

Guidance for Programme Participants

Thank you for volunteering to take part in the programme. This is a copy of guidance we emailed before, where we've tried to cover everything for someone not familiar with Eastercons. If you have any questions or issues after you have read this, please talk to the staff in the Green Room.

Your schedule is included alongside this guidance; it is also printed on a label which you might want to stick on the back of your name badge.

Green Room: The Green Room, which co-ordinates all programme activity, is close to the registration desk. Opening hours are 12:30 to 21:30 on Friday, 09:30 to 21:30 on Saturday and Sunday, and 09:30 to 15:30 on Monday.

If you are on a programme item during these times, please go to the Green Room 15 minutes before the item begins. This will enable you to meet your fellow participants and to order your free drink for the item.

Green Room staff will check that everything is in order for your item, arrange your drink, and direct you to the venue in good time. They usually have multiple items to organise simultaneously, so please give them time to help you.

If your item is very early or very late in the day and the Green Room will be closed when it starts, call in while items are running and so it is relatively quiet; Green Room staff will give you a voucher for your free drink.

Technical equipment and other tech requirements: The convention's Tech team will be able to help programme participants who have any special technical requirements for their item.

If you have equipment, software or a presentation you wish to use in your item, or any other special requests or questions for the Tech team, please ask about this at the Green Room as soon you can. As above, please call in while Green Room is likely to be relatively quiet.

Other assistance: Our programme rooms are variously equipped with stages, stage lifts, PA and projection systems, and hearing loops, aiming to ensure that speakers and audience all have full access to the programme.

If you anticipate needing help to get on or off a stage, or any other assistance in order to appear on your item, please let Green Room know as early as possible before your item. Convention staff will help you to get safely onto and off the stage if you require assistance. Please don't attempt to use a stage lift without help.

Front row seats in each room are marked as 'Reserved' and/or 'Hearing Loop' for the use of members of the audience with impaired vision, hearing or mobility. This does not mean that all the rest of the audience can hear or see you clearly without help, so please use the microphones.

Speakers from the floor will also be asked to use a roving microphone, for the benefit of other audience members and programme participants who will not otherwise hear what is said. We are asking people to signal (rather than call out) if speakers are not audible.

Please speak to the Tech staff in your programme room before the item begins if you would like advice on the use of microphones or help to adjust your microphone to your voice.

Photography, recording and filming: There are photographers at the convention. Some items will be recorded and/or filmed by our Tech team, and sometimes a member of the audience might ask to record your item. People wishing to take photographs or make recordings have been asked to respect others' wishes not to be recorded or photographed.

If you do not wish to be photographed, recorded, and/or filmed for any or all of your programme items, please make sure the moderator of your item is aware of this beforehand.

Timekeeping: Programme items are expected to last 50 minutes in one-hour slots, and no longer than 75 minutes in 90 minute slots. All items should thus end at least ten minutes before the next item is due to start. This is to allow time for audiences to leave and enter rooms between items, so please help to facilitate this.

Panellists, speakers and audiences: Follycon has panellists and speakers from a wide range of ages, genders, countries, backgrounds, professions, and experience, and our audiences are similarly varied. Please allow for this variety during your programme item.

For instance, please avoid characterisation by age or gender, and use inclusive language as far as possible. Some people have preferred means of address and pronouns, so if in doubt please use names and say 'people'. Avoid use of specialist language without explanation.

Conduct of the item: Everyone present is bound by the convention's Code of Conduct, which can be found in the *Read Me* and on the Follycon website.

Guidelines for moderators and solo speakers

Before the item: Make sure you know what time the item must finish, and whether and how you will be reminded when time is up. (In the main rooms there will be a reminder; in the smaller rooms you will be asked to manage timekeeping for the item by yourself.)

Ask other speakers about recording and photography. When you get to the programme room, please ensure the relevant signs are displayed to reflect participant preferences.

Confirm how other speakers would like to be addressed and who will introduce them.

Introducing the item: Please do introduce yourself as moderator/speaker, and give the item title.

Make it clear whether or not the item is being recorded by the convention, and whether or not members of the audience have permission to record or take photographs. (The audience has given general consent to appear in the background. The panellists/participants will have given or withheld specific consent.)

If there will be an opportunity for members of the audience to ask questions, or otherwise contribute to the discussion, please indicate at the beginning of the item when that will be possible and how you will manage requests to speak.

For items in workshop room 334, let people know there is no amplification.

During the item: Please discourage language and behaviour from panellists and audience members which is rude, unfair, demeaning or insulting.

Treat everyone equally, as far as possible, whether or not you know the people concerned. If you don't know someone's name, use a description like 'the person in the red jumper' to identify them rather than 'the man/woman in red'.

People will sometimes need reminding to use microphones or perhaps to speak more slowly. The audience may also need to be reminded to use roving microphones when it is their turn for questions. Be ready to repeat an audience question (especially for items *not* in Dining, Drawing, and Reading Rooms, which are the rooms with hearing loops).

Ending the item: Please close your item in time to allow the audience to leave before the next item is due to start. Allow time and equal opportunities for participants to make closing remarks.

Thank your fellow speakers, and your audience. If there are any later items directly relevant to the topics under discussion, you might want to briefly mention their titles and timing.

You may need to remind everyone to leave the room promptly.

Thank you again for contributing to our programme. We hope you found something useful in these notes, and will find the convention an enjoyable and interesting experience.

— Michael Abbott and Caroline Mullan (joint heads of programme) on behalf of Follycon