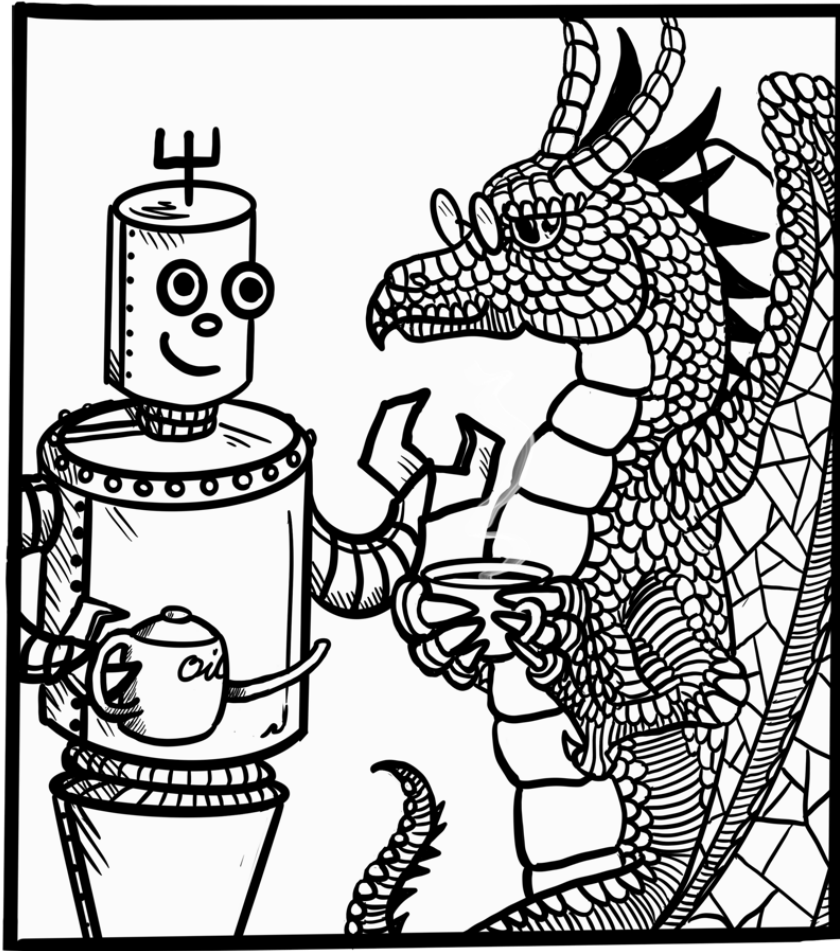


# CONVERSATION



**EASTERCON 2023**

7-10 April 2023

**POLICIES**  
**(larger print)**

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Cover art by Sue Mason

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*Note: This booklet provides a copy of the text of the convention's policies as published on our website. They have been brought together in this form primarily for reference during the convention where members do not have, or have not had, access to the internet to read them in their original form.*

## Code of Conduct

This is a living document and was last updated on 24 March 2023. If we need to change it we will be clear about the date and time from which the new version applies. Circumstances may require us to clarify a point from time to time, but we do not intend to update it during the convention. If you have any comments or feedback on our policies, please contact the ops hub during the convention or use the contact form at <https://www.conversation2023.org.uk/contact/>

This policy sets out ways we hope our members will behave at our convention. It does not try to replace the law as it relates to public behaviour, nor to place duties on members or volunteers that they are already bound to observe by UK law and customary politeness.

Conversation is a hybrid convention. Everything in this policy applies to our members in programmed and social spaces (such as Discord, Facebook, Instagram, Mastodon and Twitter) and programme both on site and online. Online harassment of, or prejudiced conduct towards, another member of the convention will be treated in the same way as face-to-face misconduct. Please also see our social media policy (page 9). Volunteers are offered additional guidance in our convention operations manual.

There are a variety of online social media groups and pages where Eastercon members discuss related matters. We ask our members to be mindful of this policy when engaging publicly on matters related to the convention.

## **Eastercon anti-harassment policy**

Eastercons have developed anti-harassment policies in response to widespread reports of harassment in geek communities and at conventions around the world. (There are a multitude of reports and references that are easily searchable on the Internet.) The anti-harassment policy applies to all in attendance at Conversation, including guests of honour and volunteers, and covers behaviour towards hotel staff and other people in and around the hotel as well as all members.

