOT in two years' time.

All delegates have the opportunity to attend these plenary sessions; all plenaries take place in the main conference halls, the biggest rooms in the venue. All proceedings in the main halls are webcast (see later); APRICOT's track allows remote viewing only, not remote participation. Whereas APNIC's track facilitates remote participation.

The Opening Plenary Hall for day 5 generally needs to be able to accommodate 600 people – thereafter it can be split into two rooms accommodating 300 people each, sufficient for the APNIC track and the APRICOT track. The Closing Plenary usually only requires one of the halls to be used – it is an on-site decision made by the APRICOT Secretariat the morning of Day 7 whether or not to open the partition again to create one larger room as for the Opening Plenary.

#### **4.6 APNIC Member Meeting**

The APNIC Member Meeting (Annual General Meeting) takes place on the last day of APRICOT, Day 8 of the conference week. APNIC Member Meetings attract around 150 to 200 attendees and usually retains one of the conference plenary halls used earlier on in the week. The conference network connection will need to remain active for the APNIC Member Meeting on the final day.

The Member Meeting is fully organised, operated and funded by APNIC.

As part of the partnership between APNIC and APNOG, APNIC receives space for the APNIC Member Lounge within the Sponsor Demonstration Area (equivalent in size to the APRICOT Platinum Sponsor booth) during Days 5 to 7 of the APRICOT conference. The lounge is usually located close to the plenary hall used by APNIC during those three days. The lounge presents the opportunity for the APNIC Members to speak one-to-one with APNIC Helpdesk specialists and other team members.

#### **4.7 Sponsor Demonstration Event**

One of the benefits offered to the Diamond, Platinum and Gold sponsors is the opportunity to participate in the Sponsor Demonstration Area or Sponsor Demonstration Lab. Many international trade shows usually have a fairly large exhibition area. However, APRICOT is about education, about new technologies deployable in the next 12 to 18 months, and so a "trade show" style exhibition is not appropriate.

Early APRICOTs had the "Interoperability Lab" where groups of sponsors demonstrated interoperability of their products. This has now become the Sponsor Demonstration Area where the emphasis is on demonstrating products and services, preferably in a simple setting allowing for the greatest level of interaction between sponsor and conference goer.

Sponsors display one or two items of equipment in a simple table only build up, without fancy displays or huge marketing influence. This concept allows engineers to get close to the equipment, with Sponsor technical staff on hand to answer questions. Sometimes the sponsor will bring, or request, a 50" panel display to help with their product or service demonstration.



The Sponsor Demonstration Area is usually set up in the break area outside the conference halls, allowing conference goers the greatest opportunity to mingle with APRICOT sponsors. The larger the sponsorship, the larger the area the sponsor receives.

The standard “booth” for a Gold Sponsor is an IBM-table, two chairs, and a power-outlet. The standard booth occupies a 2m x 2m square. The sponsor can bring or request a pull up banner to go along with the table. Build-ups are not allowed. Platinum and Diamond Sponsors receive a double-sized booth on request (which means a 4m x 2m rectangular area).

#### **4.8 *Birds-Of-A-Feather Meetings***

Birds-Of-A-Feather Meetings, otherwise known as BOFs, are informal meetings conducted in the evenings during the APRICOT conference week. Most BoFs would be scheduled on the evening of Day 6, after the regular sessions conclude, and at the same time as the Peering & General Social.

The purpose of the BOFs is for like-minded individuals to gather and discuss a given topic in detail. The number of parallel BOF sessions varies year on year, but expecting at least 2 such meetings to occur per evening is a good estimate.

The invitation to submit BOF proposals is made at the same time as the APRICOT Call for Papers. BOF proposals are handled by the APRICOT Programme Committee and follow the same review process as any other content submitted.

#### **4.9 *AP\* Meetings***

APRICOT is also where various regional Internet associations and groups host their annual general meetings (AGMs) and special events. For example, APNIC, Asia Pacific Network Operators Group (APNOG), Asia Pacific Internet eXchange Association (APIX), and DotAsia are amongst the organisations who have in recent years held their meetings during the APRICOT event. The APstar Retreat, organised by DotAsia, is also held during APRICOT.

The APRICOT Secretariat will generally liaise with these AP\* groups on the rooming requirements of their meetings. While there is no guarantee that all AP\* organisations will wish to co-locate with APRICOT, given the large gathering of interested parties, there is a tendency that most will wish to hold their meetings around the main APRICOT conference.

#### **4.10 *Social Activities***

One of APRICOT’s goals is to foster the development of various affinity groups. These are social networks that are used during the year between APRICOT conferences to share knowledge and understanding. Affinity groups can be political, business as well as engineering related, and the contacts made during an APRICOT are often highly constructive in improving the human and technology networking within the region.

As such, APRICOT social activities play an extremely important role in cementing these affinity groups. The social activities comprise several events which are usually commercially sponsored:

| Event                    | Purpose                                                                             |
|--------------------------|-------------------------------------------------------------------------------------|
| MasterClass Graduation   | Social event and graduation ceremony for MasterClass participants                   |
| Fellow Social            | Social event for APRICOT Fellows, MasterClass instructors, and Fellowship Committee |
| Newcomers Welcome        | Welcome for first time attendees to APRICOT (and APRICOT Fellows)                   |
| Opening Reception        | Welcome reception for Delegates                                                     |
| Lunches                  | Throughout the MasterClass and Conference period                                    |
| Peering & General Social | APRICOT Peering reception                                                           |
| Closing Reception        | APRICOT Closing reception                                                           |
| Refreshment Breaks       | Breaks in the morning and afternoon                                                 |

**Table 3 – Social activities at APRICOT**

#### **4.10.1 MasterClass Graduation**

The MasterClass (and APNIC Academy) participants join at the end of Day 3 for a Graduation social event, where they receive their completion certificates and can socialise with each other, their instructors, and the APRICOT Secretariat team.

#### **4.10.2 Fellow Social**

On completion of the Skills Workshop on Day 4 (which is required participation for all APRICOT Fellows), the Fellows are invited to a social dinner with the Skills Workshop instructors, the APRICOT Fellowship Committee, and the APRICOT Secretariat team who have supported their journey to APRICOT.

#### **4.10.3 Newcomers Welcome**

Newcomers and APRICOT Fellows form a key role in developing APRICOT's future. Time is allocated on the agenda to provide for a Reception for Fellowship award recipients and newcomers to APRICOT. This is usually a morning event with office bearers and other key APRICOT community figures held prior to the Opening Plenary – timing depends on space constraints on the conference agenda.

#### **4.10.4 Opening Reception**

The Opening Reception on Day 5 has taken several forms in recent years, ranging from ticketed Gala Dinners showcasing delegate national dress, to more simple drinks and snacks standing social. The APRICOT Secretariat plan the social in accordance with what is feasible with venues and the host economy costs. The goal is to encourage as many delegates to participate as is feasible but also showcase the culture and landmarks of the host economy. The Opening Reception is normally held off-site in a dedicated venue, but on-site options are also feasible if the venue has suitable facilities.

#### **4.10.5 Peering & General Social**

Earlier APRICOTs organised a social event just for Peering Coordinators to meet each other after the Peering Forum had concluded. But as APRICOT grew, and more of the delegates were involved in peering activities for their organisations, the social event has opened its doors to all delegates. It is 90 minutes of drinks and light snacks at the conclusion of the Peering Forum, held in the pre-function area outside the hall used for the Peering Forum. The social is designed to lead up to delegates own arrangements for dinner and is commonly the preface to sponsors of APRICOT organising their own evening social events.

#### **4.10.6 Closing Reception**

The Closing Reception is held after the Closing Plenary on Day 7 of the Summit. This is the final opportunity for delegates who are not staying on for the APNIC Member Meeting to meet each other, say farewells, and generally relax after hopefully a productive Summit. The Closing Reception is normally sponsored by APNIC as it gives APNIC leadership and the APNIC Executive Council a good opportunity to meet with delegates prior to the Member Meeting on Day 8. The format can vary from light snacks with drinks to buffet dinners, and can be held on-site or off-site, depending on what is feasible and cost-effective for venue space.

#### **4.10.7 The Social Nature of APRICOT**

Perhaps the most important aspect of the APRICOT conference is the ability for attendees from different countries and constituencies to meet in an informal manner. This personal “networking” may take several forms:

- Discussion in hallways or around coffee tables during meeting breaks
- Discussion at lunchtime
- Discussion in the pre-function area
- Discussions in the Peering MeetMe area
- Discussion during evening receptions and dinners.
- Discussions in and around the Equipment Demonstration Social Events.

The conference facilities are set up to allow for as much socialising as possible. Hotel lobby area type lounge chairs with low tables and plenty of power outlets close by are the most popular arrangement, having been well tested at IETF and similar Internet meetings over the years. Conference hotels need to have plenty of lobby/bar areas so that attendees can continue their discussions after the conference areas have closed for the evening.

#### **4.10.8 Organised Entertainment at APRICOT**

Any entertainment included as part of receptions/lunches/dinners needs to be “short and sweet” to allow conversation to continue. It also needs to be appropriate for the attendees, who are by and large technical experts, network operators, and engineers, coming from all parts of the Asia Pacific Region, and beyond. Being aware of cultural differences is very important.

For example, inappropriate entertainment includes:

1. Continuous loud music making conversation impossible
2. Live shows which encourage audience participation
3. Longwinded speeches
4. Sponsor marketing presentations
5. Cabaret or karaoke
6. Audience participation games
7. Exclusive use of the local economy’s language without translation into the conference’s official language.

Otherwise, the scope of entertainment offered to the delegates will depend on the social occasion. Conference lunches generally involve delegates eating and discussing the morning’s proceedings, so live entertainment or speeches simply do not work. Sponsorship of lunches and refreshment breaks is limited to signage by the sponsor.

The conference opening event is generally, but not restricted to, a welcome reception held at the conference hotel or conference venue. Entertainment here is kept pleasant and minimal, as the prime purpose of the social is to introduce newcomers to the conference, attendees to meet each other, and start off the networking opportunities for delegates.

The conference closing social event can take many forms. As with the opening reception, bear in mind the points mentioned earlier to make the experience a pleasant one for all delegates.

#### 4.11 Sponsor Events

Sponsors of APRICOT quite often express a desire to hold their own conference and social events parallel to APRICOT (and quite often deliberately compete with APRICOT by offering incentives to lure delegates away from the APRICOT venue).

The final conference day (Day 8) is reserved for sponsor events (whether conference or social) so that they do not clash with the main tutorial and conference programme of APRICOT. They are fully funded by the sponsor concerned, and no infrastructure support is provided by APRICOT. This puts them alongside the APNIC Member Meeting, and sponsors are asked to be considerate of the potential clash with the APNIC Member Meeting. Consulting with APNIC first is essential.

If sponsors wish to host a social event in the evenings in addition to the official APRICOT social events, they are very welcome to do so on Day 4 or 6.

If sponsors do not wish to conform to this ruling, APRICOT will not provide any assistance or publicity to facilitate these events. The APRICOT Working Committee members will actively discourage any attempts at poaching conference attendees for such activities. Fly posting or distribution of leaflets marketing such events which draw participants away from APRICOT is prohibited, and such behaviour will likely result in the ban of the entity from future APRICOTs.

#### 4.12 APRICOT MasterClass Week Detail

This table shows the detailed layout of the APRICOT MasterClass Week (including APNIC Academy Training).

|         | Day Zero                                                                                    | Day One                                                              | Day Two                                                              | Day Three                                                            | Day Four                                                                      |
|---------|---------------------------------------------------------------------------------------------|----------------------------------------------------------------------|----------------------------------------------------------------------|----------------------------------------------------------------------|-------------------------------------------------------------------------------|
| DayTime | <b>APRICOT MasterClass</b><br>Setup (2pm onwards)<br>4 Rooms x 30 People<br>Classroom Style | <b>APRICOT MasterClass</b><br>4 Rooms x 30 People<br>Classroom Style | <b>APRICOT MasterClass</b><br>4 Rooms x 30 People<br>Classroom Style | <b>APRICOT MasterClass</b><br>4 Rooms x 30 People<br>Classroom Style | <b>APRICOT Fellows Skills Workshop</b><br>1 Room x 30 People<br>Cabaret Style |
|         | <b>APRICOT Registration</b><br>Registration Desk (16:00-18:00 only)                         | <b>APRICOT Registration</b><br>Registration Desk (08:00-10:00)       | <b>APRICOT Registration</b><br>Registration Desk (08:00-10:00)       |                                                                      | <b>APRICOT Registration</b><br>Conference Registration Desk (15:00-18:00)     |

|  |                              |  |  |                                              |                              |
|--|------------------------------|--|--|----------------------------------------------|------------------------------|
|  | <b>APRICOT Setup</b>         |  |  |                                              |                              |
|  | Network Operations Centre    |  |  | <b>APRICOT MasterClass Graduation Social</b> | <b>APRICOT Fellow Dinner</b> |
|  | Secretariat Office           |  |  | For 120 People                               | For 30 People                |
|  | Conference Registration Area |  |  |                                              |                              |

**Table 4 – Setup for the APRICOT MasterClass Week**

### 4.13 APRICOT Conference Week Detail

This table shows the detailed layout of the APRICOT Conference Week.

|           | Day Four                                                     | Day Five                                                                                          | Day Six                                                                                         | Day Seven                                                                                        | Day Eight                                                                                        |
|-----------|--------------------------------------------------------------|---------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------|
| Morning   | <b>APNIC Staff Room Setup</b>                                | <b>Opening Plenary</b><br>1 Room x 600 People<br>Classroom (2 rows front)<br>Theatre Style (back) | <b>Conference Sessions</b><br>2 Rooms x 300 People<br>Classroom (front)<br>Theatre Style (back) | <b>Conference Sessions</b><br>2 Rooms x 200 People<br>Class-room (front)<br>Theatre Style (back) | <b>APNIC Member Meeting</b><br>1 Room x 200 People<br>Class-room (front)<br>Theatre Style (back) |
|           | <b>APstar Retreat</b><br>1 Room x 30 People<br>U-shape Style | <b>Tutorials &amp; Conference</b><br>3 Rooms (2x300 + 1x100) People                               | <b>Tutorials</b><br>1 Room x 100 People<br>Classroom Style                                      | <b>Tutorials</b><br>1 Room x 100 People<br>Classroom Style                                       | <b>Sponsor Activities</b><br>Requirements to be arranged with APRICOT Working Committee          |
| Afternoon | <b>Sponsor Demo Area Setup</b> in late afternoon             |                                                                                                   | <b>Evening BoFs</b><br>Use day rooms                                                            | <b>Sponsor Demo Area Teardown</b> in late afternoon                                              | <b>APNIC Staff Room Teardown</b>                                                                 |
|           | <b>APIX Meeting</b><br>1 Room x 80 People<br>Theatre Style   | <b>APRICOT Webcast setup</b><br>In morning                                                        |                                                                                                 | <b>APRICOT Secretariat Room Teardown</b>                                                         | <b>APRICOT Network Teardown</b>                                                                  |
| Evening   | <b>APRICOT Fellow Dinner</b><br><br>For 30 People            | <b>APRICOT Opening Reception</b><br><br>For 500 People                                            | <b>APRICOT Peering &amp; General Social</b><br><br><b>Sponsor Activities</b>                    | <b>APRICOT Closing Social</b><br><br>For 400 People                                              |                                                                                                  |

**Table 5 – Setup for the APRICOT Conference Week**

| Day # | Conf Sec | MClass 1    | MClass 2 | MClass 3 | APNIC Academy | Misc 1    | Misc 2   |
|-------|----------|-------------|----------|----------|---------------|-----------|----------|
| 1     |          |             |          |          |               |           |          |
| 2     |          |             |          |          |               |           |          |
| 3     |          |             |          |          |               |           | DotAsia  |
| 4     |          | Skills      |          |          |               | APStar    | APIX     |
|       | Conf Sec | APNIC Staff | Conf 1   | Conf 2   | Tutorial      | APNIC HMC | APNIC EC |
| 5     |          |             |          |          |               |           |          |
| 6     |          |             |          |          |               |           |          |
| 7     |          |             |          |          |               |           |          |
| 8     |          |             |          | AMM      |               |           |          |

**Table 6 – Typical Venue Room requirements**

Key for Table 6

- Red – Secretariat /Staff rooms
- Yellow – Training rooms
- Green – Conference rooms
- Blue – Tutorial rooms
- Orange – Other rooms
- White – Not required

## 5 APRICOT Venue Requirements

The following sections detail the requirements for each room and should be considered a supplement to the outlines discussed in Table 4 and Table 5. In addition to the room requirements outlined below, access to some small rooms will be needed during the conference for ad hoc meetings.

