

Dear Programme Participant:

Welcome to Loncon 3, and thanks again for being part of our programme.

**Your programme participant materials include:**

- Your Programme Participant ribbon – stick it to your badge and wear it proudly!
- Your final schedule and a label showing your schedule that you can fix to the back of your badge as a reminder
- Other ribbons or specific item-related material as appropriate

**Other helpful information:**

- Scheduling requests: If you have a problem with your schedule, please let Programme Operations (Capital Lounge) know as soon as possible. The sooner we find out, the sooner we can solve the problem to everyone's satisfaction.
- The Mysterious M: An M beside your name means that you are the moderator of that panel. (The moderator handout in this packet provides some hints on what this position entails.) Nameplates for your panel will be available in a brightly coloured folder on the head table in your programme room.
- Audiovisual: Programme Ops will have a laptop and data projector available with the same setup as we are using in our programme rooms. The laptops come with Office 2010 and Adobe Acrobat installed. If you are using our audiovisual equipment and you would like to check your presentation before your item, stop by Programme Ops and we will have someone show you how it operates.
- If you need to contact Programme Ops but can't get there in person, you can call us on 07751 092051.

**About the Green Room**

The Green Room is in the Capital Lounge. It provides a place for programme participants to meet up and chat before their items, and grab a drink, ideally about 15-20 minutes before your item is due to start. When you arrive at the Green Room please check in with the Green Room team, who will register you and direct you to your fellow panelists. We will remind you when it's time to head off to the programme rooms. If you have two items back-to-back, Green Room will know about this and will not expect to see you before the second item.

The Green Room opening hours are:

Thursday 9:30am-9:15pm

Friday 9:30am-9:15pm

Saturday 9:30am-9:15pm

Sunday 9:30am-8:15pm

Monday 9:30am-6:15pm

If you are on an item outside these times, please go directly to your item and come and claim your free drink from us at another time.

**In Conclusion**

Conventions are meant to be enjoyed by programme participant and attendee alike. We will try as best we can to help you have an enjoyable time as a programme participant. Thank you again for volunteering to be part of the Loncon 3 programme, and have a great con!

## Tips for moderators

### Before the panel

- Prepare some questions and talking points you can use to keep the panel going if discussion flags.
- Come to the Green Room ten to fifteen minutes before your panel to meet your fellow panelists, check everything is going well, and collect your free drink.

### During the panel

- There are reserved seats at the front of the room for those with hearing difficulties, please leave these free for a few minutes at the start of the panel so they are available to latecomers
- Introduce your panelists at the start, or ask them to introduce themselves briefly
- Ensure that all the panelists have a chance to speak - you may need to encourage shy panelists, or make sure that more confident panelists don't leap in at every opportunity
- Please remind the audience that there should be no audio/video recording of the item, consistent with the Code of Conduct.
- Remind your panelists to use the microphones provided, and to make sure their mouths are uncovered when talking so lipreaders can see them. If there are questions from audience members without microphones, please repeat them into the microphone so everyone can hear.
- You can take audience questions from the start, or wait until partway through the panel, but make it clear at the start when you will be taking questions
- Panels need to end promptly (after 50 minutes for 60 minute panels, or 75 minutes for 90 minute panels) - keep an eye on the clock and make sure there is time to wrap up the panel
- Encourage the audience and panelists not to linger after the panel, but to continue the discussions afterwards outside so the next panel can start promptly
- Please do not add anyone to panels without checking with Programme Ops at the con. You can find Programme Ops in the Capital Lounge.