3 August 2008

Dear Alan Stewart,

*Thank you* for agreeing to be part of Denvention. We really appreciate the time you'll be taking out at the con to participate in program, and hope that it adds positively to your convention experience.

If you need to make any changes to your final schedule, please let us know now.  If you simply need to drop off of any item, you can tell the staff at the program registration desk, where you picked up your schedule.  For more complicated changes, please come to the Program Ops room.

**Program Operations:** Program Ops is located in room 610 (on the ground level) on Tuesday; Korbel 1E (on the lower level) for the rest of the convention. It's open most days from 9 am until about 6 pm. The staff there can help you with any program changes and can answer any program questions you might have.

**Green Room:**  The Green Room is in Korbel 4F (on the lower level).  This room is open to all program participants and is a comfortable place to sit and chat with other panelists, and have a light snack or soft drink.  There will be tea and coffee available as well.  You may go directly to your program room if you wish: we do not require you to show up at the Green Room before your program item.  However, stopping in the Green Room first gives you the opportunity to discuss the item first with your other panelists.

**Name Tents:** The name tents for your program will already be in your program room. You do not need to pick them up and carry them to the room. The name tents for the entire day's items will be on the front table, in a **bright yellow folder.**

**Tech needs**:  If your item has some technical needs, such as a slide projector, check the schedule in your packet to make sure this is listed. If not, talk to Program Ops. Also, if you feel that you need to test anything (for example, if your laptop has a non-standard connector and you want to make sure that it can connect to our projectors), stop by Program Ops

Please take a look at your schedule.  If you have any questions about any item, please talk to us.   An "M" next to your name means you're the moderator. We'd appreciate your assistance in ending your program item on time, so that other items can start and so that the members of your panel and your audience members can make it to their next item. (We will try to send someone by to give you the traditional "5 Minute Warning" sign.)  Most items are 60 minute items (but can run to 75 minutes), 90 minute slots.

Finally, if you have any suggestions for improving our performance and/or program this year or in the future, we'd really like to hear them. Please email them to programming@denvention.org.  Thanks for your participation.  Have a good time!

Sincerely,
Mem Morman, Jim Mann, and the rest of the program staff

**Alan Stewart    737**

| Mod | Panel Name | Day | Time | Room | Setup |
|-----|------------|-----|------|------|-------|
| x | Writing Shared World Fiction | Sat | 16:00 | 506 | |