### 5.1 Training Room Requirements

Each MasterClass training room generally needs to be laid out in classroom format, with electrical outlets at each seat. Detailed room layout requirements are discussed with the MasterClass instructor team nearer the start of the workshops themselves. The room requires a high-resolution (HD or Full HD) 16x9 aspect ratio projector, large screen (at least 3m x 2m), laser pointer, lapel/handheld microphone (if audio amplification needed), and two tables for the instructors' computers and other workshop equipment.

Figure 1 shows a picture of the typical room layout used for such workshops (this one APRICOT 2026 in Jakarta, Indonesia).



**Figure 1 – MasterClass Classroom layout**

The workshops will also require access to the conference network, including wireless LAN, to be active, as some of these invariably use the Internet facilities to demonstrate key points. Some workshops may have particular requirements such as a block of IP addresses, or a fixed IP address from the conference pool, etc.

If the workshops are held away from the conference venue (for example, in a neighbouring hotel or educational establishment), then a permanent Internet connection is required as well (with at least 25% of the intended conference bandwidth provision, and up to 50Mbps being considered sufficient).

## **5.2 Tutorial Room Requirements**

All tutorial rooms need to be laid out in classroom format. This is similar to most University lecture theatres where each seat has a table in front of it for the placement of notes, laptop computer, writing materials etc.

Each room requires a high-resolution (HD or Full HD) 16x9 aspect ratio projector, large screen (at least 4m x 2m), laser pointer, radio microphone for the presenter, 2 standing microphones in the middle and rear of the room, and a convenient resting point for the presenter's laptop computer.

The venue needs to provide electrical outlets in the classroom portion of the tutorial room. This is for laptop computer users. These power outlets are generally distributed evenly throughout the room. Most laptops these days will have sufficient battery life to last most of the day, so a few convenience outlets scattered around the room is sufficient.

## **5.3 Conference Room Requirements**

Two larger rooms are required for the main conference tracks. These rooms need to be laid out partial classroom (front 2 or 3 rows), partial theatre format (rear). Each room requires an LED wall (16x9 aspect or wider in HD or Full HD), laser pointer, lapel microphone, 3 standing microphones, and a convenient resting point for the presenter's laptop computer. The staging on the room should have sufficient room for the session chair and laptop, and any other speakers should the session opt to have a panel discussion. Positioning the LED wall as high as feasible (at least 120cm above the floor) is recommended. The stage itself only needs to be 30cm to 60cm high, sufficient so that delegates towards the back of the hall can see the presenter(s) clearly.

The venue needs to provide electrical outlets in the classroom portion of each room for laptop users who don't have sufficient battery stamina to last the whole day. These sockets can mostly easily be achieved by placing several 4 or 6-gang outlets throughout the room.

## **5.4 Plenary Hall**

The plenary hall is usually simplest to achieve by combining two of the large conference rooms mentioned previously.

The plenary hall needs to be able to seat at least 600 people. Going by past experience, not every delegate will attend the plenary, due to different travel commitments, or other business they have to attend to.

The hall has the same video and audio specifications as the individual conference rooms.

Figure 2 shows the Plenary Hall from APRICOT 2026 during the setup phase of the LED walls and installation of seating for the event. Note the APRICOT sign in centre stage, and the low staging that was used. Also note the provision of classroom seating at the front and middle of the hall, with theatre elsewhere.

This hall was split into two after the conclusion of the Opening Plenary and formed the main conference halls for the parallel APNIC and APRICOT tracks. The partition tracks for the hall can be seen clearly in the photograph.





Figure 2 – APRICOT Plenary Hall

### **5.5 Peering MeetMe Room**

A key feature of recent APRICOTs has been the increasing interest in the Peering Forum and the Peering MeetMe facilities. The latter is a room set up with 30-40 meeting tables seating 4 delegates per table.

The Peering MeetMe room is available for delegate meetings, booked via the APRICOT Meeting Booking tool (current tool is supplied by NIX.CZ). Delegates are able to book meetings from 09:00 until 18:00 (or thereabouts) on each of the three APRICOT Conference days (Day 5 to Day 7). Each booking slot is for 30 minutes, and allows delegates and their member organisations to meet, discuss peering opportunities or other business matters of mutual interest.

Each table is numbered, and the Meeting Booking tool allows delegates to request meetings with other delegates at APRICOT (who have opted in to use the tool) and be assigned a table number for the meeting.

Figure 3 shows the Peering MeetMe room in action during APRICOT 2026:



**Figure 3 – APRICOT Peering MeetMe Room**

## **5.6 Sponsor Demonstration Area**

Suitable accommodation is required for the Sponsor Demonstration Event. This is usually the pre-conference area around the main conference halls, where the breaks are served and the Coffee & Ice Cream Carts are located. The intention is to optimise the opportunities for the delegates to meet with the sponsors.

The Demonstration Event must not have a substantial build up or significant amount of pre-planning. The venue chosen has to have sufficient electrical power for this area, typically at least two 13Amp outlets per booth. The area also needs to be physically connected to the conference network, as many of the demonstrations require Internet connectivity.

Notice that this event is intended to be for demonstrations only. When the APRICOT Secretariat liaises with the sponsors as to what they plan to demonstrate and display, it will be made quite clear that only an IBM table (180x45x75cm) for technical literature will be provided, and the sponsor will only be permitted a small area for positioning their equipment (no more than one square metre). Elaborate displays, pre-built booths, audio/visual “edutainment” and blatant product marketing are simply not permitted at APRICOT. Gold Sponsors are permitted to bring one flat panel display (up to 50”) for product or technology demonstrations. Platinum and Diamond Sponsors are permitted two flat panel displays for their booth (double size of Gold Sponsor).





**Figure 4 – APRICOT Demonstration and Break Area**

## **5.7 Network Operations Centre**

The NOC room does not need to be substantial, but does need sufficient room for storing network equipment, staging equipment prior to deployment, and running a small monitoring setup. Quite often the NOC room is “back of house” in the conference venue, with access restricted to permitted staff only.

## **5.8 Secretariat Office**

APRICOT Secretariat requires office space for the duration of the APRICOT Summit. APNIC also requires a staff room for the exclusive use of APNIC Staff (the needs of the APNIC staff room mirror those of the APRICOT Secretariat). Sometimes, depending on venue spacing, the Secretariat Office is shared between APRICOT Secretariat and APNIC Events staff.

The Conference Secretariat (made up of local partners, APNOG and the APRICOT Working Committee volunteers) requires this room from the start of the workshop week, on the set up date stipulated in Table 4. APNIC’s staff room is required from Day 4 of the conference to prepare themselves for the APNIC meetings, APNIC conference tracks and the APNIC Member meeting. The APNIC Staff room is required until the end of the APNIC Member Meeting.

The rooms need to be of board room size, around 25 square metres, with tables, chairs, power outlets, Ethernet connection to the conference network, and a whiteboard. Consideration should be given to security arrangements for protecting Secretariat offices when unattended. Ideally a key will be left with appointed member of staff from APRICOT and APNIC to allow for access as required. If the offices are unattended, it must be locked. After-hours access to the offices may also be required.

## 5.9 Conference Registration Area

The conference registration area needs to be large enough to accommodate delegates arriving en-masse on Days 4 and 5 to register for the tutorials and the conference. So, a large area with sufficient positions for delegate registration is advised. The registration area for APRICOT 2026 is shown in Figure 5 – this is the lobby area outside the pre-function space at the APRICOT conference hotel.



**Figure 5 – APRICOT registration area**

As with most conferences, delegates turn up 5 minutes before the plenary starts expecting to be able to register and be seated on time. Because of this unrealistic expectation, the APRICOT Secretariat opens the registration counter on the afternoon of Day 4 to early on-site check-in and badge collection.

It is also useful to have a Conference Helpdesk so that any delegate who has problems can talk to someone and receive the assistance they need. This Helpdesk is visible on the right-hand side of the picture in Figure 5.

## 5.10 General Areas & Open Spaces

The general spaces need to have sufficient space for delegates to mingle, meet, and socialise. They also should have sufficient seating, low tables and chairs.

The other requirement for the general areas, and indeed adjacent to the registration area, is for an electronic information display of the latest programme information. This can be as simple as a large flat panel display attached to a laptop running a PowerPoint show with the

programme information of the day. This display can also be used for providing updated information for delegates. While static displays are fine, the big advantage with electronic displays is that they can be very easily and quickly updated. The 85” LED panel display can easily be seen in Figure 5.

The APRICOT Programme Committee will provide updated information to the APRICOT Secretariat so that the content of these electronic displays can be kept relevant for delegate information.

### **5.11 Lunchroom**

Lunches are on offer to APRICOT delegates throughout the whole 8 days of the Summit. The requirements for the lunchroom do vary for the duration of the Summit, and the venue has to be able to cater for these differing requirements.

During the workshops, all workshop participants, instructors, and Secretariat receive lunches. This could be up to 140 people (depending on the size and number of MasterClasses on offer). Workshops tend not to finish at exactly the same time, so an informal buffet or lunch-box style meal is preferred.

The tutorials and conference sessions see the number of attendees at APRICOT increase, so the lunchroom needs to cater for that increased number. Daily attendance during week 2 can reach 600. Again, an informal buffet style or lunch-box meal would probably work the best, although other options can work depending on the venue or the costs in the local economy.

As the Sponsor Demonstration runs concurrently with the lunches, a stand-up buffet with assorted pedestal tables might work better so that people can mill around in groups, or participate in the Sponsor Demonstration, or use tables if they desire. Lunches could be run in two shifts, if rooming is a problem.

The APNIC Member Meeting on Day 8 will also require lunch accommodation along similar lines to the requirements for the rest of APRICOT week.

The room access should be such that getting in and out doesn't result in congestion, and that delegates don't feel the need to rush to be first in the queue. The catering staff need to be well aware that at the end of sessions there will be a rush for lunch, so having a system to handle this is quite important. Dedicated conference centres tend to know how to do this better than some other venues.

Lunch at APRICOT typically runs from 12:30 (30 minutes before the end of the morning sessions) until 14:30 (the start of the afternoon sessions).

### **5.12 APNIC Supplementary Rooming Requirements**

APNIC requires at least two private rooms: one for Hostmaster Consultation; the other for the APNIC EC, and Private Meetings.

APNIC's Hostmaster Consultation room is required from Day 5 to Day 7 and has to be able to accommodate up to 4 people.

The Private room is required from Days 5 to 8 and has to be able to accommodate up to 15 people. This room is used for the EC and any other private meetings.

APNIC covers the cost of room hire for both these rooms and are included here as a reminder to the APRICOT Secretariat to include in the planning matrix for APRICOT.

APNIC provides its meeting room requirements to the APRICOT Secretariat while the venue search is under way, and before the venue contract is signed. Additional meeting space requirements are handled on an ad hoc basis, subject to venue availability.

### ***5.13 Venue Security, Health & Safety***

Any potential venue for APRICOT must have appropriate security and safety. Doors should be guarded so that only participants can realistically enter the venue, and the conference rooms should have door monitors so that only participants with appropriate registration (indicated on their badging) get access.

While security should be kept high, it should not be made done at the expense of safety. For example, fire escapes should be unlocked, fire alarms should work, fire suppression systems should be readily available, and safety/medical equipment should be close at hand, and easily visible. When the APRICOT Secretariat is inspecting potential venues, security and personal safety issues for all participants is a high priority.

As part of the inspection, the APRICOT Secretariat also investigates local health provisions, including doctors, local hospitals, and emergency services contacts. This information is normally provided as part of the delegates registration information pack.

## **6 APRICOT Technical Requirements**

This section details the technical requirements for the annual conference.

### **6.1 APRICOT Conference Website**

The website is outsourced by APNOG to its industry partners. Currently the website is built and maintained by the APNIC WebOps Team, so that there is a unified website for both APNIC's meeting content as well as the wider APRICOT Summit. (Avoiding problems experienced in the past with two websites for one Summit, and inconsistent information across the two sites.)

The domain name for the conference is a subdomain of `apricot.net`, represented as `year.apricot.net`. The local host provides content about the host organisation and economy for the website to the APRICOT Secretariat, who request APNIC to publish it.

As noted earlier, the language of APRICOT is English, and the content on the website will be published in English, as per the Oxford English Dictionary.

#### **6.1.1 Website Timeline**

The APRICOT Secretariat will request the creation of a placeholder website for the APRICOT conference within 2-3 months of the determination of the APRICOT event location, as per the planning timeline.

This initial website usually contains at least the following information:

- Venue location
- Preliminary Travel and Accommodation guidelines
- Event logo
- Sponsorship packages
- Contact details

Navigation, structural, and dynamic features of the website must be reviewed and approved by the APRICOT Secretariat and the website provider at least six (6) months prior to the event (July/early August) to accommodate the full website launch at the APNIC Conference 6 months prior to the APRICOT in question.

