

# **EVENT REPORT BY LOCAL ORGANIZING COMMITTEE**

## **23<sup>rd</sup> APAN Meeting in Manila**

*January 22 – 26, 2007*

*EDSA Shangri-La Hotel*

### **I. Local Organizing Committee**

Local preparations for the 23rd APAN Meeting in Manila was started a year before. The Local Organizing Committee (LOC) was formed, comprising of the Advanced Science and Technology Institute (ASTI), the Department of Science and Technology (DOST), the Commission on Information and Communications Technology (CICT), and Rajah Tours Philippines.

The main working committees came from ASTI; DOST provided financial support as well as endorsed the event to the national Government; CICT provided advisory support; while Rajah was commissioned by ASTI to assist the participants in their hotel bookings, and likewise provided the payment facility for credit card and wire transfer payments.

Pre-event preparations were undertaken through the different working committees, including:

- Held regular monthly meetings with the APAN Program Committee via video conference, and coordinated regularly with the APAN Secretariat and APAN Program Committee through e-mails.
- Request for quotation from various hotels and convention centers in the Metro Manila area, and on-site visit to these possible venues. EDSA Shangri-la was chosen as the meeting venue due to its facilities and capability to host international events, service standards, and flexibility to accommodate the technical requirements of the APAN meeting.
- Identified and talked with possible sponsors (both local and international) for the event. Different sponsorship packages were proposed. Sponsorship was either in cash or in-kind (sponsorship level for this type was determined by computing for its cash value).
- Forged partnerships with private companies, as well as other Government agencies.
- Carried out marketing and promotional activities. Released news article for the local media promoting the event.
- Met and negotiated with Innove Communications, Inc. to provide the needed network link for the meeting.

### **II. Summary**

#### **1. Total Participants**

The total number of participants to the 23rd APAN Meeting reached 311. The breakdown is shown in the table below:

<b>a. International Participants</b>	<b>225</b>
<i>Per Country:</i>	
Japan	67
Thailand	24
Korea	21
USA	20
China	19
Taiwan	18
Malaysia	10
Australia	6
Vietnam	5
Singapore	4
EC	4
HongKong	3
India	3
Indonesia	3
New Zealand	3
Andorra	2
Cambodia	2
Canada	2
Sri Lanka	2
Brunei	1
Iran	1
Italy	1
Nepal	1
Netherlands	1
Pakistan	1
Russian Federation	1
<b>b. APAN Secretariat</b>	<b>8</b>
<b>c. Resource Speakers</b>	<b>6</b>
<b>d. Local Participants</b>	<b>72</b>
Government	40
Academe	10
Private sector	22
<b>TOTAL</b>	<b>311</b>

## 2. Attendance per Session

The summary of the attendees per session per day is shown in the table below:

<b>Day 1 – Jan. 22</b>		<b>Day 2 – Jan. 23</b>	
<b>Session</b>	<b>No. of Pax</b>	<b>Session</b>	<b>No. of Pax</b>
Routing	44	HDTV	28
TEIN 2 Meeting	30	IPv6	60
TEIN 2 Workshop	33	Earth Monitoring	69
APAN 101	13	Global Collaboration	50
G-H Meeting	25	SIP WG Meeting	12
AG Workshop	30	Backbone Meeting	23
EGEE Tutorial	18	* APAN Hawaii	9
<b>Day 3 – Jan. 24</b>		<b>Day 4 – Jan. 25</b>	
<b>Session</b>	<b>No. of Pax</b>	<b>Session</b>	<b>No. of Pax</b>
Medical Workshop	46	Medical Workshop	39
Earth Monitoring	41	Security Workshop	51
Network Engineering	63	e-Culture	37
e-Science Workshop	33	Grid Middleware	19
App. Tech. Meeting	5	Lambda	27
TIP 2008	7	Prog. Comm. Meeting	19
ASTRENA	9	Event Comm. Meeting	24
		SEA Meeting	8

### III. Problems Encountered

#### Registration

- There were a number of complaints received from participants on their payment through credit card. Payment by international participants was received by Rajah's field office in San Francisco. There were cases when some of the participants' credit card was not accepted, which posed a bit of a problem/delay in the processing of registration fee.

Because this was also the first time that Rajah did this kind of arrangement, they were not able to fully anticipate the problems that could arise.

#### Hotel Booking

- Rajah also handled the hotel booking of the participants. Initially this went smoothly. However, a bottleneck was experienced when the Taiwan earthquake affected the operations of the telecommunication carriers in the Philippines for a number of weeks. Because the Internet service became quite problematic for many telecom providers, a number of businesses were consequently affected.

Rajah was not able to respond immediately to the deluge of hotel booking reservations, which worried the participants.

- Also, hotel booking reservations by a number of the participants were done in the last few weeks prior to the meeting, even if they were reminded by the APAN Secretariat to have their bookings early.

#### Technical

- The network was down for one (1) hour which affected the sessions. The problem was traced to a defective network switch.

#### Session Rooms

- There was an underestimation on the number of participants per session. The estimates given by the different session heads were used to determine the room that will be used. So in sessions where there was an underestimation of the number of attendees, the attendees exceeded the full capacity of the room, so some had to stand up.

#### Secretariat

- The APAN Secretariat requested the LOC secretariat to immediately encode the attendance sheet of the different sessions. From our understanding, this was not supposed to be the case. The LOC would just have to provide the hard copy of the attendance sheets. This was also not mentioned by the APAN Secretariat prior to the event. This is an additional task that needed to be done during the event proper when in fact, other more important tasks should have been given priority.

## **IV. Recommendations**

#### Registration

- APAN should look in to putting in place an online registration system for APAN meetings to facilitate the registration process. If possible, credit card payment should be integrated in this registration system. In the case of an institution such as ASTI, which is a government institution, and has limited options in arranging for such payment facility, the APAN could look into solutions to address this concern, i.e. the APAN organization could accept the registration fee payment and will be the one to transfer the amount to the local organizers.

#### Technical

- On the part of the local technical support staff, extensive testing should be done to assess the different technical concerns/problems that can be encountered in such events, and better protocols in resolving network problems should be established.

#### Session Rooms

- The expected number of participants per session is important to determine which room is most appropriate for a particular session. This is to avoid over-spill in the sessions, since this also has an impact on the hotel staff.

#### Secretariat

- From the beginning, the tasks of the APAN Secretariat and the LOC should be defined to level off expectations and avoid unexpected and last-minute requests. A briefing among APAN Secretariat and LOC secretariat should be done a day before the start of the meeting, and during the last day, a de-briefing meeting should also be carried out to effectively assess how the meeting was conducted.
- If possible, all members of the APAN Secretariat should each have their own laptop so that the LOC will not be obligated to produce a laptop for them.