As a UK convention we are bound by the Equality Act 2010, including the list of protected characteristics, which can be found at <https://www.equalityhumanrights.com/en/equality-act/protected-characteristics>

We recognise that, as in the wider community, fandom can be unwelcoming and unsafe for a variety of reasons, including racism, sexism, and hostility to disabled or trans people.

We are committed to making Conversation as accessible as we can to people from all backgrounds. We wish to appreciate diversity, support vulnerable people, and avoid prejudice, bias, the expression of privilege, aggressions, and microaggressions. This includes contributions made in discussion sessions and things said to and about other convention members as well as members of the public. During the convention we want to ensure no one is talked over, ignored, or dismissed. We will not tolerate gender-

religion-, disability- or race-based slurs, the questioning of gender or degrees of ability, deliberate misgendering, or jokes based on misogyny or prejudice. We aim to have diversity of representation on the programme.

Conversation is intended to be a safe place for all the diverse people in our community to spend a weekend talking, watching and interacting with all things SF/F related, and all the people who support us while we are enjoying ourselves.

We define harassment as including (but not limited to) the following:

- uninvited physical contact
- uninvited attention
- deliberate intimidation, stalking, following
- offensive verbal comments; these may be (although not exclusively) related to gender, gender identity and expression, sexual orientation, disability, physical appearance, body size, race, age, and religion, and include rape 'jokes'
- wearing T-shirts or badges that are well known to be offensive, or the wearer has been asked to remove in the past; refusing to remove items that are pointed out to the wearer as offensive by the committee or a representative of the committee
- taking a photograph focussing on an individual or recording someone without their express permission; using Zoom lenses or directing video equipment to focus inappropriately on an individual without that person's reasonable expectation of such focus (see below (pages 6-7) for the general policy that allows photography at the convention)
- sustained disruption of talks or other events
- deliberate dead-naming or misgendering
- tone-policing of marginalised people
- targeting with abusive comments through social media or other electronic means
- persisting in verbal or written argument after having been asked to stop
- misusing the Code of Conduct in order to harass other convention members

We ask you to be sensitive to the fact that what you do not see as harassing behaviour, others may view as such and you could be asked to stop what you are doing. You must do so immediately. However harmless your initial intent – such as believing it was a mutually enjoyable joke – if you persist, then your intention is to harass.

If we receive a formal complaint, we will ask the harasser to stop. If they do not, we will take further action.

Ultimately, we ask you to please be on your best behaviour.

We expect participants to follow these rules throughout the hotel, on our Discord server and social media pages and groups, and when communicating with convention volunteers and other members online or by email and direct message.

## **Where to go if you're being harassed by a member of the convention**

If you are engaging on Discord before, during and after the convention weekend, please use the contact details set out in our social media policy (see page 9). The Discord Mods will get back to you as soon as possible.

For the duration of the convention, during operating hours, a team of 'listeners' will be on duty. This team includes both members of the committee and independent individuals, and can be contacted directly at any time by calling or texting the number published in the convention Read Me.

Ops (operations) hub hours are 9AM to 11PM Friday to Sunday and 9AM to 7PM on Monday. Outside of these hours, please seek help from hotel staff and report to the team the following morning.

**If you are being harassed by a member of the convention volunteer team:** Please ask to speak to one of the independent listeners on the team, who will ensure that you can discuss your concerns safely and privately.

You can also or instead:

**On site:** If you are being harassed, if you notice that someone else is being harassed and have confirmed with them that they wish you to take action, or if you have any other concerns, please contact the volunteers in the ops hub in the Warwick Suite immediately. They will arrange for you to meet a member of the listener team in private.

**On social media other than Discord:** Please send us a direct message asking to speak to the listener team.

## **Speaking to the listeners**

We will arrange for you to speak to a listener in private. You do not have to give us details of the harassment and can choose whether or not to report. If you wish to report, we will take details and work with you to respond to the issue in a way that assists you in feeling safe and maintains the safety of the wider convention environment, as well as enforcing our anti-harassment policy. If you report a serious criminal matter, please be aware that we will be

obliged to contact the police. We would, however, take into account any concerns you may have around involving them.