By September prior to the event the website must also contain the Call for Papers for APRICOT as well as finalised accommodation details so that prospective delegates can reserve hotel rooms. The APRICOT Secretariat must also publish complete information about the MasterClasses being organised for APRICOT at this point because the APRICOT Fellowship Programme will be launched by September as well (this includes full course description, agenda, and sample presentations/labs for each MasterClass).

Once registration for APRICOT has been opened in October, the website will contain all suitable links to the conference registration system.

And by late January/early February the website will contain all the detailed programme information for the entire event.



### 6.1.2 Updating Content

The various APRICOT Committees will provide timely updates via the APRICOT Secretariat to the website provider.

The Service Statement from APNIC, as the website provider, is as follows:

APNIC is not able to provide system access to APRICOT support volunteers. APNIC will carry out all content updates under instructions from the chosen representatives of the APRICOT event. APNIC will not create or edit APRICOT content but will contribute to the development of shared content for the site.

All updates for the APRICOT website are to be provided to the APNIC Web Team in a timely manner (via the email alias *webops at apnic.net*). These updates are agreed by the APRICOT Secretariat.

While APNIC will endeavour to update the site as quickly as possible (providing a 24-hour SLA), the APRICOT Secretariat should allow a minimum of 24 hours for any updates. This is especially critical during the last few days leading up to the event, so forward planning is essential.

### 6.1.3 Website Archival

Once the APRICOT conference is concluded, the website is transferred to its permanent location on the [www.apricot.net](http://www.apricot.net) community website for long-term archival and public availability.

## 6.2 Conference Network and Internet Access

APRICOT, being an Internet Operations and Technology conference, is a showcase for Internet connectivity and access, and thus should have appropriate networking connectivity for the delegates. Indeed, it is the goal of the APRICOT Secretariat to have the conference Internet provision set up and operated to the same quality level as any ISP network would.

### 6.2.1 Internet Access

The link to the Internet from the venue should be fast, efficient and, most importantly, reliable. Minimum bandwidth of 500Mbps in both directions must be provided. This link must be provided by two circuits to the two Internet connection sponsors. If it is not possible to have two Internet connection sponsors, one provider is acceptable on condition the two circuits route to different PoPs in their network.

The conference border routers require the use of BGP with the ISPs providing the connection and receive the full current Internet routing table from this connection. This is used to demonstrate various features to delegates during the workshops and tutorials. APRICOT makes use of the Asia Pacific conferences address space, reserved by APNIC policy. The APRICOT Technical Team will check the routability for the IPv4 and IPv6 address space using the APRICOT AS number via the chosen connectivity providers, including making all the relevant and appropriate entries in the Internet Routing Registry. This work should be completed at least a month in advance, just in case of last-minute connectivity issues.

The conference also transmits sessions using live video streaming/webcasting – again this requirement must be noted for any Internet bandwidth needs.



### 6.2.2 Wireless LAN

Wireless Internet Access is provided to cover all the rooms, halls and general area in which talks, tutorials or meetings are held. Seamless roaming access from room to room is provided as far as is possible. The wireless LAN runs 24 hours per day for the duration of APRICOT.

Wireless access points have to be industrial strength or business class (depending on what the vendor marketing claims). This basically means that more than 50 associations with non-degrading performance is required. The access points must also be fully manageable and support multiple SSIDs. The SSIDs, channels, and signal strength must be fully and manually configurable. Auto-configuration is not recommended. Access points not conforming to these minimum requirements are not used. It is also recommended that only one vendor of wireless AP be chosen – interoperability between multiple vendors can be challenging at times, and impacts the user experience, especially when roaming.

While APRICOT is an operations and technology conference, showcasing the latest wireless access technology for the conference LAN is perfectly acceptable on condition that it does not impinge on the basic quality and integrity of the wireless Internet access at APRICOT.

Two frequencies are available in unlicensed space, 2.4GHz and 5GHz. The 5GHz band is designated with the SSID **apricot** and this SSID is what is advertised to the APRICOT delegates. 2.4GHz is also offered, using the same SSID, but band-steering is enabled so as to encourage devices to use 5GHz wherever possible.

When deploying the wireless LAN, the network infrastructure operators must ensure that the overlap of channels is kept to a minimum, tuning the signal strength and sensitivity of the access point appropriately. For 2.4GHz, **only** channels 1, 6 and 11 are usable, the other channels overlapping with these basic three. The 2.4GHz wireless LAN **must** only use these channels. Wireless access points must be distributed and provisioned so they do not interfere with each other – this means it is highly desirable to offer 5GHz channels as there are more non-overlapping frequencies than with 2.4GHz.

### 6.2.3 Management network

The management network of the conference houses the servers for the conference – these could include DNS, SMTP relay, network monitoring and management, and so forth. This management network forms part of the NOC function, described later. Adequate power is required for this management network, and a UPS (Uninterruptible Power Supply) would be considered advantageous.

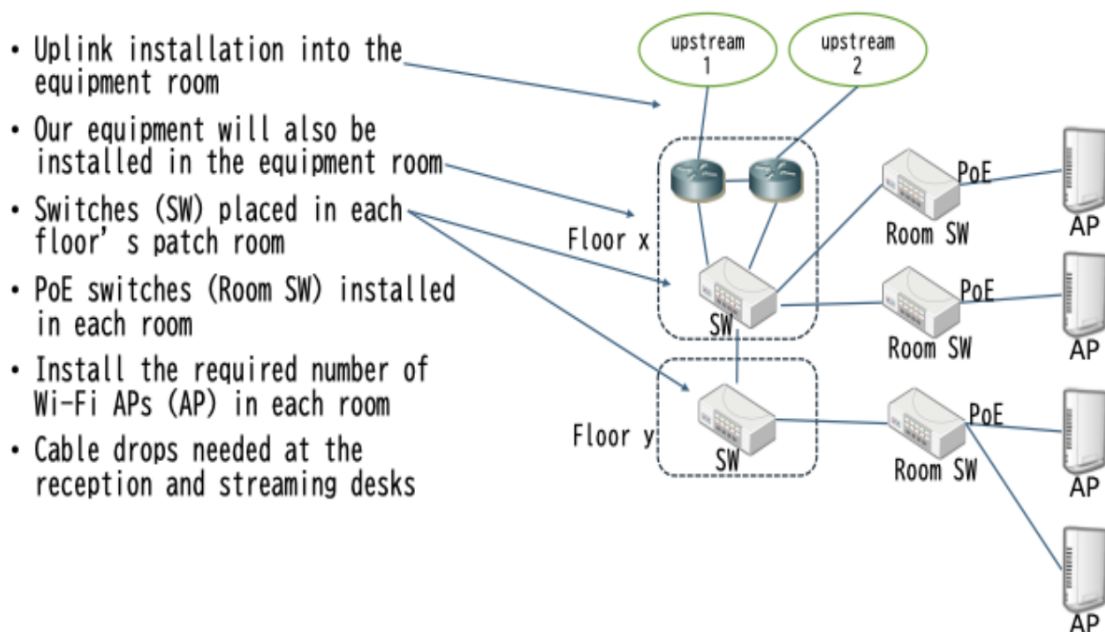
### 6.2.4 Network Security

Both the wireless LAN, the terminal room LAN, and the main conference Internet access should be properly secured as per existing best current practices (for example, as documented in BCP 38 – <ftp://ftp.rfc-editor.org/in-notes/rfc2827.txt>). Figure 6 gives an example of how the conference network could be laid out – it can of course be more sophisticated if desired, but this is rarely necessary.

The wireless LAN should have the SSID set for each access means supported, and published to all conference attendees, on the rear of the delegate badge, and on the conference notice board. The base stations should be configured to only allow the configured SSID to connect to the network – this is not security in itself, of course, but will help ensure that casual passers-by

don't get access to the conference LAN. It will also ensure that conference goes associate with the conference LAN, and not with any other wireless networks present in the venue.

## Overview



**Figure 6 – Conference Network**

The wireless LAN **must** be on a different physical subnetwork from the conference backbone LAN. This is to ensure isolation of the wireless traffic from the rest of the network and allows troubleshooting to be easier for the operations staff. As with all LANs present at the conference, this LAN must have packet filters applied at the egress point.

Multiple SSIDs **must** also be on a different physical subnetwork from each other, for all the reasons mentioned above.

The management LAN **must** be on a different physical subnetwork from the rest of the conference networks – security of these systems is of utmost importance. The hosts for managing the conference network must run Unix or a variant of the Unix operating system and have appropriate security filters installed (such as *iptables*).

The webcast LAN **must** be on a different physical subnetwork from the rest of the conference networks, for all of the reasons mentioned above.

The central router, or routers, providing the connections to the different conference LANs must have security filters installed on each interface, and on the interface which connects to the public Internet. More information about the filtering requirements can be discussed with the APRICOT Technical Committee during the conference set up phase.

### 6.2.5 Network Management and the NOC

The connection sponsor provides a local support team who are available during conference hours to help delegates with any connection problems. This team will be available on call via the Conference Helpdesk and are required to be experienced in TCP/IP networking, Windows,

Mac, and wireless LAN technology (as these are the most common problems experienced by delegates).

The APRICOT Technical Committee network team should also provide pages/links for the conference website which display network performance statistics (available from tools like Akvorado and LibreNMS), network status information, as well as other technical information to help delegates. The APRICOT Technical Committee considers the conference network as operating like a mini-ISP, so the facilities available should mirror a typical ISP operation.

### **6.2.6 Webcasting APRICOT**

APNIC provides webcast equipment and services for the APNIC content during APRICOT. The rest of the conference content is webcast too, either outsourced to APNIC or to another organisation who can provide the service.

Webcast equipment is not very portable, with the video mixer units and cameras used requiring to be fixed in position throughout the week. There is usually a webcast desk located in both the conference halls.

The APRICOT Secretariat coordinates with APNIC and any other webcast provider at least two months in advance so that requirements are fully known, especially for the booking of staffing and the equipment. The URL to allow viewing of the live broadcast will need to be placed on the APRICOT website.

### **6.2.7 Operational Management**

The APRICOT Secretariat guides the Internet connectivity sponsor to work with the Technical Committee on the Internet access.

It is normal for the three-day MasterClasses at the start of APRICOT to expect to get some kind of access to the local conference network infrastructure. Students **never** get management access; however, they may require monitoring access as part of their learning educational experience during their workshop. For example, SNMP access to live routers or switches carrying real traffic can be more educational than a dummy set up in a lab. Or access to a core router to see what the BGP table looks like is also informative.

Also, members of the Technical Committee traditionally share management and operational responsibility for the network with the local Internet connectivity provider – and therefore require suitable management access. If this isn't feasible, a 24-hour on-site cover should be provided so that any urgent issues can be dealt with as they occur and not just during “working hours”.

### **6.2.8 Miscellaneous**

If the main conference hotel is close to the conference venue (rather than being the conference venue as is the norm), the APRICOT Secretariat will consider whether it is possible to connect the conference hotel network to the APRICOT conference network. Alternatively, consider the provision of a wireless access point or two in the hotel public areas for delegates to access the Internet without having to go to the venue. This might be especially useful for such conference venues which cannot provide 24-hour access to the conference delegates.

Adequate security, power and cooling should be made available.

## **6.3 Equipment Requirements**

The requirements sections so far have made references to the equipment requirements for the MasterClasses. This section summarises the generic needs for many of the activities in APRICOT.

### **6.3.1 MasterClasses**

The MasterClasses generally have no PC or network equipment requirement over and above what is normally provisioned for APRICOT. Normally training rooms are provisioned with one Ethernet switch, a wireless access point, both located close to the instructors' tables at the front of the room. Each MasterClass lives in its own subnet, and the wireless access point has an SSID set unique to the MasterClass in question. If instructors bring their own equipment, they will connect it to the Ethernet switch in the room.

### **6.3.2 Tutorials**

The tutorials generally have no PC or network equipment requirement over and above what is normally provisioned for APRICOT. Should any tutorial presenters require a PC or a network device to demonstrate a concept or technology, this requirement should be requested when the tutorial abstract is submitted and arranged with the organisers then. The costs for these **must** be borne by the tutorial presenter.

### **6.3.3 Conference Sessions**

The main conference sessions have no PC or network equipment requirement over and above what is normally provisioned for APRICOT.

### **6.3.4 Conference Network**

The network equipment for the conference network has been outlined previously in the description of the actual network. The conference network equipment sponsor generally makes arrangements to supply the necessary routers, switches, wireless access points and network cabling.

### **6.3.5 Secretariat Room**

The Secretariat office requires a printer (organised by the APRICOT Secretariat), as well as a dedicated LAN connectivity (small Ethernet switch is usually sufficient) and wireless internet access, as mentioned in the network requirements discussed in Section 6.2.

### **6.3.6 Registration Counter**

The Registration Counter will require two or three laptops for the registration staff, as well as the badge printer. These devices are organised by the APRICOT Secretariat. The registration counter network connectivity is discussed in Section 6.2.

### **6.3.7 Coffee Cart**

In recent years, the Coffee Cart has become an important, sponsored fixture for the APRICOT Summit. The barista who provides the coffee cart service for APRICOT usually brings their own equipment as part of the service, so there is no special equipment provision required.

### **6.3.8 Ice-cream Cart**

The sponsored ice-cream cart usually is simply a display freezer holding pre-packaged ice-creams. The APRICOT Secretariat works with the local partner to source a suitable commercial freezer to store the delegate ice-cream.

In the case where the cart goes by its name, with staff providing soft-serve icecream in cones or cups, the APRICOT Secretariat will with the local partner to source a suitable cart or company who can provide the ice-cream service for APRICOT.

## **6.4 Electrical Requirements**

This section discusses the general power requirements during the APRICOT Summit.

### **6.4.1 Conference Room Power outlets**

Most laptops these days have sufficiently long battery life that they don't need regular charging. The standard for APRICOT Summit these days is to provide power outlets only at classroom tables. The theatre style seating used in meeting rooms does not require power outlets.

### **6.4.2 Protected Power**

In cases where the domestic power supply isn't as stable as it could be, the venue needs to supply sufficient UPS (Uninterruptible Power Supplies) to support any vital equipment used, especially servers, routers, switches and projectors used around the conference venue. Participant laptops already have built in UPSes via their batteries, but routers, switches, and PCs do not. The UPS requirement should be discussed with the MasterClass instructors and the Technical Committee prior to APRICOT commencing.

### **6.4.3 LED Walls and A/V Desks**

The Audio-Visual desks in each of the 3 conference rooms will require sufficient power outlets for all the devices. Depending on the supply in the venue, it is expected that a dedicated 30A main is supplied to the desks in each of the two main halls. The APRICOT Summit LED Wall supplier usually liases with the venue to ensure there is sufficient power to drive the LED Walls and the accompanying A/V control desks.

