



— Special "Are We There Yet?" Issue —

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The Mad 3 Party — more than you ever wanted to know about running a Worldcon — is published by Noreascon 3, Box 46, MIT Branch PO, Cambridge MA 02139. Editor and source of all uncredited writing: Leslie Turek. Copying last issue by Chip Hitchcock. Logo by Wendy Snow-Lang.

We are not accepting any new subscriptions; any future issues that may be published will go to all current subscribers. We're hoping to have one more pre-con issue and perhaps one after the con, budget and energy permitting.

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Recent Activities

As of July 5 we had received 406 Hugo ballots and 177 site-selection ballots (including 14 unpaid). There are still plenty of hotel rooms available (1600 as of June 28). Don't forget to send in your banquet ticket orders!

Individual program-participant schedules were mailed out on June 21, and responses are beginning to come in.

The Souvenir Booklet is ready in draft form. The highlight of the book is a series of articles from fans and pros about past Worldcons.

PR 7 is now in preparation. We need to limit it to one ounce to save mailing costs. We'd like to get it out by July 20 to allow time for responses, but there's a lot to be done and it may be a few days late.

The Norton book has gone to press and is expected back around August 15.

Committee and staff are being sent advance order forms for souvenir items with this copy of *M3P*. We have set a limit on the quantity we will sell in advance, in order to ensure supplies for the convention, so the sooner you send in your order the more likely it will be filled. All advance orders must be received by August 15.

As this issue goes to press, we're bracing for the July 15 membership-deadline mail rush. (From July 14 to July 18, 1980, Noreascon 2 received 1000 pieces of mail!)

Area Heads Mailing

Any area head that did not receive a copy of the area heads mailing should contact us immediately for a copy.

Hotel News

In response to the Sheraton's lowering of their hotel rates, the Back Bay Hilton has agreed to lower their rates by \$5 per night, even though they are not required to by contract. Revised confirmation notices have been sent out to those affected.

Help Needed

We're looking for people in the Boston area who are skilled in carpentry, to help put together protective frames for our table-top and bulletin-board exhibits. People who can help should come to one of our Wednesday evening work sessions (see Timeline for details).

Motto of the Month

"Every minute that we spend talking about it is a minute that we're not getting it done."

Membership Predictions

Here's how the entries in the membership predictions contest compare to where we stand currently. (The guesses were for advance attending memberships.)

8929 Sue Hammond		8888 Bill Lehrman
8900 Fred Isaacs		
8645 John Lorentz		
8000 Garth Spencer		
7944 Pam Fremon		
7777 Sarah Prince		
7560 Donald Eastlake		
7452 George Flynn		
7373 Jim Hudson	7289 Mike DiGenio	
7200 Mary Maulucci	7182 Gloria Albasi	
7152 Ellen Franklin	7144 Carl Fields	
7052 Leslie Turek	6999 Dale Farmer	
6953 Paula Lieberman	6919 Sharon Sbarsky	
6674 Priscilla Olson	6666 Andy Cowan	
6500 Al Kent	6400 Ben Yalow	
6347 Claire Anderson	6233 Chip Hitchcock	
6161 Tony Lewis	6118 Jill Eastlake	
6074 Yvonne Penney	5998 Dave Cantor	
5856 Greg Thokar	5672 Charles Seelig	
5648 Peggy Wajert	5601 Mark Olson	
5555 Tim Szczesuil	5437 Alexis Layton	
5125 on July 9	5335 Gay Ellen Dennett	5280 Andi Shechter

5050 on June 27

5000 Jim Mann 4964 Rick Katze

4817 on May 31

4795 Stu Shiffman

4668 on May 3

4638 Lloyd Penney

4534 on April 7

4058 Pat Vandenberg

3964 on March 5

Hugo Controversy

As you may know, over the past few months there has been a controversy over the 1989 Hugo nominations. In June, Noreascon 3 issued a news release which contained a narrative of our handling of the Hugo ballots, with supporting documents. The release is too long to include here, but is available on request from Noreascon 3.

Timeline

[This timeline is a working document and is subject to change and growth. Please send any additions, corrections, or comments to Mark Olson. Updated versions of the Timeline will probably be a regular feature of M3P from now on.]

