**IndiaFOSS 4.0 Bid Checklist**

Note - Checked/Striked means yes

**<City, State>**

**LOCATION**

* Is this a major city with a good location?
* Does the city have good airport/railway connections with other major cities?
* Is there a good public transportation infrastructure? (local buses,trains,metros?)
* Mention the usual weather conditions during the proposed conference timeline.
* Are there any companies and active communities who would be likely to support the conference? ( financially, or otherwise)
* Are there existing FOSS communities? (FOSS United Chapters, Linux User groups etc.)

**DATES**

Note - We want to ensure minimum of 1 month and maximum of 2 months gap between FOSS Hack (July 27-28) and IndiaFOSS

**Proposed dates -** 31/08/2024, Saturday to 01/09/2024, Sunday

* The conference happens on a weekend
* There is no overlap/clash with a major festival or public holiday
* Does the conference clash with any other major conferences? (FOSS or otherwise)
* How long will the conference be?

**VENUE**

**Proposed Venue -**

**Capacity -**

* Does the venue have a good number of differently sized rooms for running multiple tracks, workshops,sessions?
* Are all rooms close by?
* Does the venue provide an in-house AV setup?
* Does the venue provide network connections? (wifi,ethernet)
  + If not, are there any network providers?
* Is there space for catering?
* Does the venue provide in house catering?
* Is there space for booths and tables to be set up? ( At least 20-25 tables will be set up for project showcases, sponsors, community tables etc.)
* Are there police stations, fire stations, hospitals/clinics nearby?
* Is the venue costly? (if yes, the max budget is 7L INR)
* Is there ample space to walk around and network? ( A lot of people spent their time outside the auditoriums during IndiaFOSS 3.0)
* Is the venue more costly on certain dates?
* Are there any tours/activities being planned prior/after the conference

**ACCOMODATION**

* Is there a good variety (in terms of cost,comfort and distance to venue) of accommodations available in the city?
* Is there a good number of accommodations nearby the venue?
* Can cheap accommodation be arranged for speakers and volunteers?
* Can we arrange discounts for accommodation for attendees nearby the venue?
* Approximate cost of accommodation options nearby? ( Eg. 1k INR - 10k INR)

**TRAVEL**

* Are there a variety of travel options to get to the city?
* Is it easy to get to and from the venue?
* Will we cover travel for speakers and volunteers?
* How far is the venue from the airport and railway station?

**BUDGET**

* The team has created a budget for the conference
* Please enlist potential local sponsors
* FOSS United

**TEAM**

* Mention the size of the existing local volunteers team
* Do members of the team have previous experience with organising conferences?
* All members have read the [FOSS United Code of Conduct](https://fossunited.org/code-of-conduct)
* List the members who have previous experience attending/volunteering at IndiaFOSS
  + Abc
* Will at least two people from the team be able to join weekly syncs (online)?
* Are there people in the team willing to regularly coordinate with venue, vendors etc. in person?
* Who is the main conference manager from the local team?
* Who is the main POC from the FOSS United team
  + Vishal (vishal@fossunited.org)
  + Ansh ([ansh@fossunited.org](mailto:ansh@fossunited.org))