

Program Participant and Moderator Instructions And other useful items from Program Operations (ProgOps)

Thank you for participating in Worldcon 76 programming. Your program operations team is available to help make sure your panels and other programming items are the best that they can be. We all – programming, programming operations, and the programming participants – are part of a single team who are striving to deliver a fantastic panel program to all of our members, including our programming participants.

If you have any issues regarding your programming, feel free to stop by our programming office in **room 214** of the San Jose Convention Center during our open hours and we will work to resolve these issues. Our hours are Wednesday Noon – 8:00pm, Thursday, Friday, Saturday, and Sunday 9:30am – 8:00pm, and Monday 9:30am until convention closing.

You may also call us at either: (408) 271-6016 or (408) 497-0710.

Panel Basics:

We also have a few reminders about helping us make sure that the programming runs smoothly for you and all of your fellow panel participants and panel attendees:

- Most of our panels, readings, workshops, etc. are scheduled to run for 50 minutes and start on the hour. A select few are scheduled to run for 110 minutes, or 170 minutes. But, they all end ten minutes before the hour to give time for the panel and audience to clear the room, and for people to get to other panels.
- While the program operations team will try to notify the moderators and panelists of when there are about 5 minutes left in the panel, and when panels end by showing a “5 minutes” and a “Stop” sign from the back of the room, it is the responsibility of the moderator and the other panelists to ensure that the panels end on time. Please keep an eye on the time during your panels and help us out.
- Table tents (or tent cards) will be placed in each panel room at the beginning of the day. They will be grouped by panel, with one card for each panelist. They will not be folded. Please help your fellow panelists get their cards so that the members in the audience know who you are when speaking.
- When your panel ends, please clear the head table as quickly as possible to allow the panelists for the next panel to get settled in. Please remove your tent card and dispose of it properly. If you have used a water glass, please take it and move it to the water station at the back of the room or dispose of it, as appropriate.
- If you are having any follow-on conversations with audience members or other panelists, please move these to the convention center foyer as quickly as possible. We do not want to clog up the back of the panel rooms or the hallways outside the panel rooms. There is plenty of room in the foyer for ad-hoc conversations.

If you are a Moderator:

Before the Panel

- Determine if you are on the panel as a content expert as well as moderator, or if you are just moderating.
- Prepare some questions/topics to keep the panel going.
- Contact the other panelists (trade e-mails, meet in the Green Room, etc.) to talk about a general approach for the panel and a mutual understanding of the topic. You don't need to get too detailed.

During the Panel

- Start the panel after you are sure that a substantial number of the audience are in place. Introduce the panelists or have them introduce themselves, perhaps asking them to relate (briefly!) their interest in or experience with the topic.
- Briefly outline the topic of the panel for the audience.
- Ensure all panelists get a fair chance to speak. This may involve drawing out a quiet panelist, or occasionally cutting off a garrulous one for the good of the panel. (Try humor first, confrontation last.)
- Prevent the discussion from drifting away from the topic. No matter how interesting a newer topic may be, remember that people have come expecting to hear a discussion of the listed topic. If the topic is going nowhere, determine where people want the topic to go and then take it there.
- Allow time for questions from the audience towards the end of the panel, but don't let individual questioners monopolize the panel. (Again, this may involve cutting people off but is for the good of the panel). Don't move to questions too quickly: the panelists are on the program item because they are considered to have some expertise or interest in the topic and to be able to talk about it intelligently or amusingly (or both!)
- If there are as many (or more) panelists as audience members, make sure that you are covering topics that the audience wants to hear about. Ask them.

Logistics

- Please DO NOT add anyone to the panel without confirming the addition with Program Operations (even if the person swears it's ok).
- Again, please don't linger after the panel, and discourage other panelists from doing so, so that the next panel can start on time. If people want to communicate with the panelists, please encourage them to do so outside.
- Please give any pertinent feedback to Program Operations after the panel is completed.

Thank you for your time and contributions!

Ron Oakes and the Program Operations Team