

Summary of ngNOG Organizing Committee Visit to the Bayero University, Kano 17 – 19 October 2007

Staff of the Nigeria ICT Forum together with a Technical Partner of ngNOG (Nigeria Network Operators Group) visited the Bayero University Kano to inspect facilities and meet with the members of the Local Organizing Committee for ngNOG 2007 who chair related sub-committees.

Members of the LOC with their respective designations have been identified as follows;

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ngNOG Admin

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Technical Partners

Dewole Ajao	8034682587	dewole@tinitop.com.ng	Technical Partner
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The Following facilities were inspected and confirmed as venues for ngNOG 2007;

SN	Venue/Hall/Room	Track/Activity	Remarks
1	Student Internet Café 1 (CIT)	IS (Internet Services)	Equipped with 20 pcs, will be rearranged to cater for ngNOG
2	Nura Imam Laboratory Annexe (CIT)	II (Internet Infrastructure)	Equipped with 20 pcs, will be rearranged to cater for ngNOG
3	Staff Internet Café (CIT)	NCP (Strategic Planning & Net Comp Pol)	Seats will be rearranged for ngNOG
4	Staff Training Laboratory (CIT)	APT(Energy Planning & Appr Pow Tech)	Seats will be rearranged for ngNOG
5	Nura Imam Laboratory (CIT)	SysAdmin (Unix Syst Admin)	Equipped with 100 pcs
6	Committee Room (CIT)	Secretariat	Located on the ground floor of the CIT building, has plenty of space for materials,

			tables and chairs. Will be provided with 3 pcs
7	NDIC Lab (CIT)	Terminal Room	Equipped with 100 pcs
8	Toilets (CIT)		Located at both ends of each floor of the building
9	CIT Gardens	Will be equipped with canopies, chairs and Zana (for wind shield)	Located near the entrance on both sides of the building, the gardens will be used to serve lunch and tea breaks
10	Mambayya House	ngNOG Conference (23-24 Nov)	This building is equipped with a 500 theater style seater auditorium and several 20 – 30 Committee rooms, restaurant facilities and adequate rest rooms. The conference center will need to be available for preparation a day before the conference (Thursday 22 nd November)
11	Royal Tropicana Hotel	Accommodation for all workshop and conference delegates	The hotel has up to 217 rooms which will be able to cater for all event attendants

On 19th October following the inspection of facilities the under listed were discussed and agreed to be provided by the Bayero University and the Forum with respect to ngNOG 07 as outlined in the Memorandum of Understanding.

SN	Item/Activity	QTY/ No of days	Responsibility	Remarks
1	Accommodation for all workshop delegates and instructors		Forum	
2	Transportation to Kano for Forum staff and instructors		Forum	
3	Transportation (shuttle to and from hotel to CIT and Mambayya House)	4 large buses	BUK	

4	Meals (Workshop and Conference)		Forum	
5	Group Social Evening/Dinner	1	BUK	Forum will need to be advised of the date and venue for Dinner/social event
6	Canopies and Zana at CIT	5	BUK	The canopies need to be set up by evening of Sunday 18 th November
7	Banners and Posters for Workshop	2	Forum	
8	Banners for the conference	2	Forum	
7	Workshop programme	200	Forum	
8	Conference Programme	300	Forum	Programme for the opening ceremony will be drafted in collaboration with Protocol Unit of BUK
9	Certificates	160	Forum	
10	Writing Pads & pens	300	Forum	
11	Name Tags	300	Forum	
12	Workshop Venue		BUK	
13	Conference Venue		BUK	
14	Computers UPS		BUK	
	Back Up Power		BUK	Uninterrupted power will need to be provided during the workshop and conference hours
15	Publicity/Press Conference/Print media advert		BUK	
16	Internet connectivity	128kbps (min)	BUK	
17	White boards, flip charts and markers and paper	5 each for each track	BUK	2 flip charts may be used during the evenings at the Hotel for discussion groups
28	30 reams of A4 paper		BUK	
19	Multimedia projectors	6	BUK	1 projector may be used at the hotel during evening discussions
20	Sound blaster		BUK	for use with one of the projectors during the evenings and at

				the conference
21	Conference bags		BUK	This depends on additional sponsorship to BUK by local organizations
22	PA System and 4 microphones		BUK	This will be used during the conference. Should be available not later than the evening of the 22 nd
23	Tshirts, P-caps etc		BUK	These can be printed according to categories (instructors, organizers, participants etc) and be made available for sale at the secretariat
24	Stipend/honoraria for LOC Members and support staff		BUK	

In addition, the following were discussed and decided;

1. The Royal Tropicana has offered to give ngNOG a discount of 30% (less VAT and tourism levy) on all room types for workshop and conference delegates. This discount will be confirmed on receipt of a proforma invoice from the Hotel Management.
2. Catering services will be provided by Pounded Yam & Co Restaurant during the workshop and conference at N1000 per head per day (for 2 tea breaks and lunch).