There will be Noreascon 3 work sessions at the NESFA Clubhouse just about every Wednesday from now until the convention. Call 617-776-3243 for work session information.

- Feb 15 Get stage specs
- Mar 1 Draft souvenir book outline
<done>
- Mar 1 Select sound, video, film, communications vendors
- Mar 10 Set gopher crash space policy
- Mar 15 Preliminary list of events for Club SF
- Mar 15 Prepare exhibitors' packet
- Mar 30 People Mover mailing
- Apr 1 Pencil in initial equipment orders

- Apr 15 Complete Strangers book data entry
- Apr 20 Complete preliminary mixing area layout
<done>
- Apr 23 Draft Souvenir Book text ready for review
- Apr 30 Ribbon logo artwork to Hodges
<done>
- May 1 Badge materials ordered
- May 1 Norton book to printer
<done>
- May 1 Draft SF Tonight script
- May 1 Veejay commitment for Club Degler
- May 1 Decide content and format of Souvenir Book
<done>
- May 15 Artwork complete; place T-shirt order
<done>
- May 15 Settle on badge design (artwork and layout)
<have layout; soliciting artwork>
- May 15 Send out children's questionnaire
- May 15 Select banquet speakers
<invitation letters have been sent>
- May 21 Demonstrate that badge-production software works
- May 22 Schedules mailed to all program participants
<done on June 21>
- May 24 Deadline for comments on PR 7 outline
<done>
- May 25 Strangers book mimeo complete
- May 30 Final PR 7 outline
- May 31 MCFI meeting
<minutes on page 3>
- Jun 1 Complete layout of Mixing Area
- Jun 1 Complete layout of Registration area
- Jun 1 Anniversary Event budget and plan
- Jun 1 Send invitations to Art Show Reception
<Real Soon Now>
- Jun 1 Draft Closing Ceremony script
- Jun 1 Club SF equipment ordered
- Jun 1 Select Masquerade judges
- Jun 1 Program revision cycle starts
- Jun 1 Second-draft SF Tonight script
- Jun 1 Update technical equipment orders
- Jun 1 Send out ribbon order
<draft order ready>
- Jun 1 Get price for xeroxing newsletter
- Jun 3 Division heads meeting
<minutes on page 5>
- Jun 10 Start sending Hugo ballots first class
<done>
- Jun 14 Final Souvenir Book text deadline
- Jun 15 Restaurant Guide final draft done
- Jun 15 Outline of Anniversary Party
- Jun 18 Division heads meeting
<minutes on page 8>
- Jun 20 Absolute Souvenir Book ad deadline
- Jun 20 Deadline for PR 7 initial text
- Jun 22 Souvenir Book goes to printer
- Jun 28 MCFI meeting
<minutes in next issue>
- Jun 30 Areas give treasury on-site cash needs
- Jul 1 Complete Hucksters location assignments
- Jul 1 T-shirts arrive
- Jul 1 Hugo bases arrive
- Jul 1 First batch of info to badge production