### **6.4.4 Registration Counter**

The APRICOT registration counter for delegate registration requires several power outlets, for registration staff laptops, badge printers, and other devices supporting delegate registration.

### **6.4.5 Private Meeting Rooms**

All private meeting rooms (including the Conference Secretariat room) need to have power outlets strategically placed for delegates and staff to use.

### **6.4.6 Coffee Cart**

The barista equipment used at the Coffee Cart usually has specific needs that need to be catered for during venue selection and setup. The standard 240V/13A electrical outlet is not usually sufficient, meaning that the venue has to provision typically a 20A or 30A loop specifically for the barista. The Coffee Cart also has a small refrigerator to keep the milk cool, and some kind of water supply (either portable or fixed).

### **6.4.7 Ice-Cream Cart**

The ice-cream cart usually requires a dedicated space and a dedicated power outlet for storage and distribution of ice-cream (usually sponsored). Some years the cart is little more than a display freezer where delegates can self-serve wrapped ice-cream; other years, the cart is full-serve by staff at the cart, either soft-serve icecream (tub/cone) or distributed pre-packaged.

The important point to note is that the venue **must** leave the ice-cream cart/freezer powered on overnight, otherwise liquid ice-cream will be the result in the following morning. Quite often over-zealous security or night staff will turn all devices in the pre-function area off, so it needs to be well noted that power must remain on for the cart at all times.

## **6.5 Audio Visual**

With the advent of webcasting on the Internet, the A/V presence at APRICOT is somewhat more sophisticated now than it was when APRICOT started in 1996. This section details some of the requirements and issues the local organisers should be aware of.

### **6.5.1 Conference Room A/V requirements**

Both rooms have a simple and standard configuration, including the following:

1. LED Wall supporting at least HD (1280x720), preferably Full HD (1920x1080) resolution modes, supporting 16x9 presentation slides, speaker image, and premium sponsor logos all at the same time.
2. Laser Pointers are required, one for each room. Presenters don't always carry these with them, so it would be good to provide them. Or maybe a sponsor can provide them as giveaways for the conference!
3. Radio and Floor Microphones and Sound system. The radio microphone, preferably a lapel microphone, should be configured for the speaker, while the floor microphones should be available for the meeting chair, any panel discussion taking place. Two or three microphones need to be made available for the audience to use when asking questions.
4. Programme for the day needs to be displayed on the screen outside the Conference Room. Most modern venues support this, and the displays usually required a 16:9 graphic with the schedule of the morning or afternoon, or whole day, as required. The APRICOT Secretariat will liaise with the venue and provide all the appropriate signage for the screen. Figure 7 shows an example of such signage at the venue for APRICOT 2026.



**Figure 7 – Meeting Room Electronic Sign**

### **6.5.2 Tutorial Room A/V requirements**

The tutorial breakout room has a simpler requirement than the two main plenary halls, including the following:

1. Colour LCD Projector being able to support at least HD (1280x720), preferably Full HD (1920x1080) resolution modes.
2. Large Screen such that all the audience (even those at the back of the room) can read presentations.
3. Laser Pointers are required, because presenters don't always carry them, so it would be good to provide. Or maybe a sponsor can provide them as giveaways for the conference!
4. Radio and Floor Microphones and Sound system. The radio microphone, preferably a lapel microphone, should be configured for the speaker, while the floor microphones should be available for the meeting chair, any panel discussion taking place. A microphone should also be made available for the audience to use when asking questions.
5. Flipcharts or Whiteboards with Marker Pens. Especially needed for the tutorials and workshops as these are interactive sessions. Workshop rooms should be configured with one flipchart and two whiteboards at least two square metres in size.
6. The programme for the day needs to be displayed on the screen outside the Tutorial Room. Most modern venues support this, and the displays usually required a 16:9 graphic with the schedule of the morning or afternoon, or whole day, as required. The APRICOT Secretariat will liaise with the venue and provide all the appropriate signage for the screen.



### **6.5.3 Recording of any sessions**

Apart from the officially sanctioned activities described at the start of this section, no sessions at APRICOT may be recorded by any individual, whether an attendee, or the media, or any other individual present at the event. The APRICOT Secretariat will ensure that no other recording takes place inside any of the MasterClass, tutorial, or conference rooms without their express permission.

Any instructors or speakers who see they are being recorded without their permission or prior knowledge should stop their presentation and report this to the session chair (for conference session) or to a member of the Programme Committee (Tutorials) for resolution.

### **6.5.4 Webcast Technical Requirements**

As part of the agreement between APNOG and APNIC, APNIC provides Webcast for the two main conference rooms at APRICOT. The webcast is provided during the daytime technical conference (not for any evening or BoF sessions, should they be scheduled).

These two rooms require a dedicated vLAN for the webcast computer connectivity, using both IPv4 and IPv6 addresses, with an Ethernet switch provided at the video mixing desk hosting the webcast equipment.

#### **6.5.4.1 Plenary Hall Setup**

The Plenary Hall is set up early on the morning of Day 5 before the APRICOT Opening Plenary that morning (starting 11:30). The set up takes anything up to 8 hours, so the APRICOT Secretariat must ensure that there is access to the Plenary Hall for this amount of time.

The venue also needs to ensure that 2 professional venue staff are available to help with provisioning wiring, cabling, as well as testing the A/V system interface with the APNIC webcast system. This would also be the time that the event staff are setting up the projectors, the screens, as well as the A/V system for the conference plenary; this infrastructure set up at the venue must be complete at least 3 hours before APNIC finishes its webcast equipment setup to allow for time for interconnection testing. A member of the APRICOT network infrastructure team also needs to be available to assist with any connectivity issues.

On conclusion of the Opening Plenary, the divides are installed in the Plenary Hall, and the A/V infrastructure is partitioned between the two rooms.

#### **6.5.4.2 Third Webcast Venue**

The tutorial room also has webcast set up in it, but a much simpler setup than in the two main conference halls. Normally this is just a single camera watching the speaker, and a screen share of the speaker's slides.

Set up of this room would follow the procedures and requirements for the main Plenary Hall, and would be carried out also on the morning of Day 5 – set up time would be around 1 hour. If the set up time cannot be arranged to be the same as that for the main Plenary Hall, then it should be arranged to be at least 3 hours before the first webcast session is required in the room.

#### **6.5.4.3 General Setup requirements**

Room access for the webcast rooms should be made as straight forward as possible. If it is not possible to provide access keycards to the APNIC technical staff, or APRICOT Secretariat, then the venue should ensure that a member of staff is easily available to provide the access as required.

To aid with wiring the local partners will be requested to provide 500 metres of Cat6 cable if required so that the A/V equipment can be positioned and connected to the conference network. A variety of Internet connections need to be provided – these will be arranged between the venue staff and the APNIC technical team during the set up period.

A UPS should also be provided in at the webcast desk in each venue so that random power outages do not affect sensitive webcast equipment. The sizing of both UPSes should be discussed with APNIC Technical Staff in the weeks prior to APRICOT commencing.

## 7 APRICOT Delegate Support

This section documents the other requirements during the APRICOT conference. These requirements include the registration system, catering, event insurance, promotion of APRICOT, presentation materials, souvenir brochures, visas and work permits,

### 7.1 APRICOT Registration

The registration system for APRICOT conference is outsourced by APNOG to its service providers. Currently APNIC provides the registration system as it allows APNIC to offer the aforementioned registration discounts to its members in an easily trackable manner.

#### 7.1.1 Registration System

The APRICOT Secretariat liaises with APNIC from early on in the preparations for the APRICOT Summit so that the necessary features can be set up on the registration system.

The APRICOT Registration System is interfaced to APNOG's Stripe merchant account, allowing for on-line payments for delegate registration by credit card. The other payment option is by bank transfer directly to APNOG's bank accounts, but only by special request to the APRICOT Secretariat prior to the delegate registering for the event.

The APRICOT Registration System allows delegates to register for MasterClasses, the Conference, the APNIC AGM, Social events, as well as indicate any specific preferences they may have (eg conference shirt, dietary, publication of their name/affiliation on the delegate list).

#### 7.1.2 Conference Badging & Lanyards

Badging for many Internet conferences follows a well-established format and layout. APRICOT is no different, having a set number of badges for each type of registration and supporting category. The following is the list of standardised badging used for APRICOT conferences:

1. **Conference.** For those who have access to the conference – this is the standard delegate badge (for everyone who has paid for or received complimentary registration, delegates and speakers), giving access to breaks, socials, lunches, demo area, etc, during the APRICOT Conference week (Monday to Wednesday).
2. **Conference Day Passes.** If provided, format is as above, but the delegate only gets access to the day in question – the badge has the name of the day printed in large lettering on the badge.
3. **MasterClass.** For those who have access to the MasterClasses during the APRICOT MasterClass Week (Thursday to Saturday). Delegates who stay for the second week will receive a badge for the second week indicating **Conference** on it.
4. **Guest.** For media or any special guests (including Keynote Speakers and VIPs) of the conference. They have free access to everything during the APRICOT Conference week only.
5. **APRICOT Staff.** For the APRICOT Secretariat, printed on badges in addition to the regular designation.
6. **APNOG Member.** For APNOG members, printed on badges in addition to the regular designation.
7. **APNIC Member.** For APNIC members, printed on badges in addition to the regular designation.

8. **APNIC Staff.** For all APNIC staff, printed on badges in addition to the regular designation.
9. **Demo-Lab.** Sponsor staff who are on stand duty in the demo-lab area. Access is limited to the demo-lab area itself and refreshments/lunches. No access to conference sessions or social events.
10. **Crew.** For those who are helping with infrastructure. They have no rights to access any conference session, refreshments/lunches, or socials.

The registration system will generate the necessary information to allow APRICOT to produce badging for the attendees. Badges are attached to lanyards – a “Lanyard Sponsor” usually sponsors the lanyards.

Figure 8 shows the typical badge design and layout (front and rear) used for APRICOT. The first line has first name in larger letters than the last name in the line below, affiliation/employer, country code, and primary Autonomous System Number (if applicable). This badge is made from toughened paper so that it can be easily recycled yet withstand the rigours of daily use. APRICOT does not use plastic badges or plastic badge holders. Specific designations for the delegate (as noted above) will be included below the ASN in large letters.

The badge is secured by two clips, with the lanyard running from one clip, around the participants neck, and back down to the other clip. This is intended to stop the badge rotating. The major sponsors are printed on the rear of the badge, depending on the sponsor packages agreed.



**Figure 8 – Sample Conference Badges**

## **7.2 Meals, including Lunches and Breaks**

Third parties usually sponsor any food or beverage consumed during the APRICOT conference and social events. Given the wide regional audience of delegates, vegetarian, halal and other specialist cuisines found in the Asia Pacific region **must** be catered for.

The APRICOT Secretariat and the venue need to consult various healthy eating guides before arranging catering for APRICOT. For example, <http://datatracker.ietf.org/doc/draft-barnes-healthy-food> talks about appropriate food for IETF meetings to cater for dietary and cultural needs – this guide is also appropriate for APRICOT.

**Note Well:** The use of rare or endangered species as part of any APRICOT catering is inappropriate and strictly forbidden (examples would include shark fin soup, blue fin tuna, and so on).

### **7.2.1 Breaks**

Mid-morning and mid-afternoon breaks are generally of the coffee/tea/juice/water variety. Provision of food during these two breaks is not required. Break beverages are usually free flow, with the set-up remaining throughout the day (set-up from 09:00, close down at 17:30).

Refreshments need to be provided in open areas so that no congestion is possible between delegates queuing for their refreshment and those who are milling around socialising after the sessions.

An important feature of all breaks are the Coffee and Ice Cream carts. The Coffee carts and its baristas need to be located where there is sufficient space for delegates to queue and wait, as the cart is extremely popular. The Coffee cart provision does not replace the venue's standard coffee and tea-service. Normally the cart offers the usual Espresso, Cappuccino, Latte and Flat White. Other options depend on the barista, but these four options are usual sufficient for most requirements. The Coffee cart is available from an hour before the start of the day's proceedings until the end of the afternoon break, for the 3 conference days only.

The Ice Cream cart is usually self-service, so the location is not as critical as if it was staffed and soft-serve ice cream was being distributed. Once the day's quota of ice cream has gone, the cart is closed off. The cart is available for the 3 conference days only.

### **7.2.2 Lunches & Lunch Tickets**

Lunches should be buffet in format and as informal as possible – sit down multi-course served meals are too hard to provide for as not all sessions tend to finish exactly as scheduled and delegates quite often continue discussing points well after the official end of any session.

To keep costs down, and numbers under control, lunches are provided for registered attendees only – it is **strongly** recommended that a “lunch ticket” system is used, so that only those with valid tickets for that day will be allowed access to the lunch area. This is especially true for the MasterClass week – some delegates arrive early, during the weekend, and expect to get lunch when they turn up at the venue to register early, when in fact the venue has only catered for those who are attending the MasterClasses or APNIC Academy training. Tickets are given to delegates when they register and permit them to have lunch on the days they have registered for. Should delegates wish to partake of the conference lunch outside their registered dates, payment must be requested of them. Lunch tickets also ensure that sufficient catering is pre-ordered and available, and that sufficient space is also provisioned by the venue.

### **7.2.3 Social Event Catering**

As for lunches, catering at social events should be in buffet format, if at all possible, for many of the same reasons. And the catering options should be as for any other APRICOT catering, sensitive to cultural and dietary needs across the Asia Pacific region.

## **7.3 Insurance**

The APRICOT Secretariat will make sure that the event has third party liability insurance cover. This will be arranged in conjunction with the local host as one of their obligations, to conform with local legal requirements. If the local host is unable to arrange insurance cover, the APRICOT Secretariat will coordinate with APNOG to ensure appropriate cover is in place.

## **7.4 Promotion of APRICOT**

The benefit of the knowledge and experience brought by APRICOT is of great benefit to the local Internet industry. As such, local hosts are expected and encouraged to promote APRICOT as much as possible in the local and regional (Asia & Pacific) economy.

APRICOT local hosts are generally the local Network Operator Group and/or the local community Internet Exchange Point, or ISP Association. As such, they are fully engaged with the local Internet industry, and work with them to attract as many delegates as possible from the local economy to APRICOT. A plan to disseminate information about the conference through local and regional media organisations will also be required to maximise exposure to potential delegates. The APRICOT Working Committee expects that the partners for APRICOT will work on attracting sponsorships once they have entered into agreement to support APNOG to produce the event. Attendance at the next APRICOT is an ideal opportunity to garner support for the event, by meeting with the sponsors and discussing who the appropriate contacts in the local economy might be.