Should anything come to a dispute (which we fervently hope it will not), the committee will remain the final arbiters of what is harassment. In the unlikely event that someone is asked to leave the convention because of a dispute, this will be done without refund of membership or any other costs incurred.

## **Badges**

Conversation on site is only open to members who have attending memberships, day memberships or other passes issued by the convention. All members must wear their badge while in the convention space, in a way that makes it clearly visible. All members must be able to present their badge when challenged by convention volunteers. The person to whom a badge is issued is responsible for its use. Badges are not transferable and if a badge is lost, there may be a small charge to cover administration.

Conversation online is open to all members who have online/supporting, attending or day memberships. Online identity is set on registration.

## **Children at the convention**

Children aged 5 and older must have a purchased Child membership or day membership for the convention, while children under 5 must be registered as Infants. All children under 12 must be accompanied by a responsible guardian. Teen members on site must have an adult sponsor on site. Teen members may move around the convention and can participate in items appropriate to their age. Teen members may log on to the convention Discord server and participate in authorised channels.

If a Teen member on site is being disruptive or they are attempting to gain access to age-inappropriate activities, their Teen status will be downgraded to Child and they will be required to be accompanied at all times by a responsible guardian. A Teen member who misbehaves in Discord channels will have their login rights revoked. The decision to downgrade will be taken by a committee member and the decision is final.

## **Child safeguarding**

For child protection reasons, a parent or guardian or registered child-minder should remain with children during all workshops and child-friendly programme items.

## **First aid**

Attendance at the event is deemed consent to first aid, by a qualified person or under instruction from the emergency services, in any scenario where the individual is unable to give consent.

## **General rating of the convention**

All convention areas on site are open to members of all ages, with the exceptions of events, exhibits or items that are specifically noted to be inappropriate for Teen and Child members and to which access is controlled.

## **Privacy, photographs, video, and electronic recordings**

### **Convention photography/recording**

This section applies to photographs and recordings taken by convention volunteers for the purposes of bringing the convention to members.

By default all Conversation programme items are recorded, and participants have consented both to be recorded and for members to have access to the recordings. There are also convention photographers who may take photographs or record videos. All such recordings and photographs might include the likenesses of convention attendees and members. The convention will take care in publishing recordings, videos and photographs, but by default attendees and members agree to assign without compensation the use of their likeness in convention publications and promotional material.

### **Personal photography/recording – onsite and online**

This section applies both to convention volunteers for the purposes of bringing the convention to members, and to convention members acting for private purposes.

Please be polite and ask before taking photographs, screenshots or recordings of members and attendees and their online contributions whenever possible. Recording and photography for personal archival use only is generally acceptable, unless individuals make it clear that they do not wish themselves or the material they have contributed online to be photographed or recorded, either by wearing a 'no photography' badge or by any other means. In that case, any specific photography or recording of them as individuals is expressly forbidden. Anyone who persists when consent has been denied will be expelled from the convention.

Taking photographs of Teen or Child members requires the permission of their responsible adult.

## **Online activities**

The privacy of words, pictures and files posted to Conversation online spaces and audio and video conversations via Zoom and Discord is governed by the relevant local privacy settings. The convention's default settings are for the maximum privacy consistent with the reasons for making the channel available to members. Participants are asked to be mindful of these settings, and to be aware that other people with access to the same online spaces have the normal range of facilities to take screenshots, and record or download content.

Online photos or screenshots should be taken down at the request of any person in the photo, or in the case of a Child or Teen member at the request of the responsible adult.

## **Media relations**

Members of the press are expected to abide by this Code of Conduct.

## **Sales of merchandise**

The offering for sale of any merchandise at the convention may be undertaken only with permission from the convention.

## **Financial transactions**

Anyone who owes an outstanding balance to Conversation must settle that balance before being permitted to attend the convention.

## **Smoking and vaping**

Smoking and vaping is not allowed in convention spaces (including hotel restaurants and bars).