- Jul 9 Division heads meeting
<minutes on page 11>
- Jul 10 Final draft of PR 7 to div. hds. review
- Jul 10 Start badge production
- Jul 15 Art Show bid sheet mailing to artists
- Jul 15 Final Hucksters mailing goes out
- Jul 15 Postmark deadline for Hugo ballots
- Jul 15 Pre-registration cut-off
- Jul 15 Draft of press kit ready
- Jul 15 Have plan for at-con money handling
- Jul 15 NESFA contribution to reading room packed
- Jul 15 Final script for Closing Ceremony
- Jul 15 Complete Anniversary Party speaker list
- Jul 15 Produce SF Tonight commercials
- Jul 19 MCFI meeting
<minutes in next issue>
- Jul 20 PR 7 goes to printer
- Jul 21 Actual end of pre-registration
- Jul 22 Actual deadline for receipt of Hugo ballots
- Jul 22 Badge production starts for pre-registrants
- Jul 22 Division heads meeting
- Jul 26 Office purchase supplies
- Jul 26 Logistics inventory work session
- Jul 28 Begin Hugo-ballot data entry
<actually started week of July 10>
- Jul 30 Pre-reg data entry complete
- Aug 1 Order Hugo base engraving
- Aug 1 Hucksters' table free-cancellation deadline
- Aug 1 Release of hotel blocks to direct reservations
- Aug 1 Deadline for Masquerade costume and photo area entries
- Aug 1 Deadline for decision on inclusion of precis in "pocket program"
- Aug 1 PR 7 mailing
- Aug 1 Possible second mailing to program participants
- Aug 1 Souvenir Book arrives from printer
- Aug 1 Technical places final equipment order
- Aug 1 Complete building displays
- Aug 2 Logistics inventory work session
- Aug 5 Final info to badge production
- Aug 6 Division heads meeting
- Aug 9 Treasurer departs for Rio
- Aug 9 Logistics packing work session
- Aug 10 Committee gafiates
- Aug 10 Press release and packets sent to local press
- Aug 10 Send engraved Hugo invitations
- Aug 15 Nominal deadline for Site-Selection mail ballots
- Aug 15 All pre-registrant badges completed
- Aug 15 Receive ribbons from manufacturer
- Aug 15 Norton book arrives from printer
- Aug 16 MCFI meeting
- Aug 20 Badge alphabetization work session
- Aug 20 Division heads meeting
- Aug 21 Program Booklet copy deadline
- Aug 22 Copy deadline for hucksters' guide, restaurant guide, and masquerade program
- Aug 23 Program Booklet to printer
- Aug 24 Program signs done
- Aug 26 Logistics picks up first truck(s)
- Aug 28 Bulk of Committee moves into hotel
- Aug 28 Prepare program participants' handouts
- Aug 28 Office opens
- Aug 28 Program Booklet delivered to Hynes
- Aug 29 We get Hynes for setup

MCFI Meeting

Date: May 31, 1989
Notes by: Jim Mann

The meeting was called to order at 7:40. Mark Olson said we will have to schedule one meeting during Noreascon. We'll do so at a future meeting.

Treasurer: Ann Broomhead said that there was no real Treasurer's report since the month hasn't ended yet. More money is coming in than is going out.

Sales to Members: Mark said that Ann will describe approximately what items we plan to sell and give an approximate cost. We'll work out the exact numbers off-line later. If the numbers we work out are grossly different from our estimates today, we'll bring them back to the meeting.

Ann said that there will be three t-shirts: an inexpensive light shirt, an expensive dark shirt, and a staff shirt. Mark elaborated. We'll have a black shirt with the Mad Hatter on the front in white with red bowtie and coat trim. The back will say that it's the 50th Anniversary Worldcon. There'll be a buff shirt, with the Mad Tea Party in Space on it. The staff shirt will be similar, but in green, and will say "50 Years of Worldcons and Still Trying to Get It Right" on the back. There'll be about 2000 shirts total. The first two will be priced at about \$10 each. The staff shirt will be at cost, rounded up a tad, and will probably be priced about \$5.

Ann said we'll have two pins and plan to make 500 of each kind. Cost will be about \$300, making break-even at 323 pins. Priscilla Olson said we should do more of the Cheshire Cat pin, perhaps 750.

We were looking at a ceramic mug but someone suggested a glass beer mug instead. Pam Fremon didn't think the glass beer mug would sell as well. Mark said that the green mugs Steve Whitmore managed to find were not a pleasing shade of green. The clear mug would cost about the same as the coffee mug but would look much nicer.

Ann said we'll be doing tote bags. We plan about 300. We made 200 for Noreascon 2 and sold out fast.

Mark said that Gay Ellen Dennett has agreed to handle advance sales. As soon as we have prices, we'll figure out what to do. We'll at least arrange advance sales for committee and staff.

Jim Mann asked if we'd come back to the meeting if the numbers (not prices) were grossly different. For example, he thought we should do lots more tote bags. Mark said no, but we'd probably talk about it at work sessions and so forth.

Publications: Mark said that PR 6 is landing all over the country, and we're getting good reviews. The only problem is that the stickers we used to seal it seem to have a 50% success rate. Some have received their PRs completely intact; others with all seals broken. 30 Hugo ballots have been returned by the post office; presumably these fell out. Mark asked George Flynn what we'll do about people missing Hugo ballots. George said that as soon as someone tells us they are missing a ballot, we'll send them one first-class. He also said that about now we should switch to first class for members now joining the

convention.

