

AFIX Decision-makers' Workshop

Hosting requirements

This document outlines what hosts need to do to run a successful workshop, in two phases:

1. Initiation phase
2. Preparation phase

There is a checklist at the end of this document to help you ensure you have met all the requirements.

It will be most convenient to run the decision-makers' workshop immediately after the technical workshop. Please consult the separate technical documentation on the hosting requirements for that workshop. Some of the requirements listed there are repeated here, just in case some countries only want to run one of the workshops; if you have already met the requirements for the technical workshop, you can safely ignore the ones that are repeated here.

Initiation phase (six to eight weeks before workshop)

1. Fill out the **IXP survey** document available from <http://afix.afrispa.org> to indicate your interest in holding a workshop to AFIX.
2. **Consult** with your local internet community to secure their buy-in for the workshop and to canvass suitable dates.
3. Establish a draft list of people to **invite**. These should include:
 - a. Members of the local ISP community (at least three, ideally four or five).
 - b. Appropriate representatives of local universities (e.g. professor of computer science or head of IT services).
 - c. Any staff members of the regulatory agency or government department who will need to be aware of the technical issues around IXPs (there is a separate workshop on the business and regulatory aspects for non-technical staff).

It is not viable to run the decision-makers' workshop with fewer than six people.

4. Find and book a suitable **venue** large enough for all the possible participants. It need not necessarily be the same as that used for the technical workshop, although this will be most convenient.

The workshop venue should be set up with the following:

- Sufficient chairs and tables for all the participants, arranged in a horseshoe shape.
- Stable power supply, with provision for backup generator/UPS.
- A projection screen with stand.
- A medium to large white board with stand, white board markers and eraser.
- Flip chart with stand and markers.
- Pens and paper for all participants.
- Air conditioning.
- An Internet connection would be an advantage but is not a prerequisite.
- A suitable breakaway space must be available for teas and lunches.
- AFIX will supply its own data projector.

5. Confirm the **dates** for the workshop with AFIX-TF before proceeding any further. **This must be done at least six weeks before the proposed date.**

Planning (four to six weeks)

6. Participants must be **formally invited** to the workshop. They should include at least three ISP representatives, and at least one representative each from the regulator and from the government department responsible for communications.
 - There is no charge to attend the workshop.
7. **Send** the full list of participants (name, organisational affiliation, position) to your AFIX contact at least one week before the workshop.
8. The host must help AFIX with **travel arrangements**. AFIX will make all the bookings and cover the cost of accommodation and travel, but hosts may need to help with:
 - Information on travel regulations such as visa requirements, health restrictions, recommended vaccines, tips on pre-travel medication.
 - Information on appropriate hotels and locations.
 - Information on the most appropriate local transport, and assistance with organising this.

Liftoff phase (at least one week before workshop)

1. Email final confirmation of the following to your AFIX-TF contact:
 - Dates and venue.
 - Participant names.
 - Name and contact telephone number of person who will pick trainer up at the airport, if appropriate.
2. Arrange the following refreshments for all trainers and participants:
 - Tea, coffee and snacks for early morning registration and mid-morning.
 - Lunch.
3. Email all participants to tell them to download the workshop handouts from afix.afrispa.org/decisionmakers. These should ideally be printed out.
4. Write all workshop material to CDs for participants who don't do the download!
5. Arrange participant registration and welcome on the first day of the workshop.
6. Learn and have fun!

Checklist

	Done ?
Fill out IXP survey form	
Secure buy-in from Internet community	
Draw up list of invitees	
Find and book venue	
Confirm dates with AFIX-TF	

Send out invitations	
Confirm participants	
Send list of participants to AFIX-TF	
Offer advice on transport arrangements and accommodation for trainer(s)	
Confirm arrival dates and pickup arrangements for trainer(s)	
Refreshments arranged	
Email download instructions to participants	
Write workshop CDs for participants	
Arrange welcome and registration	