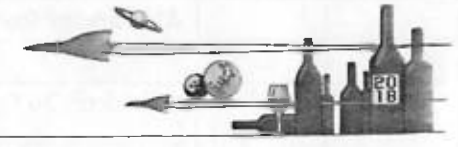# SMOFCon 36 Pocket Program

30 November – 2 December 2018

Santa Rosa, CA

		Alexander Room	Redwood Room	Oak Room	Walnut Room	Flamingo Room
Friday, 30 November 2018						
Friday	1:00 pm	Hotel staff Q&A – what makes them comfortable with a group? What info do they need?				
	2:00 pm	What have we missed? How you can schedule or extend meetings/discussions at SMOFCon	Vincent Docherty Chair workshop – for pre-registered attendees only			
	3:00 pm	Laying out rooms effectively		Branding your con to be unforgettable		
	4:00 pm	Welcome to your con! – ways to welcome new attendees		Worldcon Heritage Organization presentation	Recruiting outside the community for Art Shows /Dealers Rooms	
	5:00 pm	Spot on software demo - HokuPop DIGITAL COMIC CON™	Effective social media management	World Fantasy Convention Discussion	Free (or nearly free) tools for the con on a budget	
	9:00 pm	Estimating staffing for a Worldcon / How to get enough volunteers				
	Later					
Saturday, 1 December 2018						
Saturday	10:00 am	Professional Meeting Planner interviews – Bobbi Armbruster, Joyce Lloyd	Using tech to highlight art and artists	Dealers Room practices – some new ideas	Board of Directors legal responsibilities presentation	GOH – all that goes into guest selection
	11:00 am	The effective DH – managing well to support the con	Open Source project for FANAC and Cons	WSFS – can we make business meetings more welcoming?	Principles of responding to criticism publicly	GOH – making the experience great for them
	Noon					
	1:30 pm	Budgeting for the non-financial manager	Effective sponsorship presentation	Timelines – software for and effective use of	Insurance for cons – a primer for cons of all sizes	The darker side of Chairing

		Alexander Room	Redwood Room	Oak Room	Walnut Room	Flamingo Room
		Saturday, 1 December, 2018 (continued)				
	2:30 pm	Worldcon 76 Committee communication analysis	Practice Presentations workshop. Learn the techniques and try them out	Selecting Registration software	Starting a new con - HELIOsphere	FANAC presentation
	3:30 pm	Worldcon 76 Chair interview – Kevin Roche		Integrating Hugo voting/software and registration	Planning the story you're telling with exhibits and program items	Selecting software for your con
	4:30 pm	Vincent Docherty open management workshop	Hotel BEO (banquet event orders) workshop	Accessibility issues discussion	Codes of Conduct that work	Contract negotiation
	9:00 pm					The Fannish Inquisition - bids and cons answer questions
	Later	Con horror stories			Statistics & probability	
		Sunday, 2 December 2018				
Sunday	10:00 am	Set up and running of effective meetings – what do you do in advance and how do you conduct a meeting?	Critiquing websites workshop	Masquerade current issues discussion	Hotel rush for room blocks and their management	
	11:00 am		What is a website? Panel	Discussion of how conventions can support libraries & charities	RIP Cons - how to end cons gracefully	
	Noon					
	1:00 pm	Cross-cultural con running – building effective global teams			Grenadine program software demo	
	2:00 pm	Using CAD software for exhibits and designing an exhibit hall	Con suite issues – hotel's needs vs. the con's		Which topics/formats worked - feedback for next SMOFCon	
	3:00 pm			If I Ran the Zoo – educational game of being a Worldcon Chair		
	4:00 pm					
		Garden Room				
	6:00 pm		Community Chanukah Candlelighting moderator Joni Dashoff Everyone welcome. Please join us to celebrate or learn about Chanukah traditions, sing songs, play dreidel and eat donuts.			