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
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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](#)
- ☐ 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)