## **The hotel**

- Alcohol: there is a real ale bar in addition to alcohol sold in the hotel bars. Members may take these drinks into all parts of the convention except for the Monarch Suite (art show and dealers' room), the Tea Lounge, and the 'Mask Required' lounge.



- Dealers and volunteers working in the rooms may take drinks into the dealers' room and art show.
- The legal drinking age in UK is 18. Members under the age of 25 may be asked to produce photo ID when purchasing alcohol.
- Signs may not be put up around the hotel.
- Gender-neutral and accessible toilets will be labelled within the con space of the hotel for use by all members. Harassment of members using these is itself an offence under this Code of Conduct.

## **Weapons**

No actual weapon, or any item that can be mistaken for one, may be carried either openly or concealed at any time on properties being used for Conversation, with the following exceptions:

- If you want to carry a weapon, or a multi tool, and are unsure whether your weapon might be considered realistic, you must present it to the ops hub. The operations team are the final arbiter of whether the item may be carried and whether it requires peace-bonding.
- Any actual weapon, or any item that can be mistaken for one, that you have purchased at the convention must be wrapped and immediately transported to your hotel room or vehicle. If you want to carry the item at the convention, please refer to the previous point.
- If an actual weapon, or any item that can be mistaken for one, is part of your hall costume, you must ensure the item is peace-bonded.
- Live steel is prohibited under all circumstances. The operations team is the final arbiter of what constitutes live steel.
- Any weapon, whether actual, realistic, or toy/prop, that is used in a threatening or harmful manner may result in confiscation of the item and/or removal of your membership or pass without refund.
- The only allowable variation to this policy will be for any convention scheduled programme demonstrations and sanctioned activities in designated areas at specific times, which have been risk assessed.

## **Covid-19**

Adherence to our Covid policy (see page 10) forms part of our Code of Conduct.

## Interpretation

Conversation reserves the right to amend these rules at any time without prior or posted notice and reserves the sole right of interpretation.

These rules are put in place to ensure the safety and comfort of our members. They are not all-inclusive. In all cases, the singular rule that supersedes all others is:

**Any action or behaviour that:**

- **is illegal, or**
- **causes significant interference with convention operations or excessive discomfort to other attendees, or**
- **adversely affects Conversation's relationship with its guests, its venue, or the public**

**is strictly forbidden.**

Failure to adhere to the above policies is grounds for the removal of your membership without refund.

*This is version 10 of the Code of Conduct, finalised 24 March 2023.*

*We acknowledge the help of many fans and previous conventions in the development of this code of conduct.*

# Social media

Conversation has a variety of online social spaces: a Facebook page, Twitter and Tumblr feeds, and a convention Discord server. We also have a separate server for the organising team.

Conversation is committed to ensuring that these spaces are inclusive and welcoming. All interactions should respect and reflect this Code of Conduct, whether in person or online.

If you spot something that you believe is contrary to the CoC:

### **1. Let the Communications/Social Media team know**

Please contact us, and give us links and screenshots or other directions to the relevant material:

- on the convention Discord, message a Discord Mod

- on Facebook, Tumblr and Twitter, please send us a direct message
- or email [comms@conversation2023.org.uk](mailto:comms@conversation2023.org.uk)

Please do not share or repost offensive material; contact us directly about it instead.

If the harassment is directed at you, please disengage.

## **2. Please wait for a reply**

This may not be immediate. We do expect to have Discord Mods and social media volunteers on duty throughout the convention, but it can take time to form a response, especially if multiple people are involved.

## **3. Please like and/or share the official response.**

Please help us get clear and correct information out to members.

# **Covid -19 and other infectious diseases**

In February 2023 there are no rules in place in England governing public behaviour around Covid. We want to make sure the convention is as accessible and safe as possible for everyone to attend. This Covid policy sets out how we seek to mitigate the risks of disease transmission, and the behaviours we expect from members attending onsite.

We have developed this policy after careful consideration of the experiences of SF, fantasy and games conventions over the past year. When held in specialist conference facilities such as the Birmingham Hilton Metropole, NEC and Novotel Hammersmith, it has been possible for thousands of people to assemble (for example at Dragonmeet and Games Expo), and at smaller conventions (such as Fantasycon), without finding themselves at undue risk.