Promotion of APRICOT in the Asia Pacific region is carried out by the APRICOT Working Committee in conjunction with the APRICOT Secretariat. Such promotional activities could include Technology briefings to the media, including television, leaflets and fliers, brochures for distribution at worldwide Network Operations Groups, articles in newspapers or industry magazines with a regional readership, and so on.

## **7.5 Presentation Hardcopy and Conference Proceedings**

The Programme Committee will gather presentations for the entire event as part of the call for and approval of presentations process. The final slides need to be delivered (in PDF format) prior to the conference, following the principle of “no slides, no speak”. The best means of delivery of the final presentation is by uploading it onto the APRICOT programme submission system at <http://papers.apricot.net>.

The presentations will be published by the operator of the APRICOT conference website on a daily basis, prior to the session taking place, so that participants can download the electronic copy as the presentation takes place. Final MasterClass materials must be published on the website within a few days after the MasterClasses completing.

### **7.5.1 To Print or Not**

Given the ready availability of electronic media, APRICOT does not make printed copies of the presentations. If any tutorial or conference presenter wishes to produce hard copy for their

participants/audience, this responsibility is entirely their own, and they will have to bear the costs of printing and reproduction.

APRICOT MasterClasses are an exception to the above hard-copy guideline. It is quite possible that each MasterClass will have some printing requirements to assist with the lab portion of the workshop – the MasterClass Instructors will indicate these requirements well before APRICOT begins.

### **7.5.2 Conference Proceedings**

APRICOT does not produce any conference proceedings. APRICOT conference content is archived in perpetuity on the main APRICOT website.

## **7.6 Visas & Work Permits**

Some APRICOT delegates and supporters come from economies where travel visas or invitation letters are required for any visit to the local economy.

The local partner organisation(s) **must** have the ability to assist in the arrangement of any necessary travel visas, invitation letters or work permits. No delegate should be hindered by visa requirements – if they wish to attend APRICOT, the local partner organisation **must** be able to smooth the path for all visa requirements, without exception.

Note that the procedures and deadlines for assisted visa applications for any economy which has non-trivial visa requirements for foreign participation will be listed very clearly on the APRICOT conference website by the time registration opens. Missing this deadline means that prospective participants should have little expectation of getting a visa on time – it is not realistic to expect the local partners to move mountains to get a visa for a late registration during the run up to the conference when more important matters need attending to.

## **7.7 On-site Storage & Shipping**

Local partners are made aware that organisations participating in APRICOT, such as sponsors and APNIC, will have storage requirements for equipment, brochures, banners, etc. While cost for inbound and outbound shipping, handling, customs duties, and storage are the responsibilities of the organisations shipping the items, the local partner will be enlisted by the APRICOT Secretariat to assist with these activities. Equipment and other goods will need to be shipped back to origin after APRICOT, and organisations will usually expect, or request, the local partner to assist with this activity.

As part of this, the APRICOT Secretariat will liaise with the local partner to establish a local logistics team, with central point of contact, who will handle all inbound and outbound shipping of equipment to be used during APRICOT. This team will be responsible for:

- Receiving and storing equipment
- Dealing with Customs (as required)
- Moving equipment from storage to the venue when it is required
- Moving equipment from the venue back to storage
- Liaising with the shipping companies for repatriation of the equipment
- Ensuring at all times when in transit or in storage that shipment contents match packing lists &c



With this in place, it becomes very straightforward for all equipment supporters of APRICOT mentioned above to reliably manage their shipment and storage requirements for the conference.

The local host and venue is also needs to for ensure that there is adequate secure storage for all equipment being shipped for APRICOT, even if this requires renting a room at the venue exclusively for this purpose. Typical equipment shipments would include supporting the workshops, the conference network infrastructure, and APNIC's webcast equipment. Many sponsors also ship brochures, collateral, gifts, etc, ahead of the event commencing. The local partners' logistics team needs to liaise with all such organisations to establish their shipping and storage requirements.

## 8 APRICOT Financial & Sponsorship

This section describes the financial operation of APRICOT and how sponsorship and delegate registration fees are used to cover the costs of the event. The APRICOT Summit budget is managed by the APNOG Executive Director, and the budget planning is such to ensure that any one event breaks even.

### 8.1 Financial Considerations

The APRICOT Summit is run with minimal financial risk, with APNOG balancing the requirement for the event to make a small surplus with the requirement that conference, tutorial and MasterClass fees be kept as low as possible.

#### 8.1.1 Participation Fees

The fee structure for the whole event is designed to be flexible yet **simple**. As APRICOT is made up of four sequential components, attendees have the option of participating for the whole event, or combinations of the four components.

| Event                            | Early Bird     | Standard | Late    | Discount                                                                   |
|----------------------------------|----------------|----------|---------|----------------------------------------------------------------------------|
| Training (3 days)                | US\$350        | US\$500  | US\$700 | 20% for APNOG members, APNIC members, and students under 25 with valid ID. |
| Partner Day                      | Set by partner |          |         |                                                                            |
| Tutorial and Conference (3 days) | US\$350        | US\$500  | US\$700 | 20% for APNOG members, APNIC members, and students under 25 with valid ID. |
| APNIC AMM                        | Free           |          |         |                                                                            |

**Table 7 – Recommended fees for APRICOT**

APNOG sets the fees according to the listing in Table 7 – experience has shown that these fees offer a reasonable balance between affordability for participants in the region, and cost recovery for event. Of course, the local financial conditions in the host economy will ultimately determine the registration fee.

Each venue has a minimum per delegate cost per day, and the standard registration fees set for delegates is designed to pay for that daily cost. The late registration fee was introduced to assist the APRICOT Secretariat with last minute extra costs for changes in catering and other miscellaneous venue costs due to the increased delegate numbers.

The early bird registration closes approximately three months before the start of APRICOT, so typically at the end of November of the preceding year. The early bird fee is “below cost” for APRICOT, so it is only available for a short period, to help start the registration process and awareness for the Summit.

Members of APNOG are granted a 20% discount on registration fees for the APRICOT Summit. This means that the APRICOT Secretariat needs to liaise with the APNOG Secretariat to confirm the membership status of those who claim the APNOG member discount. However, given that APNOG members are actively involved in committee or instructor/presenter roles at APRICOT, this is rarely required as those other roles receive complimentary discount to the Summit.

Given APNIC's integral part in the APRICOT event, APNIC members are offered a 20% discount on registration fees for APRICOT. The APRICOT Secretariat needs to liaise with APNIC to confirm the membership ID and affiliations of APNIC members who register for APRICOT and claim the discount. Typically, 30% of participants at APRICOT would be from APNIC member organisations and entitled to the APNIC member discount.

Speakers for APRICOT who have been granted their speaking role via the APRICOT Programme Committee receive complimentary registration. This applies to full presentation speakers or tutorial presenters. Complimentary registration is not offered to panel members or Peering Personals presenters, or short/lightning talk presenters.

Those who are in full-time education (for example, in possession of a valid student identity card) and are under the age of 25 are also offered 25% discount on the registration fees.

Note that the student, APNIC and APNOG member discount only applies after the early bird rate concludes.

APNIC does not collect any registration fees for the APRICOT Summit.

### 8.1.2 Complimentary Registrations

Table 8 shows the typical fee structure that APNOG recommends be used for APRICOT, denoting complimentary as well as paying categories.

|                                | Working Committee | Workshop Instructor (max 3 per workshop) | Tutorial or Conf Speaker | PC, APNOG Board & APNIC EC | APRICOT Fellow | Delegate and all other categories |
|--------------------------------|-------------------|------------------------------------------|--------------------------|----------------------------|----------------|-----------------------------------|
| MasterClasses                  | <b>P</b>          | C                                        | <b>P</b>                 | <b>P</b>                   | C              | <b>P</b>                          |
| Conference Plenary             | C                 | C                                        | C                        | C                          | C              | <b>P</b>                          |
| Tutorial & Conference Sessions | C                 | C                                        | C                        | C                          | C              | <b>P</b>                          |
| APNIC Member Meeting           | C                 | C                                        | C                        | C                          | C              | C                                 |
| Open & Closing Reception       | C                 | C                                        | C                        | C                          | C              | C                                 |
| BOFs                           | C                 | C                                        | C                        | C                          | C              | C                                 |
| Demo Area                      | C                 | C                                        | C                        | C                          | C              | C                                 |

P = Paid (General Admission Fee)

C = Complimentary

**Table 8 – APRICOT fee structure**

Note the following specific details, by way of explanation:

- MasterClass Instructors (up to three per MasterClass) receive complimentary access to the MasterClass, tutorials, and conference.
- Tutorial Instructors receive complimentary access to the tutorials and conference (**one** instructor per 90-minute tutorial).

- Conference speakers whose speaking slot is granted by the APRICOT Programme Committee receive complimentary registration for the conference week – co-presenters do NOT receive complementary registration. Presenters of Lightning Talks, Peering Personals, or other miscellaneous speaking opportunities also do NOT receive complementary registration.
- APRICOT Programme Committee members (who usually also chair the different conference sessions) and who were active in the development of the programme receive complimentary access to the conference by way of thanks for their support for APRICOT prior to and during the event.
- APRICOT Fellows and APRICOT Working Committee members gain access to the tutorials and conference portion of APRICOT without paying the conference registration fee. APRICOT Fellows who qualify for the MasterClasses will receive complimentary access to the MasterClasses.
- Members of APNOG's Board and APNIC's Executive Council receive complimentary registration to the conference portion of APRICOT.
- A maximum of 4 members of the representatives of the partners of the following year's APRICOT will receive complimentary registrations. These 4 members must be the staff tasked with working with APNOG to host the next APRICOT.

### **8.1.3 MasterClass Instructor Financial Support**

MasterClass instructors often receive financial support from their current employers to lead the MasterClasses. In the case that a MasterClass instructor is either self or unemployed, or is taking personal holidays from their main employment, APRICOT covers the cost of return economy class airfare as well as the cost of (bed and breakfast) accommodation in a local hotel for the duration of the MasterClass. These arrangements must be made at least 2 months in advance to ensure economical airfares and room rates are obtained. The accommodation cover is only for arrival the day before the workshop begins, and departure the day after the MasterClass finishes. If the instructor wishes to stay for the rest of APRICOT, they will have to support their accommodation themselves (even though their registration fee is complimentary).

## **8.2 APRICOT Core and Affiliated Events**

APRICOT has a number of parallel and co-located events within the entire summit. Some of these are self-funding, others are a constituent part of APRICOT itself.

### **8.2.1 Core Events**

The section covers the events considered a core part of APRICOT. The technical and operational programme is organised by the APRICOT Programme Committee.

The delegate registration fee for the APRICOT Conference week covers the event access.

These events include:

- Opening & Closing Plenaries
- Peering Forum
- Technical Breakout Sessions
- Panel Sessions
- Tutorials
- BoFs

APNIC organises and contributes the following content to the core APRICOT programme:

- APNIC Policy SIG
- APNIC NIR SIG
- APNIC Routing Security SIG
- APNIC Cooperation SIG
- APNIC Global Reports
- APNIC Services Session
- APNIC Member Meeting

Any other APNIC sessions are only included by agreement between APNIC EC and APNOG Board. Technical content offered by APNIC is submitted to & reviewed by the APRICOT Programme Committee.

### **8.2.2 Self-Funding Events**

The events not listed in the previous section are considered co-located events and there are two funding models for those.

One option is for co-located events to pay a flat fee to APRICOT, and this will cover them for delegate registration (allowing them into other parts of the summit), room hire, as well as lunches and refreshment breaks. The APRICOT Secretariat calculates this flat fee based on the overall costs of the APRICOT Conference.

The other option is for co-located events to pay for their room hire, lunches and refreshment breaks directly to the venue. This option does not give the co-located event's delegates any rights to access APRICOT. If any of those delegates wish to attend APRICOT, they need to register and pay like every other delegate.

Over the years, these events have included (not an exhaustive list):

- APIX
- APTLD
- APCERT
- DotAsia
- ISOC
- APstar Retreat/Forum

APNIC bears the cost of room and equipment hire for the APNIC Member Meeting on the final day of the conference, i.e. Day 8.

APNIC also bears the cost of any private meetings it hosts, e.g. for Media events, Executive Council meetings, Hostmaster Consultation, etc.

## **8.3 Sponsorship of APRICOT**

APRICOT sponsorship provides the fundamentally important financial support for the conference and is one of the major activities requested of the local partners from the time that the event location is agreed up to the event taking place. Sponsors of APRICOT come from the international community as well as from the local economy.

### 8.3.1 Categories

Over the years, sponsors of APRICOT have been organised in several sponsorship categories. The typical sponsorship categories determined by APNOG are shown in Table 9.

| Sponsorship Category      | Number    | Financial Contribution                 |
|---------------------------|-----------|----------------------------------------|
| <b>Diamond</b>            | 1         | US\$50000                              |
| <b>Platinum</b>           | 2         | US\$30000                              |
| <b>Lanyard</b>            | 1         | US\$20000                              |
| <b>Opening Social</b>     | 2         | US\$20000                              |
| <b>Closing Social</b>     | 2         | US\$20000                              |
| <b>Peering Forum</b>      | 2         | US\$15000                              |
| <b>Fellowship</b>         | 3         | US\$10000                              |
| <b>Gold</b>               | 20        | US\$10000                              |
| <b>Coffee Cart</b>        | -         | US\$7500 (daily) or US\$20000 (3 days) |
| <b>Ice Cream Cart</b>     | -         | US\$5000 (daily) or US\$12500 (3 days) |
| <b>Peering MeetMe</b>     | -         | US\$5000 (daily) or US\$12500 (3 days) |
| <b>MasterClass Social</b> | 2         | US\$5000                               |
| <b>Silver</b>             | Unlimited | US\$5000                               |
| <b>Bronze</b>             | Unlimited | US\$3000                               |

**Table 9 – Sponsor Categories**

It is likely for these categories to vary in value from year to year depending on the local economy, especially the social event sponsorship which is priced according to the social event venue cost.