Leslie said that *M3P* has been parodied again. She also said that a draft June issue of *M3P* is out for comments.

Greg Thokar said that 2/3 of the articles for the Souvenir Book are now on the Mac. We received a few more today. The book should be laid up right after July 4th. We don't have a cover yet, but Bob Eggleton has promised one real soon now.

Greg also skipped ahead to give his Hugo report. The Hugo rockets have arrived. Don went to the U. S. Customs Office with a note. Mark recounted how the Hugos were shipped to Sharon or Greg at Sharon's porch. When Mark went to pick them up, he couldn't get them, since he was not Sharon, Greg, or Sharon's porch.

Rick Katze said we have 15 confirmed pro ads. More are coming in.

GULP: Jim Hudson said that we had no future GULP meetings scheduled yet. He described the last GULP. He said that we discussed treating each other nicely. Priscilla said that humor helps. Jim H. said we have to remember praise and forgiveness.

George Division: George said that, as of today, we'd received 121 Hugo ballots. We've received 52 site selection ballots with money, 7 without.

There were two Art Show meetings at Disclave, lasting from 5 1/2 to 7 hours, depending on who you listen to.

Chip Hitchcock said that our pegboard was not accepted by the fire department chemist.

Program Division: Priscilla said that we have a program. It's not a good one yet. It will be. The program participants' mailing should go out in about a week. There are 15-20 tracks at the peak hours. It's baroque programming.

Andi Shechter said that in looking at it she saw more good things than it any program she's ever seen. Priscilla said she thought it would look good come October. Rick asked if it was 1.37 times bigger than any other program. If not, why not? Priscilla said the number was closer to 13.7. She has a 17'x7' layout across one living room wall. George suggested that we all gafiate so that we can attend.

Facilities Division: Don said that he got a call from Don Lawrence. The Sheraton is offering a weekend special rate of \$89 through mid-September. Since our contract specifies that we get a rate no higher than the lowest rate available to the public, we get this rate also. We'll wait to tell people until we get it in writing. Rick mentioned an article in the *Boston Globe* about how major conventions are bypassing Boston because of the high hotel rates. This may have pushed them toward this lowering of rates.

Mark noted that San Francisco and Nashville have higher rates than we do. Greg said that Orlando will have much lower rates than we do.

Don said that we expect another letter from the Sheraton on bulk rates for supplies. Within reason, we can do all we want if we buy in bulk. He expects prices won't be that much higher than supermarket rates. The Sheraton is getting increasingly liberal. Also, there will be no tax or gratuity on these bulk purchases.

Paula Lieberman read from the latest *Locus*. One con was shut down by the state for serving beer in the con suite in exchange for "mandatory donations."

Don said that the Hynes event coordinator is out of town. However, when he asked about the registration area, the reply was, "You have the whole building, why should there be a problem?" Operations seems to be normally flaky, unlike Marketing, which seems to be abnormally flaky.

Debbie said that only those needing Handicapped rooms are now going into the Sheraton. Pam asked if we're still sending out our hotel confirmation cards once a month. Debbie said that soon we will be switching to twice a month.

Al Kent said that he and Pat Vandenberg have checked in with all the outlying hotels. They found a few that aren't sending out confirmations and asked them to start doing so.

Second Floor Division: Fred Isaacs said that issue 2 of the division apa is out. There was also lots of good stuff in the last issue of APA:89. They met at Disclave. They're getting to the point where they have to lay out the exhibit area.

Sharon Sbarsky said that memberships are coming in at a rate of about 50 per week. The total is now 5258, with 4817 attending, 329 supporting, 110 children's.

Fred said that he's resolved to wear Groucho glasses if he ever has to go through a huckster room again. People want us to pare down the waiting list. Many also think we've been holding on to their money too long.

Cindy Gold said that we have been reserving a 10 percent margin. Can we lower this? Fred said that since we now have Fire Marshal approval of the layout, we can do so. Cindy said that many people who reserved tables at New Orleans thought they were confirmed, even though our handout was clear on this point. Also, media dealers are claiming we're treating them as second class. We do *not* have a media ghetto.

