



Dear Program Participant:

Welcome to Aussiecon 4! Thanks again for being part of our program. Please read the information in this letter – you'll be glad you did. Honest!

Your program participant materials include:

- **Your Program Participant ribbon** – Wear it proudly!
- **Your final schedule and a back-of-badge label** that also shows your schedule.

Other helpful information:

- **Scheduling requests:** We've tried to accommodate your scheduling requests. If you have a problem with your schedule, please let Program Operations (Room 205) know as soon as possible. The sooner we find out, the sooner we can solve the problem to everyone's satisfaction. There will be a "Help Wanted" list posted in the Green Room announcing panels for which we need additional participants. If you see a panel that looks interesting to you for which you are particularly qualified, stop by Program Operations and let us know.
- **The Mysterious M:** An M beside your name means that you are the moderator of that panel. (The "For Moderators Only" handout in this packet provides some hints on what this position entails.)

Note: Tentcards will be waiting in the program room in a folder for your item. Moderators are no longer expected to pick up tentcards for each item.

- **Audiovisual:** The convention centre has "intelligent" lecterns in the program rooms. If you have an online presentation, we can preload it into the lectern if we receive it at least 24 hours in advance. It will be ready for you to run at the start of your program item. Please bring your presentation on a USB key to Program Operations. We will load it on to our computers and take care of providing it to the convention centre technical staff. (If your presentation won't be available 24 hours in advance, you can insert the USB key directly in the lectern itself.)

A lectern will be available in the Program Ops room so you can become familiar with the controls.

About the Green Room

The Green Room provides a place for program participants to meet up and chat before their items, and possibly grab a small snack or drink, ideally about 15-20 minutes before your item is due to start.

Please check in when you arrive at the Green Room for a program item so that we know you're there and can tell others on your panel as well. We will remind you when it's time to head off to the program rooms. Program participants who aren't about to be on an item are welcome to relax in the Green Room if there's space. However, please note that space is limited.

In Conclusion

Conventions are meant to be enjoyed by program participant and attendee alike. We will try as best we can to help you have an enjoyable time as a program participant. Thank you again for volunteering to be part of the Aussiecon 4 program.

Have a great con!

Sue Ann Barber and the Program Staff



FOR MODERATORS ONLY

This document provides some tips for program participants who are assigned to be moderators. Please pick up the nameplates for your panel from Program Operations (Room 205) before you go to the Green Room. Besides being the Keeper of the Nameplates for a panel, as the moderator you can help make it focused and fun.

Before the Panel

- If you're not sure, determine whether you are a member of the panel and have something of interest to say on the topic or whether you're there primarily to ensure the others stay on track.
- Prepare some questions/topics to keep the panel going if conversation lags.
- Meet briefly with the other panelists in the Green Room about 15 minutes before the panel to talk about a general approach and a mutual understanding of the topic. (Don't get too detailed or you risk losing spontaneity.)

During the Panel

- As the panel is about to begin, ask people to please set their mobile phones to silent or to shut them off. Make sure that any audience members with hearing or vision impairments are accommodated at the front of the room.
- 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.
- Make sure 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.)
- Unless the topic is going nowhere, 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.
- Allow time for questions from the audience towards the end 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!) Consider announcing near the start of the panel that you will take questions after a specific time.

Don't let individual questioners monopolize the panel. (Again, this may involve cutting people off but is for the good of the panel).

If the room is large, repeat questions for the rest of the audience.

- If there are as many people in the audience as on the podium, make sure that you are covering topics that the audience wants to hear about. Ask them.

Logistics

- Please don't add anyone to the panel without confirming the addition with Program Operations (even if the person swears it's ok).
- Keep an eye on the time and consider asking a "summing up" question toward the end of the panel. Bring the panel gracefully to a close once your friendly neighborhood Program Operations volunteer flashes the "5 MINUTES" sign, and please be finished completely by the time s/he returns with the STOP sign.
- 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, encourage them to do so outside.

Being a moderator can be a chore but it is usually also a rewarding one. Thank you for your willingness to take on this responsibility on and we hope you enjoy the experience!

Dear Hugo Award ceremony Presenter/Nominee/Acceptor,

Please find below details of the Hugo Rehearsal, Function and Ceremony. You will also find enclosed your invitations (for self and guest) to the pre-Hugo Awards function, and (nominees only) your Hugo nominee lapel pin and ribbon to wear during the convention.

Hugo Awards Rehearsal Sunday 5th September, 2pm-4pm. Venue: MCEC Plenary 2.

During the rehearsal you will be introduced to the whole awards ceremony in outline, and the procedure for presenting or accepting an award in detail. Be aware that you **do not** have to be available for the entire 2 hour period, as we expect the familiarisation time will only take 5-10 minutes. This will allow those who have program commitments to choose the time they wish to attend the rehearsal. Please arrange to be available during this time. Attendance at this rehearsal will ensure that you are aware of what you need to do during the ceremony, where you need to sit and enter/exit the stage, which will help to avoid any embarrassment on the night.

Pre-Hugo Awards Function Sunday 5th September, 6pm-7:45pm. Venue: MCEC Room 201.

The pre-Hugo Awards Function will be a fully catered cocktail party held prior to the main ceremony. Please bring the invitation for you and your guest to the function as we need to ensure that everyone is present and provide us with the opportunity to replace anyone who is absent for any reason. If you are unable to attend the function please call the convention contact number: **+61 432 645 086**

At 7:45pm we will begin to move people from Room 201 to Plenary 2 in preparation for the awards ceremony. Volunteers will be on hand to assist you towards your seats. These reserved seats will be situated at the front of the auditorium to allow for easy access to and from the stage.

Hugo Awards Ceremony Sunday 5th September, 8pm-10pm. Venue: MCEC Plenary 2.

The Hugo Awards ceremony is scheduled to start at 8pm. Please be seated by this time in your designated area in Plenary 2 in order for the ceremony to start. If you are not at the pre-awards function by 7:30pm you should make your way directly to Plenary 2. Please identify yourself to the event ushers, who will direct you to the correct seating area. If you have not arrived at Room 201 or Plenary 2 by 7:50pm and we are unable to locate you easily you may be substituted as either an acceptor or presenter. This is an outcome we wish to avoid so your co-operation in attending on time will be appreciated.

After that, well, good luck, whether you are a presenter, nominee or an acceptor.

Winners and Presenters will be asked to go on stage at the end for the traditional photo-call.

(PS: Don't drop the rockets; they're heavy.)