The minimum sponsor benefits for each of these categories are documented in Table 10.

| Category                            | Demo Area Booth (2m x 2m) | Complimentary Conference Registrations | Exclusive Benefits (in addition to website, banners, backdrops) |
|-------------------------------------|---------------------------|----------------------------------------|-----------------------------------------------------------------|
| <b>Diamond</b>                      | 2                         | 10                                     | Logo on T-shirt & Badge                                         |
| <b>Platinum</b>                     | 2                         | 5                                      | Logo on Badge                                                   |
| <b>Lanyard</b>                      | 1                         | 5                                      | Logo on Lanyard                                                 |
| <b>Opening &amp; Closing Social</b> | N/A                       | 5                                      | 2-minute Speech at Social<br>Logo at Social                     |
| <b>Peering Forum</b>                | 1                         | 3                                      | Logo & Ack at Peering Forum                                     |
| <b>Fellowship</b>                   | N/A                       | 3                                      | 1 place on Fellowship Committee                                 |
| <b>Gold</b>                         | 1                         | 3                                      |                                                                 |
| <b>Coffee Cart</b>                  | N/A                       | 1                                      | Logo at Coffee Cart and Cups                                    |
| <b>Ice Cream Cart</b>               | N/A                       | 1                                      | Logo at Ice Cream Cart                                          |
| <b>Peering MeetMe</b>               | N/A                       | 1                                      | Logo in Peering MeetMe Room<br>Logo on Table Numbers            |
| <b>MasterClass Social</b>           | N/A                       | 1                                      | 2-minute Speech at Social<br>Logo at Social                     |
| <b>Silver</b>                       | N/A                       | 2                                      |                                                                 |
| <b>Bronze</b>                       | N/A                       | 1                                      |                                                                 |

**Table 10 – Sponsor Benefits**

Standard advertising benefits include company name and logo listed on the website, on conference plenary hall banners, welcome boards, as well as in advertising about APRICOT. Sponsorship can be financial, or in kind, or a mixture of both.

Other sponsorship categories available at APRICOT Summits often include:

- APNIC Member Meeting
- Lunches
- Morning & afternoon coffee breaks
- Training/Workshop sponsorship
- Internet connectivity

The value attached to each of these other categories varies from year to year and economy to economy.

Financial sponsorship is simply a cash donation to the conference, payable to APNOG **before** the event. Failure to pay in full **before** the event invalidates that sponsorship and any marketing or promotional benefits the sponsor would otherwise gain.

In-kind sponsorship can be providing terminal room equipment, network equipment, wireless, Internet connectivity, NOC staff, catering (lunches and breaks), Internet publications, social events, discounted travel or accommodation, access to the media or advertising, and such like.

### **8.3.2 Local, Returning & International Sponsors**

International sponsors are usually on-going sponsors of APRICOT and will be managed by the APRICOT Secretariat. Seeking sponsorship in the wider region is an activity undertaken by the APRICOT Secretariat. The APRICOT Working Committee will promote the Summit over the entire Asia Pacific region so that sponsors from the region can be attracted to support APRICOT.

Local sponsorship may take the form of both financial and in-kind sponsorship as detailed above. The advantage local sponsors have is that they can provide more in-kind support for APRICOT as they have easy access to ready resources, lower provision costs, and a closer potential link with the local partners.

### **8.3.3 Sponsor Benefits**

Diamond, Platinum and Gold sponsors of APRICOT have the option of taking part in the APRICOT Demonstration Area. The space on offer in the Area is proportional to the size of their contribution to APRICOT and also depends on the venue's accommodation size and shape. The APRICOT Secretariat works with the sponsors who wish to take part in the Demo Area, assessing their requirements, explaining the purpose of the Area, and vetting any proposed demonstration for suitability and appropriateness for APRICOT. Audio/Visual presentations, direct sales and marketing, and the promotion of vapourware is not permitted

Sponsors also receive a limited number of complimentary registrations for APRICOT as listed in Table 10. These complimentary registrations are for the APRICOT Conference week only and may be given to any individual the sponsor chooses. The complimentary registrations are **not** transferable, so must be registered in the name of the individual who is to receive the registration.

Sponsors who opt to participate in the demonstration area during APRICOT will also receive two complimentary staff registrations for APRICOT in addition to those received as part of the sponsor package. This registration permits access to the conference venue but has no other privileges apart from refreshments and lunch. The entitlements are listed in Table 10. If additional staff are required to support the demonstration area, they will need to register as per all the other conference delegates.

### 8.3.4 Attracting Sponsorship

When seeking sponsorship for APRICOT, the APRICOT Secretariat will clearly advertise what can be sponsored, and state clearly in the sponsorship documents what return a sponsor will get for supporting a particular item or function. This can include the items mentioned earlier, signage at the conference, advertising in the conference marketing literature, etc.

Sponsors are not permitted to advertise their own events, or put up their own banners or logos, without express permission from the APRICOT Secretariat. What each sponsor can and cannot do in return for their valuable financial contribution to the event needs to be made very clear in the sponsorship agreement signed between APNOG and the sponsor.

### 8.3.5 Onsite Publicity

Sponsors are paying significant amounts of money towards the hosting of the APRICOT conference, so they do expect appropriate onsite publicity as well as a listing on the APRICOT website.



**Figure 9 – Example Pullup Banners**

Figure 9 shows examples of the pull-up banners used at APRICOT 2026. These clearly list all the sponsors, the organiser and hosts, and have the advantage that they can be moved around the venue to suit marketing or promotional purposes. Pull-up banners are often used for specific events or activities and can be included as part of the premium sponsorship packages mentioned earlier.

Figure 10 shows the fixed welcome signage used at APRICOT2026 adjacent to the registration counter. The sponsors are clearly listed, with top-level sponsors appearing at the top of the signage, generally in increasing level of sponsorship value. Notice also the other sponsorship categories mentioned earlier – anything which will cost money to put on for the Summit can be sponsored. An electronic version of this welcome signage is used on the main hall LED wall



during intermissions, the Opening Plenary, and during the Vote of Thanks and the Closing Plenary.



**Figure 10 – APRICOT Welcome signage**

Note that because of supplier deadlines in producing these fixed signages, the call for sponsorship usually closes one month before the start of the APRICOT Summit. This date can be a little bit flexible depending on the timeline provided by the local supplier, but once the deadline has passed, there is no physical way of including late-comer sponsors in the printed signages.

## **9 APRICOT Programme**

APRICOT's Programme Committee constructs the tutorial and conference programme for APRICOT. This programme includes the APRICOT Peering Forum, Lightning Talks, BoF session, as well as the standard conference presentations and tutorials.

The technical training (MasterClasses) courses are solicited and organised by the APNOG Executive Director in consultation with the local community and availability of qualified instructors, and APNIC arranges the content it is responsible for (as described earlier). MasterClasses are normally finalised many months before the Programme Committee convenes, to allow time for the Fellowship Programme to get under way, and for the instructors to plan content details and schedule.

### **9.1 Programme Committee Structure**

The APRICOT Programme Committee consists of a Chair, a co-chair and a small group of people from the Internet community in the Asia Pacific region, including a representative from the local host to help ensure that the content is suitably balanced for the needs of the local economy.

The APNOG Board formally endorses the Chair and Co-Chair of the Programme Committee following nomination by the APNOG Executive Director. Membership of the Programme Committee is by volunteer. APNIC recommends two members of technical staff who are suitably qualified to join the PC. And the APRICOT local partner similarly recommends two suitably qualified volunteers from the local community (or NOG) to join the APRICOT PC.

In September prior to the event, the Programme Chairs will issue a call for volunteers. All volunteers supply an expression of interest and state their qualification to be on the PC, as well as prior experience on other Programme Committees for similar events. The PC Chairs select, in consultation with the APNOG Executive Director, the most appropriate of the volunteers to form a PC. Some will be continuing members of the PC, others will be new to the PC having participated previously as speakers or in other APRICOT roles. The proposed PC membership is endorsed by the APNOG Board, at the request of the Executive Director. PC membership is recommended to be no more than 20 participants, including the Chairs.

The Programme Committee serves for one APRICOT event only – the committee is then disbanded on the conclusion of that APRICOT event.

### **9.2 Programme Committee Chair Activities**

The Programme Committee Chairs are responsible for the management of the PC and the development of the programme for the APRICOT conference days.

As noted in the previous section, they run the call for volunteers for PC membership and select those who qualify to join the PC. They publish the call for presentations, run the regular PC meetings, request publication of the content accepted after each PC meeting and, nearer the event, develop first the outline and then the final layout of the conference programme. They also supervise the volunteers who have joined the PC to ensure that members are soliciting content, reviewing the proposals, and participating in PC calls.

At APRICOT itself, the PC Chairs themselves are active during the event, ensuring that session chairing is working well, introducing tutorial presenters, and monitoring the general smooth flow of the technical programme. They also keep the APRICOT Secretariat informed if any details on the website need updating and indicate on the paper upload system provided by the website development team when a presentation should be published. One of the PC Chairs participates in the Newcomers event on the morning of the first conference day, to brief newcomers to APRICOT about how the programme works, the highlights of the three days, and encouraging future participation as a contributor to APRICOT.

On conclusion of APRICOT, they will review the website, making sure that all presentation content has been published, using the correct slide decks. And they will wind down PC activities before disbanding the PC for another year.

### **9.3 Programme Committee Activities**

The Programme Committee meets soon after their appointment at the end of September prior to the conference. Their first meeting is usually to get to know each other, discuss goals for the upcoming conference, and agree on the Call for Contributions/Papers.

The Programme Committee sends out a call for contributions for the APRICOT Conference and Tutorial sessions at the start of October. The critical deadlines for the programme development are as follows – these are approximate dates and should serve as guideline only:

- Shortlist and invite keynote speakers – by 1<sup>st</sup> September.
- Call for volunteers for the PC – published by 1<sup>st</sup> October. Announcement e-mailed to Operations lists and announced on the APRICOT website.
- Call for contributions – published by 1<sup>st</sup> November. Announcement e-mailed to Operations lists and announced on the APRICOT website.
- Opening of registration system – 1<sup>st</sup> November.
- Initial proposal deadline – 1<sup>st</sup> December. Proposals received after this date will be treated on merit on a first come first served basis.
- Initial programme published (list of accepted presentations on the website) – 8<sup>th</sup> December
- Final deadline for proposals – two weeks before APRICOT starts
- Final detailed programme published – one week before APRICOT starts
- Presentation slide deadline – Friday before APRICOT starts.
- Call for Lightning Talks – Day One of conference, sent to registered APRICOT participants only.

The network operations lists normally targeted for the call for volunteers and the call for presentations for APRICOT include “apops”, “apnic-talk”, “sanog”, “pacnog”, and “nanog”. PC members will also share the call for presentations to their local NOG and other relevant operations list.

The schedule mentioned above is only a guideline and will vary from year to year, usually only by a few days, depending on when the first day of APRICOT occurs, and also so that it matches with weekends, holidays, etc.

#### **9.3.1 APRICOT PC Call for Volunteers**

The text normally used for the APRICOT PC Call for Volunteers is reproduced below:

The APRICOT Programme Committee is responsible for the solicitation and selection of suitable presentation and tutorial content for the annual APRICOT conference ([www.apricot.net](http://www.apricot.net)).

The PC Chairs are responsible for the selection of a new APRICOT PC each year. To that end, the Chairs are now seeking nominations.

Eligible candidates are those who have attended APRICOT in the recent past, have broad technical knowledge of Internet operations, and have some reasonable familiarity with the format of the APRICOT Summit. Having constructive opinions and ideas about how the programme for APRICOT might be improved is of high value too. PC members are expected to either work actively to solicit content for APRICOT, or review submissions, or preferably both. The PC meets by conference call, weekly in frequency during December and January, in the run up to APRICOT.

If you are interested in nominating yourself or someone else, please send a brief note to [pc-chairs@apricot.net](mailto:pc-chairs@apricot.net). The note should include the nominee's contact details (including e-mail address), and a brief description of why (in your opinion) the nominee would be a good addition to the PC. The PC Chairs will accept nominations received by XX September 20XX, and will announce the new PC shortly thereafter.

### 9.3.2 APRICOT Call for Papers

The text normally used for the APRICOT Call for Papers is reproduced below:

The APRICOT 20XY Programme Committee is now seeking contributions for Presentations and Tutorials for APRICOT 20XY.

We are looking for presenters who would:

- Offer a technical tutorial on an appropriate topic;
- Participate in the technical conference sessions as a speaker;
- Convene and chair panel sessions of relevant topics;
- Lead informal Birds of Feather breakout sessions.

APRICOT does not permit remote presentations, as the Summit is intended as an in-person networking opportunity for all participants.

Please submit proposals on-line at  
<http://20XY.apricot.net/programme/callforpresentations>

#### CONFERENCE MILESTONES

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|                                  |                  |
|----------------------------------|------------------|
| Call for Papers Opens:           | 1 November 20XX  |
| First Deadline for Submissions:  | 1 December 20XX  |
| First Draft Programme Published: | 8 December 20XX  |
| Final Deadline for Submissions:  | 1 February 20XY  |
| Final Programme Published:       | 8 February 20XY  |
| Final Slides Received:           | 15 February 20XY |

#### PROGRAMME MATERIAL

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The APRICOT Conference Programme consists of three parts, these being Tutorials, the Peering Forum, and Conference Sessions. The Conference dates for the APRICOT 20XY Summit are Monday AA to Wednesday BB February inclusive, and programme content will be scheduled on these 3 days.

Topics proposed must be relevant to Internet Operations and Technologies, for example:

- IPv4 / IPv6 Routing and Operations
- Routing Security, including RPKI and MANRS
- Internet backbone operations

Peering, Interconnects and IXPs  
Data Centre design, operations and scaling  
Content Distribution Network technology & operations  
Research on Internet Operations and Deployment  
Network Virtualisation  
Network Automation/Programming  
Network Infrastructure security  
IPv6 deployment on fixed and Wireless/Cellular networks  
DNS / DNSSEC and KINDNS  
Access and Transport Technologies  
Technical application of Web 3.0, public blockchains and cryptocurrency  
Content & Service Delivery and "Cloud Computing"  
400G/800G/1.6T ZR, ZR+ & OIF, OpenZR, OpenROADM & OpenXR  
OpenRAN  
Submarine cables

#### CFP SUBMISSION

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Draft slides for both tutorials and conference sessions MUST be provided with CFP submissions otherwise the submission will be rejected immediately. For work in progress, the most current information available at time of submission is acceptable.

All draft and complete slides must be submitted in PDF format only. Slides must be the author's original work, with all company confidential marks removed.

Any product, marketing, sales and vendor proprietary content in a presentation is against the spirit of APRICOT and it is strictly prohibited.

Proper credit must be given for all content taken from other sources. Evidence of plagiarism is grounds for rejection.

Final slides are to be provided by the specified deadline for publication on the APRICOT website.

Prospective presenters should note that the majority of speaking slots will be filled well before the final submission deadline. The PC may, at their discretion, retain a limited number of slots up to the final submission deadline for presentations that are exceptionally timely, important, or of critical operational importance. Every year we turn away submissions, due to filling up all available programme slots before the deadline. Presenters should endeavour to get material to the PC sooner rather than later.

Please submit on-line at  
<http://20XY.apricot.net/programme/callforpresentations>

Any questions or concerns should be addressed to the Programme Committee Chairs by e-mail at: pc-chairs at apricot.net

We look forward to receiving your presentation proposals.

