

AFIX Technical Workshop

Hosting requirements

The AFIX-TF has enough equipment to be able to accommodate at least 16 students in the technical workshop (8 student routers). However, we realise that in some countries it will not be possible to mobilise this number of people, so we can also offer a half-size workshop (4 student routers, 8 students) when this is more appropriate. In the following list of requirements we have distinguished between small and large workshops where necessary.

Please note that the AFIX-TF workshops are non-commercial technical education events supported by donor funding. We expect that local hosts will not use the hosting opportunity for commercial purposes.

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.

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. Find and book a suitable **venue**. It should be available for the exclusive use of AFIX, for the full two days of the workshop, at least two days beforehand and at least one day afterward.

The venue must meet the following requirements:

	Full workshop (16)	Half workshop (8)
Floor space	80 square metres	50 square metres
Tables: Big enough to accommodate 2 people and 2 PCs, and stable enough to hold expensive equipment safely.	13 (1 for every 2 students + 5)	9 (1 for every 2 students + 5)
Chairs	20	10

- Multiple electrical outlets distributed throughout the room, preferably on separate circuits.
- Overhead lighting, preferably fluorescent tubes.
- Stable power supply, with provision for backup generator/UPS.
- Laser printer with fresh toner cartridge and a spare, with at least one ream of paper.
- 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.

- The classroom must be lockable, with two keys available for use by instructors or other AFIX-TF staff from the beginning of the setup days. The area should be patrolled by security guards.
 - It should have access to a high-capacity copying machine or a nearby copy shop. Collating, stapling and duplex printing facilities would be very useful.
 - A suitable breakaway space must be available for teas and lunches.
4. 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)

5. Participants must be **formally invited** to the workshop. They should include:
- Members of the local ISP community.
 - Appropriate representatives of local universities (e.g. professor of computer science or head of IT services).
 - 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).

There is no charge to attend the workshop.

6. **Send** the full list of participants (name, organisational affiliation, position) to your AFIX contact at least one week before the workshop.
7. 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.
8. Make arrangements to supply at least nine **desktop PCs** for the full workshop or five for the smaller workshop. These must be available for setup at least two days before the workshop. They should meet the following specification:
- Pentium 300 MHz, 64 MB RAM, 4GB hard drive, network interface card: 10baseT or 100baseT Ethernet or fast Ethernet, at least one working serial port.
 - All PCs should have identical hardware.
 - Any pre-installed operating system will be suitable. If no operating system is installed, a CD-ROM drive must be included with the machine.
9. AFIX will supply the following equipment:
- 8 student routers (Cisco 1760's)
 - 2 trainer routers (Cisco 2611XMs)
 - 4 enterprise switches (Cisco WS-C2950C-24 10/100 ports)
 - 8 cheap switches
 - 8 of the following cables:
 - Blue:** fast serial cables (connects upstream to student) 24 CAB-SS-V35FC V.35 DC DCE female + male
 - Red:** crossover CAT5 ethernet, 1m
 - Grey:** CAT5 ethernet 20m

Green: CAT5 ethernet 10m

Blue: CAT5 ethernet 5m

Yellow: CAT5 ethernet 3m

This is all packed in two large steel trunks with wheels, and will need to be air freighted into the country several days in advance, probably via DHL. AFIX-TF will supply an asset register and **the local host must arrange all the necessary temporary importation requirements. All the paperwork must be in place, and confirmed to AFIX-TF, before the equipment can be shipped.**

The diagram overleaf shows how all the equipment (host and AFIX-TF) supplied is configured in the training room.

10. Ensure that **secure storage** is available for the imported equipment before during and after the workshop. Insurance is covered by Afrispa.