We are a fully hybrid convention, with most of the programme streamed online and online art show and social spaces for our members. This provides infection-free options to enjoy the convention.

We have taken community views into account while developing this policy. Circumstances may require us to have a more restrictive policy, but we are not intending to relax it further. If you have any questions or feedback, please email [covid-policy@conversation2023.org.uk](mailto:covid-policy@conversation2023.org.uk).

## **Vaccination**

Conversation 2023 recommends, for your own protection, that you follow national guidelines for your own personal circumstances in respect of vaccination against infectious diseases. We will not ask about vaccination status.

## **Developing symptoms before, during, or after the convention**

At the time of writing the NHS advises self-isolation in the case of Covid-19 infection or exposure, if possible. We ask members who develop or have continued symptoms of respiratory or other infections or who have tested positive for Covid not to attend the convention. If you are already at the hotel when symptoms develop, please isolate in your room or return home. You will be able to participate online.

Testing: If you do not have any symptoms, please take a Lateral Flow Test (LFT) before leaving home, and do not attend if your test is positive. We will not ask you to show us your test results.

## **The Birmingham Hilton Metropole**

The hotel is large, with wide corridors, large rooms, and spacious public areas. While closed during lockdown an extensive refurbishment programme revamped the hotel's public spaces (bars and restaurants, and meetings and events facilities) and remodelled more than 600 bedrooms. The refurbishment included upgraded air conditioning and ventilation standards throughout the hotel.

There are multiple bars and restaurants serving food and drink spaced around the hotel which are open to members and the public, and some which are open only to members.

The hotel has more than enough space for our expected membership, and there is no cap on numbers of members attending. Hotel staff and non-member residents who are not subject to our policies will be present in the hotel's reception areas, corridors, lifts, toilet facilities, bars and restaurants.

Hand sanitiser points will be located around the hotel.

Please give other people as much space as possible, particularly when moving around the hotel, and when queuing for programme items, registration, and at the bar. **People have very different comfort zones; respect other people's preferences.** Please ask before approaching anyone too closely.

## **Masks**

**We encourage members to mask for the protection of themselves and others as follows.**

**Remember that some people cannot wear masks for medical and other reasons. We will not enforce masking on anyone attending the convention except in the 'Mask Required' lounge, and we ask our members to respect other people's choices.**

### **Bring masks with you**

Please bring masks that you find comfortable to wear with you to Conversation. Standard disposable masks will help to protect other people; masks of FFP2/N95 standard and above will also protect you. Because there are few pharmacies close to the hotel, we will have a limited supply (including lip reading masks) available.

We will provide disposable and FFP2/N95 standard masks for volunteers and programme participants who wish to use them.

### **Hotel and convention spaces**

For everyone's protection, we encourage you to wear masks when in public and convention spaces and when not eating and drinking.

Our volunteers and dealers will be spending their time in large, well-ventilated rooms, but will be dealing with many people during the day. They may choose to wear masks themselves. Please wear masks when approaching dealers and volunteers who are there to help you.

Members who wear masks should be aware that some convention members are deaf or hard of hearing and rely on lip reading. They may not be able to communicate with someone wearing a standard mask.

There will be members of the hotel staff and public in and around the hotel, and the convention cannot insist on people wearing masks on the premises.

## **Programme**

We have over a thousand seats in our six programme rooms and we expect members to be able to space themselves and be comfortable.

We encourage you to wear a mask while attending programme items. When rooms are crowded, moderators may ask audiences to space themselves and to wear masks. Some programme items (e.g. dancing, singing, eating, drinking) will be tagged 'Mask Optional' and you will not be asked to wear a mask while attending these.

Panellists and presenters are encouraged not to wear masks, so that people watching both onsite and online can see and hear them clearly. Panellists will be well spaced, and there will be a minimum distance of 2 metres between presenters and audience. This isn't compulsory; please let programme know in advance if you would prefer to wear a mask on your item.

### **'Mask Required' lounge**

We are setting aside a room for use only by people wearing masks. Entering this room without a mask on will be a breach of the Code of Conduct (see page 1).

## **Refunds**

Conversation 2023 is a hybrid convention. This gives its members every opportunity to enjoy the convention online if unable to attend on site.

