# CONADIAN

#### WELCOME PROGRAM PARTICIPANTS!

1994 World Science Fiction Convention • CONADIAN • September 1-5, 1994 • Winnipeg, Manitoba, Canada

#### Thank You!

We appreciate your being involved in the CONADIAN Programme. Without you, the Programme Participants, we couldn't put on what we hope will be a first-class Worldcon Programme! Thank you, everyone!

#### Please Check Your Personal Schedules

Your personal schedule of participation in the Programme at CONA-DIAN was stuck onto the back of your badge (for those who registered pre-con). If you didn't pre-register, your personal schedule is in this envelope... please peel the backing off and put it on the back of your badge.

PLEASE CHECK YOUR SCHEDULE RIGHT AWAY! We had to change a few panel times and locations due to scheduling conflicts. We apologize, but we didn't always have time to let people know pre-convention about such changes. Also, while we hope that we were 100% accurate in making out the schedules, we somehow feel assured that there could be errors... and it's better to know now while we can perhaps do something about it.

#### If You Are a Moderator

We are asking the moderators to do a little more at CONADIAN than is normally asked. This is due to an anticipated shortage of volunteers. We would appreciate moderators, wherever possible, showing up at the Green Room 20 minutes prior to

their panel. The Program Operations staff will provide each moderator with a folder with the following:

- 1) Leading Questions. We would appreciate your ensuring that your fellow panelists are familiar with the topic and the Leading Questions that help define the potential discussion.
- 2) Panelist List: Please check in your fellow panelists. Realize that some of them could end up going straight to the function room.
- 3) Name Placards. Please ensure that a name placard is on file for each panelist and hand them out at the panel for setting up on the placard stands.
- 4) Start Event. Please escort your fellow panelists to the function room (our staff can assist you in locating the room if asked) and start the event.

The Program Ops staff will hold up a sign at 5 or 10 minutes before the end of the panel, indicating that it is almost time to wrap discussion. Since panels and presentations are 50 minutes long, we will hold up a sign indicating TIME'S UP! at 10 minutes before the hour. We would appreciate your ending discussion quickly, as we need time to set up the next panel. We will pick up placards and tidy up for the next event. Thank you for your help!

## Showing Up at the Green Room

If you are on a panel (i. e., multiple participants), please report to the Green Room at least 15 minutes prior to your panel. That way the

moderator can check you in and you and fellow panelists can go over the prospective discussion.

If you are involved in a club meeting, presentation, or other special interest event, please go directly to your meeting room five minutes prior to the start of the event. We would appreciate people who are involved in these type of events checking with us at least an hour prior to the event to ensure that we have all setup information correct!

#### If You Want to be Added to Events

We will have a list of panels with openings posted in the Green Room. It will be available for additions effective noon on Thursday. We would appreciate people keeping to four events (excluding Kaffeeklatsch, Autograph Sessions and Readings) maximum so that everyone gets a chance to participate.

### If You Have a Problem With Your Schedule

We will have extra people on duty Wednesday evening and Thursday morning to handle scheduling problems. We did our best to handle everything prior to the printing of the Programme Guide, but some things HAVE to slip through! Otherwise it makes all of us feel unwanted (right).

Please maintain good humour (or whatever your ice cream of choice may be) and work with us on fixing whatever may be broken!

#### Kaffeeklatsch

If you are scheduled for a Kaffee-klatsch, please go directly to Meeting Room #5 ten minutes prior to the start of your session. Kathei Logue, who coordinates the Kaffee-klatsch sessions (or the person on duty, as we suspect she has to go eat periodically), will check you in.

#### **Autograph Sessions**

Please go directly to the Autograph Area in the ConCourse (between the Dealers' Room and Art Show in the Exhibit Halls floor) five minutes prior to the start of your session. We will have a Session Coordinator on duty to assist you.

#### Writer's Workshop

Mary Avenue

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Everyone involved in the Writer's Workshop should have received information from Adrienne Foster as to where to report. Your partici-

pation should be included in your Schedule. Let us know if you have any questions... however, only Adrienne can handle scheduling questions.

#### **Evening Events**

CONADIAN'S Main Program is hosting a few events starting after 6 pm. Since the Green Room is closed after 6 pm, we ask that panelists involved in evening events report directly to their panels and presentations.

We will have arranged for Program

We will have arranged for Program Ops staff assistance at those events, such as equipment operators (if needed), name placards, and anything else pre-arranged. They will show up at your event 5–10 minutes before the scheduled beginning of the event.

#### **Green Room Hours**

The Green Room is also the site of Program Operations, which is charged with ensuring that the Main Program runs smoothly.

Our hours are noon-6pm Thursday, 9am-6pm Friday through Sunday, and 9am-4pm Monday. Let us know how we can assist you!

#### Legal Stuff

"CONADIAN" is the registered business name of CONADIAN A Inc., a Manitoba non-share corporation, "World Science Fiction Society," "Worldcon," "NASFIC," and "Hugo Award" are Service Marks of the World Science Fiction Society, an unincorporated literary society. All rights reserved.

#### Map of the Convention Centre, Ground Floor

**Carlton Street** Meeting Meeting Meeting Meeting Meeting Room Room Room Room Room 2 3 5 York Avenue VIP Lounge Meeting (Green Rm/Prg Ops) Meeting Meeting Meeting Meeting Meeting Meeting Meeting Room Room Room Room Room Room Room Room Meeting Meeting 6 13 12 11 10 g Room Room 17 18 Meeting Meeting Meeting Room Room Room 16 14 15

**Edmonton Street** 

YOU HAVE PROGRAM INFO WAITING FOR PICKUP! IN CON REG AREA BEFORE 1 PM THURSDAY; IN GREEN ROOM/VIP LOUNGE THEREAFTER.
YOUR PERSONAL PROGRAM SCHEDULE IS ON THE BACK OF YOUR BADGE.

# Alan Stewart