Finally, many dealers are objecting to the idea of staying open late one night, which we mentioned as a possibility in our mailing. Should we poll the hucksters to find out who wants to stay open? Mark: no. Rick said he talked with lots of them. They really do not want a late evening. They want to get out of the room, have dinner, and relax. Mark said to simply say "in response to requests from a number of dealers, we decided not to . . ." Leslie Turek said that she wasn't sure which way to go here, but it may be worth considering whether the fans would like to have the room open late one evening.

Cindy said that they returned money to everyone on the waiting list who was told they have a "low" chance of getting in. Several dealers complained that they should get interest. Leslie asked: couldn't they have taken themselves off the list and gotten their money back? Mark said yes. Al asked if any asked to. Cindy said one.

Jim M. asked Cindy if she could supply him with copies of the letters she had been sending out. Cindy hadn't been aware that she had to supply file copies. Mark summarized mail policies.

- Form letters should be passed out in advance. Only one copy needs to go to the file. Copies of each letter do no have to go into the files.
- Individual correspondence, unless it is completely trivial, must be copied to files.
- Incoming mail must go through the box.

Mark said that many of the hucksters are hearing rumors from one another. They don't pay attention to what we write. Remember rule one: fans don't read. Leslie said that actually they read half the words, which is even worse.

Pam reminded everyone that if they are expecting a package it should *not* be sent UPS, since no one is at the clubhouse during the day. Jim H. said that a whole bunch of stuff is going to be arriving in the week or so before the con. We may want it to converge at the clubhouse. Mark said that if someone is sending us something for *their* benefit (e.g., a movie studio wanting to send us 10,000 buttons and 20,000 flyers), suggest drayage to them. Leslie said that sometimes UPS will accept a permanent forwarding address; we might try that. Mike DiGenio said that Logistics hopes to have someone stationed at the clubhouse the week before the con.

Jim H. said that we should also look at asking UPS to make a major pickup *from* the Hynes on the Tuesday after the convention.

Paula asked about sending things to the hotels. Tony Lewis said that experience has shown this not to be reliable.

Extravaganzas Division: Ellen Franklin said that she sent letters to 30 people asking them to speak at the banquet. She's heard back from Mike Resnick and Isaac Asimov.

Films is moving ahead. Ellen said Jim H. told her not to worry about at-con. Jim elaborated: he isn't worried about the people who run the projectors. We always have people who want to do that. He *is* worried about the six-person team to manage it all. Leslie pointed out that those who oversee things don't have to know how to show films. She could even do it. Jim H. mentioned that he had already volunteered. Mark thought his staff would be busy elsewhere.

Jill said that she and Suford Lewis went to Costume Con. They enjoyed themselves and made some appointments.

Ellen said that everyone is getting lots of work done. Tech (Rob Spence) has produced some great colored charts showing what is going to happen when.

Ellen described the Hugo-base situation. Her fabricator said, "Did I really volunteer to do this for free?" She replied (batting eyelashes), "You said you'd do this out of the goodness of your heart." We agreed to cover the cost of some of the materials (about \$100).

George said we have to do certificates for Hugo nominees. Ann volunteered.

Jim H. said that anyone who has sources in schools and so forth should look into our borrowing (or renting) 16- and 35-mm movie projectors.

Mark said that a sample "Closing Ceremonies" slide show based on this year's Boskone was shown at the joint Extravaganzas/Facilities meeting last month. It looked very good.

Services Division: Jim reported that Dick Roepke has agreed to run Handicapped Services. Jim and Laurie met with Dick at Disclave and things seem to be in good shape.

We decided that to meet Tor's standards would result in an ugly book (since we'd have to have the long thin pages Tor needs for paperbacks). Thus, we are going to go with a design we like. This costs us about \$0.70 additional per book, but results in a nicer-looking book. We can always re-typeset after the con and sell the galley to Tor if we'd like.

Davey Snyder said that Merle Insinga is working on the ribbon artwork. The ribbon order will be going in soon. She has to figure out how many committee vs. how many staff. Mark gave her some guidelines.

Other: George said that at Disclave he suggested to those from DC, who were disappointed over the loss of a Worldcon, that they run ours

Mark said Seth Breidbart is trying to get us to rent a Diamond Vision.

The open meeting adjourned at 9:05. A closed meeting to discuss the Hugo situation followed.

