



AMAG Meeting Requirements

AMAG Meeting requirements:¹

1. Equipped Meeting room for 40 Participants, U-shape setup (+10 for open consultation meetings)
2. WiFi high speed internet connection
3. Laptop dedicated for remote participation (with audio in/out connected to room audio system)
4. Hi speed LAN internet connection dedicated for remote participation
5. Audio visual equipment ... (Microphones 1 per two PAX, Loud speakers, projector & screen)
6. Electricity plugs reachable for all participants
7. Registration desk ... (Name Tags & table signs)
8. Lunch break ... (one per day)
9. Coffee breaks ... (two per day)
10. Special accommodation rates at different hotel levels ... (Hotel focal point Name, email & telephone)
11. Accommodation & Flight tickets full funding for 4 AMAG participants ... (upon availability of funding - names will be provided by the secretariat)

Notes:

1. AMAG normally meets for two days, unless otherwise specified. Open Consultation meetings are normally held once a year for one day.
2. Sending out these requirements don't mean a hosting confirmation. Unless specified during preceding AMAG meetings, meeting venue and host is determined through the Executive Bureau for Joint Coordination (EBJC).
3. Arab IGF Secretariat will prepare an online registration system through its website. Registration information will be shared with the host in due course.

¹ These requirements considered as a general requirements of hosting AMAG & OC meetings, and might be changed according to the different needs