### 9.3.3 Programme Committee Meetings

The Programme Committee will meet regularly by conference call after it has been formed. Usually, initial meetings are on a fortnightly basis, but starting from December through to the conference itself, the meetings occur on a weekly basis. The meetings are usually short, sufficient time to review the submissions received since the last conference call. The conference call will be arranged by the APNOG Secretariat at the request of the PC Chair and/or Co-Chair, at a time which is suitable for the majority (or all) of the PC members.

The PC Chairs will request PC members to assist with shepherding content proposed for the conference by working with the prospective presenter to adjust their slide decks according to

PC feedback and suggestions. This mentorship is vitally important to ensuring the continued high quality of programme content that APRICOT is renowned for.

PC members who don't participate in the PC calls and/or who are not reviewing content (very much) will be reminded by the PC Chairs as to the promise they made when volunteering. A review is substantive commentary about the content, not simply a "+1" to other reviewer comments. PC members who are unable to fulfil their promise of full participation will likely be requested to step down from the PC, and the opportunity offered to someone who is more willing or has more time available.

### **9.3.4 Lightning Talks**

The APRICOT Lightning Talks sessions has its own call for presentations which is initiated by the PC Chairs once APRICOT itself starts. The Call for Presentations has a modified version of the standard presentation text, as per below:

Lightning talks are short talks/presentations on relevant topics that last no more than 10 minutes, including setting up to present and Q&A. This time limit is strictly enforced.

Lightning talks are open to all registered in-person APRICOT 20XY attendees, and the call for submissions will open when APRICOT commences. Talks on topics that are timely, interesting, or even a little crazy, are invited.

The APRICOT Programme Committee will evaluate all submissions and choose the best eight. Talks must be relevant to the Internet Operations community, as per the APRICOT Presentation Guidelines.

If you've thought about presenting at a future APRICOT, a lightning talk this year is a great place to start!

Please submit on-line. All proposals (including final slides) must reach the PC by 16:00 <LOCATION> time on Tuesday XX February, and accepted talks will be notified by 10:00 on Wednesday YY February.

PC members review the content, and so long as it is on topic, adheres to the APRICOT presentation guidelines, and is in the spirit of the event, the talk will likely be added to the schedule of 8 presentations that can be included in the 90-minute sessions. The Lightning Talks session is run just prior to the Closing Plenary, with a strict time limit of 10 minutes for each talk (including walking to the podium, preliminaries, etc). The session chair will likely waitlist one or two other Lightning Talks in case any of the scheduled ones take less than the 10 minutes.

### **9.3.5 APRICOT Peering Forum**

Content for the APRICOT Peering Forum is collected, reviewed, and managed by the Programme Committee. The Peering Forum itself takes place over 2 or 3 sessions of the second day of the APRICOT conference week (depending on content offered). Peering Forum content is focused on peering and interconnects, and often sees discussion about Internet Exchange Points, interconnects, measurements of peering activity, and new technologies aiding peering and interconnects.

Part of the Peering Forum sees "Peering Personals", a one-minute opportunity for an operator (be it network service provider, internet exchange point, datacentre operator, content provider, or cable infrastructure operator) to request peering with their infrastructure. The typical format of a Peering Personal is a single slide for that entity displaying its PeeringDB entry. Priority is

given to entities that have never presented their Peering Personal at APRICOT before, to local entities, and to those who have substantive new information to share with the community.

All PC members review the Peering Personals proposed. And then members of the PC who are part of the peering community collate the Peering Personals from the paper review system (last call is the day before the Peering Forum) and prepare the content ready for the closing section of each of the Peering Forum sessions. Peering Personal presenters need to be reminded about the time limit, and that they need to be ready beside the stage for their Peering Personal opportunity.

## **9.4 Programme Presentation Proposals**

The paper review system used by APRICOT was originally developed in the early 2000s and has been substantially enhanced over the following 20 years. It is hosted by APNIC as a community service for the whole Internet community to use, and many NOGs in the Asia Pacific region (and elsewhere) use it for their conference presentation proposal and review work. The facility for the current APRICOT is setup on request by the PC Chairs to the APRICOT Secretariat and is laid out with the deadlines and programme structure documented here. The PC members are added when they are finalised by the PC Chairs.

Proposals to be considered for tutorials or conference talks must include presentation title, abstract, draft slides (as PDFs), and biography. While the paper review system will accept OpenOffice and PowerPoint formats as well, these are only required for final slides – reviews are easiest to perform (and strongly preferred) when PDFs are supplied. Absence of draft slides significantly reduces the likelihood of the proposal being accepted. The draft slides do not have to be the final slides, but they should give a good indication as to the topic and content of the presentation – but more than placeholders for content.

Failure by speakers to submit materials for review by the presentation proposal deadline means that they forfeit their speaking opportunity. The Programme Committee will call on waitlisted speakers to fill the vacant slots.

## **9.5 Programme Committee onsite at APRICOT**

Programme committee members who have been actively involved in developing the programme for APRICOT, through constructive reviews of proposed content, soliciting content for consideration for the Programme, and general participation at the PC meetings will be offered complimentary registration to attend APRICOT itself. This benefit is at the discretion of the PC Chairs – being on the PC itself is no guarantee of complimentary participation.

PC members are also expected to volunteer to chair conference sessions (if their experience and skillset allow them to do so).

## **9.6 APRICOT Secretariat support of the PC**

The APRICOT Secretariat will carry out the following activities on behalf the APRICOT Programme Committee once the PC has accepted a speaker's contribution:

- 1) Arrange conference calls for the PC using APNOG's Zoom facility.
- 2) Obtaining the speakers' full biographical data and abstracts for listing on the APRICOT website as soon as the presentation is accepted.
- 3) Obtaining the speakers' confirmation of attendance closer to the event.

- 4) Assisting the PC Chairs with obtaining the speakers' final presentation files for the Programme Committee to review and accept.
- 5) Assisting the PC Chairs with the upload of speakers' final presentation files to the Conference Website (provided by a paper upload system of the website team)
- 6) Ensuring that the PC Chairs have speaker contact information so that they are readily traceable on site.
- 7) Staying in touch with the speakers throughout the final weeks up to APRICOT commencing.



## **10 APRICOT Fellowship**

### **10.1 Background**

Not all people can afford to come to APRICOT. Each APRICOT Summit gives organisations the opportunity to sponsor the APRICOT Fellowship Programme to assist with supporting the accommodation and travel costs for around 25 APRICOT Fellows.

These fellowships are available to individuals who can demonstrate why they should be considered for financial support to attend APRICOT. The Fellowship Committee scrutinizes the applications to ensure that APRICOT's goals of outreach and education are upheld. Eligible candidates for the programme include network & systems engineers or operators who wish to benefit from either the MasterClass training or participation in the Conference. APRICOT Fellows are granted the fellowship once only – previous award winners are expected to have taken back sufficient from APRICOT to convince local supporters (including employer!) that their continued participation is of significant benefit to the local economy.

The APRICOT Secretariat assists the APRICOT Fellowship Committee to put this programme into action, assisting with the administrative work of the application process, the decision making, and the notifications to applicants. The APRICOT Secretariat also liaises with successful applicants and helps them with their accommodation arrangements. APRICOT usually block books in-expensive hotel accommodation for the Fellows and facilitates invitation letters from the APRICOT partner (host), and any other local paperwork that may be necessary for the issuing of visas to Fellows that require them.

### **10.2 The APRICOT Fellowship Committee**

The APRICOT Fellowship Committee oversees the Fellowship programme; the Chair and Co-Chair of the Committee are appointed by the APNOG Board on recommendation of the APNOG Executive Director, with members including a representative from the two other regional NOGs in the APRICOT scope, SANOG and PacNOG, the nominated instructor from each MasterClass, one representative from each of the Fellowship Programme sponsors, and key representatives from the wider Internet industry with deep knowledge of the technical community across the Asia Pacific region.

The Committee is guided by the Chairs, and their main role is to review the applications for Fellowship from the Asia Pacific region. Applications for Fellowships open in early September, with a two-week period for applications. Following the end of the application period, the Fellowship Chairs, aided, by the APRICOT Secretariat, do an initial review of applications (to remove bogus, incomplete, or “auto” generated applications) before handing them to the Committee for their review. The Committee rates the applications, with the MasterClass instructors prioritising those who have applied for their respective MasterClasses. At the end of the review period, the Committee meets to draw up a short-list of 25 (or thereabouts) Fellows, before the successful candidates are informed.

### **10.3 Fellowship Structure**

The APRICOT Fellowship provides only bed and breakfast accommodation during the event as well as complimentary registration to either the APRICOT MasterClasses or the APRICOT Conference week. Participants also receive lunches as part of their APRICOT participation,

but dinners are not provided unless they are part of the official programme (for example, Opening and Closing Receptions are official events).

### **10.3.1 Fellowship Options**

Two types of Fellowship are offered:

1. MasterClass Fellowship – this covers the attendance to the three APRICOT MasterClasses and is the most common option chosen
2. Conference Fellowship – this covered the attendance to the three APRICOT Conference days.

All Fellows participate in the APRICOT Fellows Skills Workshop on Day 4. The evening of Day 4 sees the APRICOT Fellows Social, usually a dinner where both MasterClass and Conference fellows can socialise with the Fellowship Committee and APRICOT Secretariat.

MasterClass Fellows are welcome to stay on for the Conference week, for which they will receive complimentary registration. However, they will need to arrange and pay for their own accommodation.

### **10.3.2 Airfare**

Given APRICOT's diverse regional coverage, the Fellowship Programme simply cannot provide reimbursement of up to 80% of the APRICOT Fellow's economy class air travel from their home location to the APRICOT event. At the conclusion of the Summit, APRICOT will reimburse reasonable airfare costs up to a maximum of US\$1000 on provision of a valid itinerary and payment receipt from the airline or travel agent.

While the APRICOT Fellowship Committee recognises that lack of full reimbursement is a disadvantage for those participants from less affluent economies, the alternative would reduce the amount of Fellowship positions at APRICOT, not really compatible with APRICOT's goal of education. With the large number of budget airlines operating across Asia, it has been relatively straightforward for an APRICOT Fellow to obtain a good value airfare to attend APRICOT.

All Fellows purchase their own flight tickets via their travel agent or direct with the airline. The APRICOT Secretariat will only reimburse the agreed portion of the flight cost at the conclusion of the APRICOT Summit, as per the award Terms and Conditions.

### **10.3.3 Accommodation**

All fellows are provided with **single** occupancy accommodation for the duration of their award period only. Breakfast is included in the accommodation package. Lunches and dinners are not included, unless they are part of the official programme.

The accommodation for MasterClass Fellows is covered for check-in on the day before the MasterClass starts, and checking out the day after the APRICOT Fellows Skills Workshop concludes (on Day 4).

The accommodation for Conference Fellows is covered for check-in on the day before the APRICOT Fellows Skills Workshop, and checking out the day after the APRICOT Closing Plenary concludes the event.

Extra days requested by the delegate to attend the APNIC Member Meeting, or for local sightseeing, are not covered by the Fellowship Programme and must be arranged and paid for by the Fellow themselves.

#### **10.3.4 Transportation**

While the APRICOT Secretariat endeavours to ensure that the Fellow's hotel is within walking distance of the MasterClass and Conference venues, quite often this is not possible. In that case, the APRICOT Secretariat will provide a fixed contribution to use local public transportation for the Fellow to travel between the APRICOT venues and their accommodation. This contribution is based on typical train/metro/ride-share fares at the APRICOT location.

The APRICOT Secretariat will also reimburse public transport or ride-share cost between the airport and the Fellow accommodation on provision of valid receipts.

#### **10.3.5 Registration Fee**

The fee to attend the APRICOT MasterClasses and APRICOT Conference is waived for each respective Fellowship Class.

Fellows may also attend the APNIC Member Meeting for free, like all other APRICOT participants can.

APRICOT will not cover extra accommodation costs if the Fellow chooses to attend the APNIC Member Meeting.

#### **10.3.6 Incidental Costs**

The APRICOT Fellowship Programme does not cover incidental costs incurred by the Fellow. Fellows need to ensure they have sufficient funds to cover any incidental costs; APRICOT is not responsible for those and cannot provide a cash advance.

#### **10.3.7 Insurance**

Like all travellers and delegates to APRICOT, Fellows need to make sure they have sufficient and appropriate medical and travel insurance to cover their trip. APRICOT is not responsible for Fellows losses or medical or travel issues.

#### **10.3.8 APRICOT Fellows Obligations**

All APRICOT Fellows are required to attend APRICOT event they were awarded the fellowship for. If they attend the APRICOT MasterClasses, they are required to attend all 3 days of the MasterClass and complete the MasterClass to the satisfaction of the instructors.

All Fellows are required to write a short experience paper after the completion of the event to be submitted to the APRICOT Fellowship Committee Chairs. When the Fellow report is accepted, it will be published on the APRICOT Summit website, and the APRICOT Secretariat will initiate the reimbursement process according to the Fellowship award.

### **10.4 Selection Priorities**

The APRICOT Fellowship Committee will follow the following process in selecting delegates to participate in the APRICOT Fellowship Programme.

#### **10.4.1 Selection Criteria**

The selection priorities are based on the following conditions:

- Presently working at a network operator or academic network in a technical position
- Willing to present about their experiences at the APRICOT conference
- Working for government agencies in a network related technical capacity
- Working for other kinds or organization in a technical capacity
- Already active in their local Network Operator Group or at SANOG/PacNOG.

While these criteria are well defined, the APRICOT Fellowship Committee will use a fair amount of subjective evaluation for each candidate.

#### **10.4.2 Disqualification Conditions**

There are some fairly straightforward disqualification criteria:

- Fellows of previous APRICOTs and the mid-year APNIC Conference are **normally** excluded from fellowship
- Applicants who are clearly “Fellowship shopping” will be excluded from Fellowship
- Overstating of capabilities and position, which can be verified by in-country members of the APRICOT Fellowship Committee or through correspondence with the referees.
- Applications which have clearly been written by automated tools, rather than in the applicant’s own words.

#### **10.4.3 Subjective Qualifications**

From the recent fellowship program, experience shows that the following are indicative of the applicant’s mind-frame and help in making quick subjective judgement.

- Use of Hotmail/Yahoo/G-mail or similar free e-mail service in the application is an indication of them either not working at a network operator or are not in a very ‘operational’ role.
- Use exclusively of non-company references, generally point out that the applicant is not really working at the company or in future will not be willing to share his/her knowledge inside the company.
- Much mention of management roles in their career doesn’t indicate much involvement in day-to-day operational infrastructure.
- Applicants who have made presentation proposals alongside fellowship applications are generally acceptable, even if their presentation proposal is not approved. This shows willingness on the applicant’s side to be part of the community.