If you have bought a full attending membership and planned to attend on site, but for some personal reason are unable to comply with this policy, you may request a refund of your membership by emailing **membership@conversation2023.org.uk**. By default Conversation 2023 will refund the difference between your payment and the cost of an online/supporting membership on the date you joined, allowing you to join us at the online convention.

If you ask, we will refund your whole payment and you will not have access to the online convention.

## **Data Protection**

Conversation 2023 will not ask for any medical or test details, nor keep any records of any convention member in connection with this policy except to manage a membership refund or a breach of the Code of Conduct.

*This policy was updated on 27 March to remove a reference to the NHS Covid Tracing app, which is being taken out of use.*

# Access

## In-person panels/talks/programme rooms

- We will have at least one wheelchair/scooter space marked in each programme room, and ensure that the layout has space for a mobility scooter to manoeuvre.
- We will have seating in any area where there is likely to be queueing and a volunteer to ensure that those who need to sit are still able to access the activity/panel.
- We will mark some seats as reserved for those who need to sit or who need to be in a specific area, e.g. close to the front for sight or hearing, and close to the back for anxiety or other needs.
- Staging or platforms may be used to improve visibility of participants in programme items. Where these are used a step-free method of access will be made available.
- We will use microphones for speeches, readings and panels.
- Please let us know in advance if you would find a hearing assistance system (Induction loop or Infrared) or BSL interpretation of benefit, via the registration form or by emailing the access team.

## Scooters

- We aim to have mobility scooters available, depending on the provision in the town or city the venue is in. This will need to be prebooked via the registration form or by emailing the access team. We may ask you to contribute to the costs of this.

## Hotels

- We have written an access audit to provide specific access information about the venue: <https://www.conversation2023.org.uk/access-audit/> Please do read this to get a better idea of venue and nearby facilities.

- We will provide a map and signage at the venue to aid navigation. Signage will aim to be clearly legible, considering font size/type and background colour contrasts.

## **Publications format**

- We aim to ensure that publications, particularly programme information is available online in a variety of formats.
- Large print paper publications may be available, particularly for programme information, but it is likely to be impractical for the souvenir book to be available in other formats. Please let us know if you would like this, via the registration form or by emailing the access team.

## **In-person social spaces**

- We will have seats in all social spaces and space for mobility scooters and wheelchairs to manoeuvre.

## **Quiet room**

- We will aim to provide a quiet room at the venue to allow you to take a break from the convention and quietly re-energise yourself with minimal distractions.

## **Scent**

- We ask all of our attendees to refrain from applying scented products while in the convention spaces, including in the toilets. It is fine to wear scented products, but please apply them in your own hotel room or outside.

## **Gender-neutral toilets**

- We will have at least one toilet that is designated gender-neutral (in addition to the accessible toilets), but it is dependent on the venue allowing this.
- We do not police who uses which toilet facilities and expect our attendees not to do so either. We expect people to use the toilets that make them comfortable and respect others' need for privacy. We also understand that young children or others who need assistance will need to be in the same facility as the person assisting them.



## **Invisible conditions**

- We recognise that not all conditions are visible and trust our attendees to make their needs known without having to disclose medical information or 'proof'.
- This means that we do not use a visible badge or sticker to indicate access needs; however, we are happy to provide a card that allows this to be communicated without verbal explanation. Use of this card is entirely optional. Attendees may choose to use the sunflower lanyard as an alternative.

## **Allergies and food**

- We are not planning to provide food directly. We do not intend to introduce known allergens to the venue without being clear to our attendees.
- If you have an allergy (food or otherwise) or dietary requirement and would like this information passed on to party hosts, launch organisers or to the hotel, we are happy to do this. If the allergy relates to your hotel bedroom or included breakfast rather than the function rooms, we ask that you contact the hotel directly. Please let us know on the registration form or by emailing the access team.

## **Childcare**

- We understand that childcare is an access issue and aim to provide crèche facilities for those who need this. This will need to be prebooked via the registration form or by emailing the access team.
- We will have a child/family-friendly programme stream.
- We recognise that breast-feeding a baby is a normal activity and does not need to be hidden away.

