

Dear Program Participant,

Welcome to Chicon 8: The 80th Worldcon! Thank you for agreeing to participate in the program. We hope you will find it a rewarding experience.

This packet contains the following items:

- ★ **Moderator Guide:** If you are a Moderator, please read this carefully. Panelists are also encouraged to read this guide.
- ★ **Program Participant ribbon** to attach to your badge. If you are participating in the Academic Program you will also receive a specific ribbon for that area.
- ★ **Back-of-badge label** with details of your program items to stick to the reverse of your membership badge as a handy reference guide. (If you are on several programme items, you might have more than one label.)
- ★ **Name Card:** Name Cards will be available in each room for each programme item but this spare can be used in case yours is not in the room when you arrive.
- ★ **Your personal schedule.**

Program Operations

Located in the Columbia room (West Tower, Bronze Level), program operations is the main place to go to resolve program related issues and to have your questions answered. This is where you will get handouts printed, workshop supplies picked up from, and go for AV help before a session. Also, feel free to stop in and say hi once the initial rush of the start of the convention has passed. We also have extra masks in case something goes wrong with yours, to make sure all our participants stay in compliance with the convention's COVID-19 policy.

Program Item Guidelines

- ★ Please meet in the Green Room (Water Tower, West Tower, Bronze Level) 30-40 minutes before your program item to greet the rest of the panelists, and make sure you are on the same page about the panel. You will want to head out to your panel as a group 10-15 minutes before its start time, depending on where in the hotel it is located.
- ★ You must wear your mask while speaking on program items, per the convention's COVID-19 policy.
- ★ Do not invite anyone onto program items without clearing the addition or substitution with Programe Ops.
- ★ Please be seated on time so that the session can start as soon as most of the hustle and bustle of people entering has settled down.
- ★ Before identifying yourself, check that everybody can hear you, using the microphone. Ensure the microphones and tech are working and at proper sound / brightness levels. Please make your introduction brief and consider including your pronouns, so that the panel can progress quickly.
- ★ Each panel lasts for 60 minutes. Program Ops will provide a 10-minute warning before the end of the panel. Although the moderator is in charge of bringing the item to a close, please make it easy for them so that the moderator does not have to cut you off.

Table Talks

- ★ If you are hosting a table talk, please go to the Crystal Ballroom Foyer about 10-15 minutes before your start time to check-in.
- ★ To get the conversation going, you can ask your guests whether they have enjoyed the convention so far, where they have come from, why they signed up to meet you and so on. You might want to prepare one or two anecdotes about your work or the topics you listed in the description in advance.
- ★ Table talks are using online signups and a lottery system to assign participants for hosts who get more signups than spots. If there is someone you are concerned about attending your table talk and want to make sure that doesn't happen, please come talk to us in program operations in Columbia.

Onsite participants on virtual sessions

Whenever possible, we prefer that onsite participants participating on virtual program items use their own devices in their hotel rooms. We will have a limited number of convention-provided devices in a small function room that participants can use to join their virtual panels. Please note that you will need to keep your mask on for these sessions, as it's part of convention space and is subject to the convention's COVID-19 policies. If you need to take advantage of one of these devices, please check in with Program Operations in the Columbian room when you first get onsite, and they will help sort you out.

The convention is not able to provide internet access to all members and participants in function spaces due to high hotel costs, but may be able to for a few hybrid participants who will be carrying their own laptops in and do not have a hotel room at the convention. If you are such a person, please check in with Program Operations in the Columbian room when you first get onsite.

Hospitality

In keeping with midwestern hospitality, Chicon 8 is providing food for program participants and convention staff. This food will be served out of the Picasso room (West Tower, Bronze Level), and you can either take it to-go to eat outside or in your hotel room, or across the hall into our Dining Room in Gold Coast.

Writing Lounge

We are also happy to announce that the Michigan Boardroom (East Tower, Bronze Level) will be available as a writing lounge throughout the weekend from 8:30am-8:30pm daily, if you want a space with comfy chairs surrounded by your fellow writers to get some writing done. Unfortunately, we weren't able to arrange for internet access in that room.

Many thanks for your patience over the past several months as we put the schedule together, and we hope you have a fantastic time at Chicon 8!

Best,

Kris "Nchanter" Snyder, Ian Stockdale, and Maciej Matuszewski
On behalf of the entire Chicon 8 Program Team