#### **10.4.4 Repeat Candidates**

Being selected in any previous Fellowship program doesn't mean instant dis-qualification but does put the candidate further down the list. However, there tend to be champions of the community in each country, who would benefit from a repeat Fellowship to be able to attend the events. These are most often associated with a non-profit organisations or universities, and they are considered positively.

#### **10.4.5 Rating of Applications**

After the initial pass of the applications is carried out by the Fellowship Committee Chairs, the Fellowship Committee members are asked to rate the applications based on the above generic guidelines as well as their subjective evaluations. Once the rating is completed, the Committee Chairs, along with the Committee, can select the appropriate number of applicants based on the available budget and logistics. This selection activity is carried out with the support of the APRICOT Secretariat.

## **10.5 Fellowship Timeline**

The APRICOT Secretariat and APRICOT Fellowship Committee follows this timeline – there will be variations depending on the exact date of APRICOT or other circumstances outside the control of the APRICOT Secretariat:

- Mid-September: opening of applications for the Fellowship Programme
- End of September: applications close
- Mid-October: review by Fellowship Committee after initial review by Fellowship Committee Chairs and the APRICOT Secretariat
- End of October: Committee meeting to draw up the short-list of Fellows
- Early November: Notification of the successful candidates. Successful candidates have two weeks to accept the Fellowship and provide quotations for flights from their home to the APRICOT location.
- Late November: Publication of the names of the successful Fellows
- Early December: All Fellows are ticketed; their accommodation confirmed at the Fellows hotel by the APRICOT Secretariat
- Early January: APRICOT Secretariat is in touch with the Fellows, sharing more information about the event, the MasterClasses (if applicable), and the Skills Workshop
- February: Fellow participates at the APRICOT Summit
- After APRICOT Summit concludes the Fellow has two weeks to write a one-page report, for publication
- On acceptance of the report by Fellow Chairs and the APNOG Board, the APRICOT Secretariat reimburses travel expenses as per the award.

## **10.6 Fellowship Awards**

Fellowships for the APRICOT Fellowship programme are awarded solely at the discretion of the Fellowship Committee.

Applicants should note that the Fellowship Committee might, under certain circumstances, withdraw an offer of Fellowship. Once the Fellowship has been awarded, there is a strict timeline for the Fellow to confirm and book their air travel after approval by the APRICOT Secretariat and obtain any visa that might be required. Failure to do so within the time specified will result in the Fellowship offer being withdrawn.

Applicants should also note that Fellowships are not transferable – if an applicant can no longer attend APRICOT after being awarded a Fellowship, or their circumstances change such that the conditions under which they were awarded the Fellowship no longer apply (e.g. change of employer, change of role, change of country of residence), the Fellowship will be awarded to another applicant (from the waitlist) by the APRICOT Fellowship Committee.

## **10.7 On-site at APRICOT**

When the Fellow arrives at the APRICOT Summit venue or their accommodation, they will be met by the APRICOT Secretariat member who has been coordinating and assisting them with their travel. This will normally be in the evening prior to their Fellowship event starting.

They will also be met by the Fellowship Committee Chairs who will discuss the APRICOT programme with them (whether MasterClass + Skills Workshop, or Skills Workshop +

Conference). This is the Fellow's opportunity to meet the APRICOT team and discuss any remaining concerns they may have.

### **10.8 After APRICOT**

After APRICOT concludes, and the Fellow returns home, they have two weeks to produce a one-page report on their APRICOT experience, be it MasterClass, Conference or both. This report is sent to the APRICOT Secretariat who then forward to the Fellowship Committee Chairs and the APNOG Board for their review and approval (or otherwise).

Once the report has been approved, the APRICOT Secretariat will reimburse the travel costs to the Fellow, as per the terms and conditions of the award. In the preparation for travel to APRICOT, the Fellow will have been asked to provide bank details so that the reimbursement can proceed as quickly as possible.

The Fellow's report will also be published on the APRICOT Summit website.

Fellows should note that lack of report post event will mean that no reimbursement will be provided.

## **11 APRICOT History**

### **11.1 APRICOT Timeline**

APRICOT was initiated as a project of the Asia Pacific Network Information Centre ([www.apnic.net](http://www.apnic.net)) as the Asia Pacific Rim Internet Conference on Operational Technologies. The name changed within a couple of years, as the conference focused more on Asia and Oceania, with stronger interest in and participation from South Asia.

APNIC is the Asia Pacific's Regional Internet Registry and is responsible for the coordinated administration of the region's Internet Protocol (IP) address space and Autonomous System numbers.

The first three APRICOTs were primarily organized by APNIC (1996 to 1998), with help from individual volunteers who were keen to promote the Asia Pacific region's own Internet Conference.

From 1999 to 2003, APRICOT has been organised by the APRICOT Executive Committee. This committee was comprised of volunteers from the various AP\* (pronounced AP 'star') organisations (APNIC, APIA, APNG, APPLE and APTLD) as well as individual volunteers.

Following on from APRICOT 2003, the APRICOT conference combined with APIA, the Asia and Pacific Internet Association ([www.apia.org](http://www.apia.org)), to form a new supporting organisation for APRICOT. This reorganisation strengthened APRICOT as well as providing a legal umbrella and stable organisation for the future of the conference.

Following a 2014 agreement with APNIC to ensure that APRICOT and APNIC's mid-year conference do not appear in the same sub-region each year, the APRICOT conference location was agreed follow a 4-year cycle. The cycle started in 2017 with APRICOT going to Southeast Asia, South Asia in 2018, East Asia in 2019, and Oceania in 2020. APNIC followed a similar cycle, 2 years different from APRICOT.

APRICOT 2016 was the last event where the host bid for the event, with APRICOT 2016 being hosted in New Zealand by InternetNZ. APRICOT 2017 was the start of the 4-year cycle, and the first event where APRICOT was responsible for its own finances, with the Summit moving to the partnership model that is used today. In 2019 the process started replacing APIA with the Asia Pacific Network Operators Group Ltd (APNOG: [www.apnog.org](http://www.apnog.org)) as the underlying legal entity responsible for the APRICOT Summit.

Following the COVID pandemic which prevented in-person APRICOT events for 2021 and 2022, APNOG and APNIC agreed that APRICOT would not return to the 4-year cycle because of the financial challenges facing many economies after the pandemic. The APNOG Board determined that APRICOT would remain predominantly in the SE Asia region. APNIC determined that it would take its mid-year conference in a 3-year cycle around the other sub-regions of Asia Pacific. Both APNIC and APNOG agreed to keep each other well informed about future location planning for both APRICOT and APNIC's mid-year conference.

### **11.2 Past APRICOTs**

A brief summary of the past APRICOT conferences:

- APRICOT 1996 was the launch event, initiated by David Conrad (APNIC), Barry Greene (SingTel), Pindar Wong and a few others. It was held in Singapore at the Regional Language Centre.
- APRICOT 1997 was held in Hong Kong and hosted by the Hong Kong Internet community.
- APRICOT 1998 was held in Manila, Philippines, and hosted by the Philippine Internet community.
- APRICOT 1999 returned to Singapore and was hosted by the Singapore Computer Society ([www.scs.org.sg](http://www.scs.org.sg)).
- APRICOT 2000 was held in Seoul, Korea, and was hosted by a consortium including KRNIC (Korea Network Information Centre – [www.krnic.net](http://www.krnic.net)), NCA (National Computerisation Agency), ETRI (Electronics and Telecommunications Research Institute), KAIST (Korea Advanced Institute of Science and Technology), OSIA (Open Systems Infrastructure Association) and Inet Inc.
- APRICOT 2001 was held in Kuala Lumpur and hosted by PIKOM (The Association of the Computer and Multimedia Industry Malaysia – [www.pikom.org.my](http://www.pikom.org.my)) and the Malaysian Communications and Multimedia Commission.
- APRICOT 2002 was held in Bangkok, Thailand, and hosted by NECTEC ([www.nectec.or.th](http://www.nectec.or.th)), The Ministry of Science, Technology and Environment ([www.moste.go.th](http://www.moste.go.th)), and The Thai Federation of Information Technology Association (TFIT).
- APRICOT 2003 was held in Taipei, Taiwan, and hosted by TWNIC ([www.twmic.net.tw](http://www.twmic.net.tw) – the Taiwan Network Information Centre), DGT ([www.dgt.gov.tw](http://www.dgt.gov.tw) – Directorate General of Telecommunications), and the IPv6 Forum of Taiwan ([www.ipv6.org.tw](http://www.ipv6.org.tw)).
- APRICOT 2004 returned to Kuala Lumpur, Malaysia, and was again hosted by PIKOM ([www.pikom.org.my](http://www.pikom.org.my)).
- APRICOT 2005 was held in Kyoto, Japan, and hosted by the “Japan Executive Committee” comprising several organisations including IAJapan, JPCert, IPv6 Promotion Council of Japan, WIDE and JPNIC.
- APRICOT 2006 was held in Perth, Australia, and hosted by the Western Australia Internet Association ([www.waia.asn.au](http://www.waia.asn.au)).
- APRICOT 2007 was held in Bali, Indonesia, and hosted by APJII, the Internet Service Provider Association of Indonesia ([www.apjii.or.id](http://www.apjii.or.id)).
- APRICOT 2008 was held in Taipei, Taiwan, and again hosted by TWNIC, the Taiwan Network Information Center ([www.twmic.net.tw](http://www.twmic.net.tw)).
- APRICOT 2009 was held in Manila, Philippines, this time hosted by ASTI, part of the Department of Science and Technology of the Government of the Philippines ([www.asti.dost.gov.ph](http://www.asti.dost.gov.ph)).
- APRICOT 2010 was held in Kuala Lumpur, Malaysia, and was hosted by PIKOM ([www.pikom.org.my](http://www.pikom.org.my)) – The National ICT Association for Malaysia.
- APRICOT 2011 was held in Hong Kong along with the 31<sup>st</sup> APAN meeting. APRICOT-APAN was jointly hosted by ISOC Hong Kong (<http://www.isoc.hk/>) and DotAsia (<http://www.dot.asia/>).
- APRICOT 2012 was held in New Delhi, India, and was hosted by the ISP Association of India (<http://www.ispai.in/>) and co-hosted by the National Internet Exchange of India (<http://www.nixi.in>).
- APRICOT 2013 was held in Singapore and was hosted by the Singapore Network Information Centre (<http://www.sgnic.sg>).
- APRICOT 2014 was held in Petaling Jaya, Malaysia, and hosted by APIA.



- APRICOT 2015 was held in Fukuoka, Japan, and was held jointly with the 39<sup>th</sup> APAN Conference. APRICOT-APAN was hosted by the “Japan Executive Committee” comprising several organisations representing the Internet community in Japan.
- APRICOT 2016 was held in Auckland, New Zealand, and hosted by Internet New Zealand (<http://www.internetnz.net.nz>).
- APRICOT 2017 was held in Ho Chi Minh City, Vietnam, in partnership with Netnam and VNNIC.
- APRICOT 2018 was held in Kathmandu, Nepal, in partnership with NPIX.
- APRICOT 2019 was held in Daejeon, Korea, jointly with the 47<sup>th</sup> APAN Conference, in partnership with KISTI (Korea Institute of Science and Technology Information).
- APRICOT 2020 was held in Melbourne, Australia, in partnership with the Internet Association of Australia.
- APRICOT 2021 and APRICOT 2022 were virtual events, replacing the intended in-person events in partnership with the ISP Association of Bangladesh and PhNOG respectively.
- APRICOT 2023 was held in Manila, Philippines, in partnership with PhNOG.
- APRICOT 2024 was held in Bangkok, Thailand, in partnership with ThNIC Foundation.
- APRICOT 2025 was held in Petaling Jaya, Malaysia, in partnership with MyNOG.
- APRICOT 2026 was held in Jakarta, Indonesia, in partnership with APJII.
- APRICOT 2027 will be held in Hong Kong, in partnership with HKIX and HKNOG.
- APRICOT 2028 is planned to be held in Thailand.

More detail about the history of the individual APRICOT events can be found on the APRICOT website – <http://www.apricot.net>.

| Year | Host Economy           | Total Attendees   | Economies Represented | Sponsors |
|------|------------------------|-------------------|-----------------------|----------|
| 1996 | Singapore              | 280               | 18                    | 10       |
| 1997 | Hong Kong              | 630               | 25                    | 27       |
| 1998 | Philippines            | 320               | 24                    | 18       |
| 1999 | Singapore              | 632               | 25                    | 19       |
| 2000 | South Korea            | 850               | 36                    | 37       |
| 2001 | Malaysia               | 888               | 33                    | 32       |
| 2002 | Thailand               | 645               | 30                    | 26       |
| 2003 | Taiwan                 | 1035 <sup>1</sup> | 30                    | 43       |
| 2004 | Malaysia               | 931               | 50                    | 32       |
| 2005 | Japan                  | 859               | 40                    | 33       |
| 2006 | Australia              | 335               | 40                    | 17       |
| 2007 | Indonesia              | 801               | 51                    | 30       |
| 2008 | Taiwan                 | 630               | 43                    | 21       |
| 2009 | Philippines            | 633               | 46                    | 29       |
| 2010 | Malaysia               | 734               | 53                    | 23       |
| 2011 | Hong Kong <sup>2</sup> | 1196              | 61                    | 33       |

<sup>1</sup> The total for APRICOT 2003 in Taiwan represents the sum of the total occupancy for each constituent part of the APRICOT event rather than the total number of delegates.

<sup>2</sup> APRICOT 2011, APRICOT 2015, and APRICOT 2019 were held jointly with APAN 31, APAN 39, and APAN 47 meetings respectively.

|             |                     |      |    |    |
|-------------|---------------------|------|----|----|
| <b>2012</b> | India               | 624  | 43 | 28 |
| <b>2013</b> | Singapore           | 763  | 51 | 18 |
| <b>2014</b> | Malaysia            | 570  | 53 | 38 |
| <b>2015</b> | Japan               | 818  | 54 | 58 |
| <b>2016</b> | New Zealand         | 553  | 53 | 33 |
| <b>2017</b> | Vietnam             | 822  | 59 | 44 |
| <b>2018</b> | Nepal               | 753  | 64 | 48 |
| <b>2019</b> | Korea               | 687  | 56 | 40 |
| <b>2020</b> | Australia           | 621  | 57 | 47 |
| <b>2021</b> | Virtual/Philippines | 852  | 61 | 41 |
| <b>2022</b> | Virtual/Bangladesh  | 886  | 65 | 37 |
| <b>2023</b> | Philippines         | 760  | 55 | 49 |
| <b>2024</b> | Thailand            | 855  | 54 | 50 |
| <b>2025</b> | Malaysia            | 913  | 53 | 50 |
| <b>2026</b> | Indonesia           | 1044 | 54 | 49 |
| <b>2027</b> | Hong Kong           |      |    |    |

**Table 11 – Summary of Previous APRICOTs**