## **Communication and social**

- We aim to have a visible way of indicating that you do not like being approached and that you do not wish to be engaged in conversation by people you don't know, such as a sticker, badge or lanyard.
- We aim to provide pronoun stickers, but to make them optional.
- We will look at the need for interpreters in British Sign Language, depending on the demand and available budget. If this would be helpful for

you, then please do prebook via the registration form or by emailing the access team.

- We will have a 'New to Eastercon' meetup (everyone welcome) to ensure those who are feeling nervous or want to ask questions have an informal opportunity to do so and to facilitate meeting new people.

## **Alcohol**

- We will ask that at any time alcohol or food is available there should be a soft drink option as well. This will apply to parties and launches.

## **Online access**

- We will have a hybrid programme which allows virtual attendance. This facilitates international access as well.
- We will look at the options of captions/subtitles on live and recorded online content. Please contact us if you would benefit from this.
- We aim to use software that is likely to be familiar to many attendees; and also to give people an opportunity to use software with which they might be unfamiliar prior to the event.
- We intend to provide written instructions and ideally a video demonstration of how to access virtual programming.
- We aim to have more than one way of accessing tech support, in case attendees are not able to access a particular platform.
- We intend to record online content, where appropriate, to allow this to be viewed later. We will ensure that attendees at the hotel know which rooms/ programme items are being recorded.
- We intend to provide a social space online in addition to a formal programme. This would not be recorded.
- Our Code of Conduct will apply to online spaces and direct messaging as well as in physical places.

## **Finances**

- We will have a bursary for people who would struggle with the financial cost of attending as well as a low-income membership rate. We will specifically invite applications from under-represented groups. The details and restrictions of this are covered on our website.

## **Covid-19**

- We will put together a policy regarding Covid, if it is appropriate, closer to the time.

## **General**

- You can find out information about the accessibility of the venue and the surrounding area in the access audit.
- If you need anything else that we have not mentioned here please do contact us and let us know.
- Karen Fishwick is the committee member for access; you can contact her via email on [access@conversation2023.org.uk](mailto:access@conversation2023.org.uk)

# **Sustainability Plan and Policy**

Conversation will strive to be a sustainable convention. We are working with the Hilton Birmingham Metropole which has its own policies, which can be found at <https://esg.hilton.com/environment/>

## **Travel**

- The convention commits to reducing travel by holding the majority of committee and staff meetings online.
- When not online, meetings are accessible by public transport, and the convention itself is readily accessible by train. We encourage our committee, volunteers and members to use public transport wherever practicable.
- The convention is hybrid so that those for whom travel is a barrier can nevertheless participate online.

## **Reduce, reuse, recycle**

- Convention information will be disseminated electronically as the default option; paper alternatives may be requested.

- Convention publications will be published in as sustainable a way as possible, and we'll try and establish actual likely demand before assuming that every member wants a copy of everything.
- Badges and tokens made for single use will be made of paper or metal that can be recycled wherever possible. (Membership badges may be the exception to this, as there are many other considerations involved.)
- Convention merchandise will be offered after taking these considerations into account.
- The convention requests that people do not bring leaflets but instead request advertising space on the website or in the convention publications. (If you need printed matter, business cards seem to be rather less likely to be abandoned.)
- The convention will not provide bags for the dealers' room and requests that members of the convention bring in spare tote bags to donate to the space (taking as they need).
- We cannot avoid using lanyards and badges, but we will be reusing lanyards and badges from previous conventions as far as possible. Afterwards, please hand in all lanyards, pronoun and access-related badges that you do not actively want for passing on to the next Eastercon.
- We will avoid lamination of signs and notices as far as possible.
- The Hilton hotel recycles where possible, with a recycling area at the back of the building.

## **Sustainability**

- Food choices are personal but we will work with the venue to provide meat-free options, both to support vegans and vegetarians and to reduce our own material footprint.
- We will try to avoid or minimise the use of disposable plastic wherever possible for materials we use and supply at the con. Members are encouraged to bring the reusable water bottles/hot drink travel mugs that they usually use.
- The Hilton hotel has a commitment to zero carbon for the convention.
- We will use a printer that is committed to mitigating CO<sub>2</sub> emissions from the production and distribution of paper and materials.

*This is a living document and was last updated on 14 March 2023.*