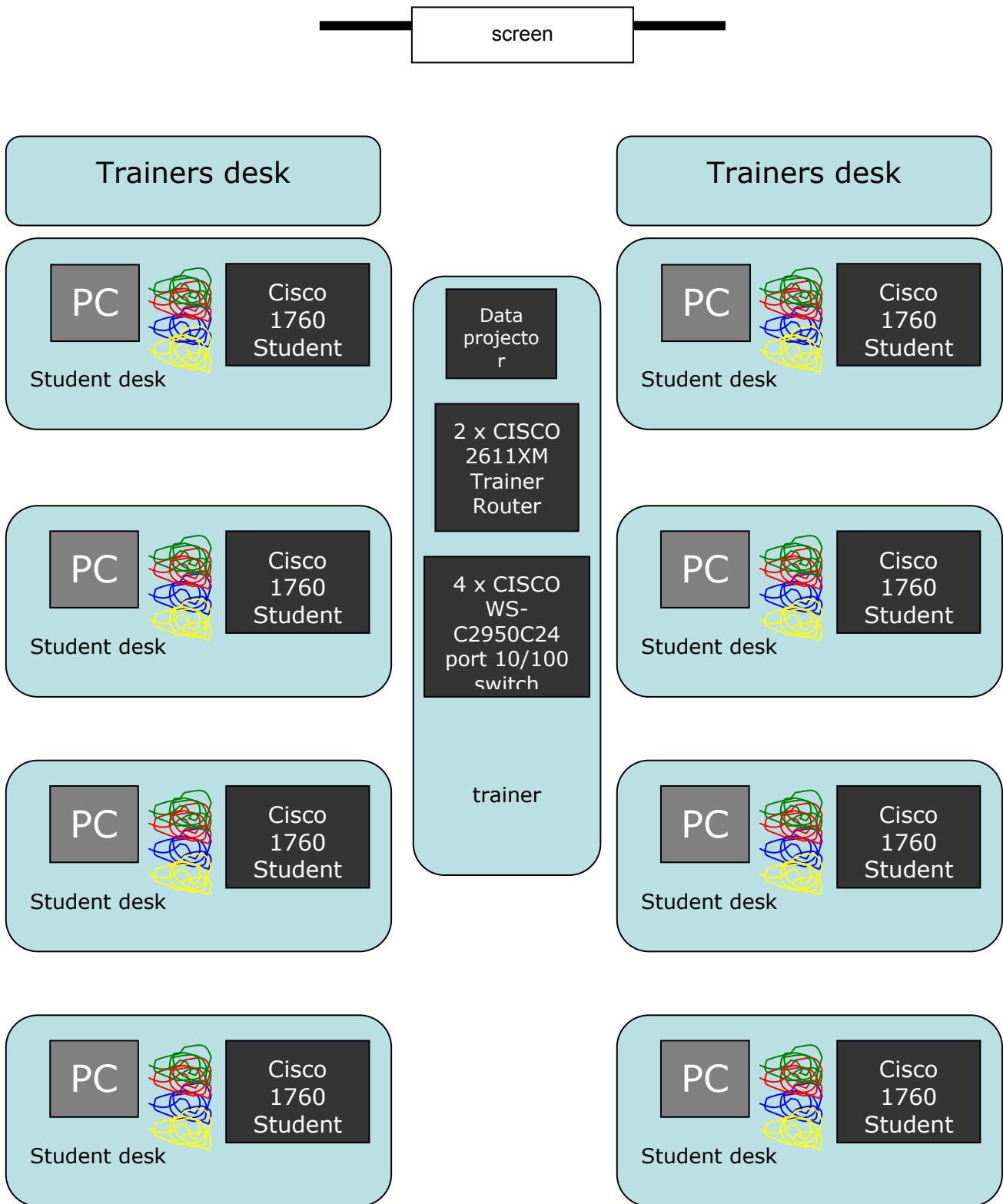
Liftoff phase (at least one week before workshop)

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. Deliver the following additional equipment to the venue:
 - Ten power extension adapters (power strips), with about 4-5 outlets per strip.
 - A supply of correct local power plugs.
 - Sufficient power cords for all the PCs and monitors.
 - Tie wraps (cable ties): Large size (30 cm) quantity 25; Medium size (15 cm) quantity 50; Small size (10 cm) quantity 50.
 - Gaffer tape: One large roll of 5cm-wide "gaffer tape" for neatly securing cables to the floor. Note that genuine gaffer tape does not leave any sticky residue when it is removed after a temporary installation. Duct tape must not be substituted under any circumstances.
 - One roll of Category 5 UTP cable.

Make sure there are spares of everything in case of equipment failure.

3. Test all PCs.
4. Arrange the following refreshments for all trainers and participants:
 - Tea, coffee and snacks for early morning, mid-morning and mid-afternoon (six in total).
 - Lunches during the workshop (two).
 - Dinner on the first evening of the workshop (one).
5. Ensure that at least one technical contact person is available while the trainer is in the country to help set up the equipment at the venue and provide whatever other assistance may be needed.
6. Email all participants to tell them to download the workshop handouts from afix.afrispa.org/technical. These should ideally be printed out.
7. Write all workshop material to CDs for participants who don't do the download!
8. Arrange participant registration and welcome on the first day of the workshop.
9. Learn and have fun!

Diagram: Training room layout



Checklist

	Done ?
Fill out IXP survey form	
Secure buy-in from Internet community	
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)	
Confirm availability of nine (five) desktop PCs, to spec, from at least two days before workshop	
Arrange all equipment import permits	
Secure storage arranged	
Additional equipment procured and available	
PCs tested	
Refreshments arranged	
Email download instructions to participants	
Write workshop CDs for participants	
Help trainer set up venue and test all equipment	
Arrange welcome and registration	