Division Heads Meeting

Date: June 3, 1989

Notes by: Jim Mann (part 1) and Laurie Mann (part 2)

Meeting with Labor Consultant

Prior to the meeting, Bob Dubinsky, our labor consultant, came to talk to us. Bob said that he used to work at DEC as a trade show manager. Three years ago, he quit DEC to become a consultant. He negotiates union contracts.

He said that a key thing to keep in mind is that Massachusetts is a right-to-work state. We can perform any function that doesn't require heavy equipment: we don't need union help. Freeman provides assistance, but we don't need to use their services most of the time.

Priscilla Olson asked if we can rearrange rooms ourselves if we need to. Bob said yes, but we should go through the Hynes when we can.

Peggy Rae Pavlat asked if we can handle our own exhibits. Bob said yes. Don Eastlake asked why there was a problem with heavy equipment. Bob said liability. Don asked if we need union help in connecting things to the ceiling. Bob said yes. The equipment is probably Freeman-owned.

Bob said that there will be no problem with the Hucksters moving themselves in provided they don't use a pallet jack or fork lift. LuAnn Vitalis (Logistics) asked if we could use the hand-truck style of pallet mover. Bob said he thought so but he would check. [This turned out to be wrong. We can use dollies and two-wheelers, etc., but not any kind of pallet jack.]

LuAnn asked about the elevator. Bob said that we have a rental contract with the Hynes that covers elevator operators in the big elevator. We don't need them in the small elevators. LuAnn asked if our own licensed operators can operate the big elevator. Bob said he didn't know.

Bob said we should just tell Freeman to have 4 people available, but not to expect lots of freight.

Bob said that assembly of display cases on the display floor is okay. No need of teamsters. How much union involvement we want is as much or as little as we want. Lynx (Rob Spence) said we'll probably need it for building the stage and hanging things over the stage.

Bob said that we don't need to worry about union projectionists or stagehands.

Jim Hudson said we should assign someone to get insurance certificates from contractors. Bob said that Freeman would be willing to help us out. They'll send a questionnaire to exhibitors. It won't cost us a dime.

Bob then discussed other things we have to order in advance. Power has to be ordered 40 days prior to the event or the price goes up. Don said they told us they'll supply us with rates which can be changed at their whim until we've signed a contract. Ellen Franklin said that we have to get the exhibitors' packets right away. Mark said that we'll need a cover letter to hucksters telling them what we allow. Everything Freeman has won't be okay with us. Ellen said that Freeman can send out the packets, and will include a list of our rules and regulations. Don said we should also notify them of Hynes rules. Bob said that Freeman already includes Hynes and general rules in their packet. Don noted that Facilities is the primary contact with Freeman. Mark said that Cindy Gold and Fred Isaacs must work out the rules and pass them on to Facilities. Bob said that we should say "if there are any questions, we have the final say." Freeman will want to handle all labor. Send them a letter, telling them that Corporate Exhibit Services (Bob's company) is handling labor. Also, tell the hucksters we've contracted a labor company.

Mark said that some hucksters like to set up book shelves like library stacks. Is this a union issue? Bob said they rented the space. The same rules that apply to us apply to them.

Bob talked about fire codes, saying that there are no real fire-code issues. Wallboard is okay; bring it in. Jim H. described our art show, and pointed out that we had a problem with the pegboard. More on this later, after we go over several other issues.

Fred asked about minimum aisle spacing. Bob said 9 feet.

Peggy Rae asked about the possibility of cul de sacs in the mixing area. Bob said draw up a plan and submit it to the fire marshal. Don said that since these are small, there won't be any problem. It will be clear to people which way the exits are.

Jim H. raised electrical issues. He and Lynx asked about spots, theatrical lighting, etc. Bob explained that the Hynes brings in a major power box. We bring our own extension cords and run them off the box. Zip cords aren't allowed, but any grounded cord is okay. We discussed price. Bob said that if you're not sure how many amps you need, order the minimum (5 amps), since the boxes are all the same. If you need to use more, you can then pay for the additional.

Fred asked about wall outlets in the first-floor lobby. Don said that the contract says that exhibitors cannot use wall outlets. Peggy Rae asked if we can get things at the reduced "for the use of show management" rate in the

general Hall C area. Bob said the single invoice is the key. If it is something that is on the master bill, we should get the show management rates.

Ben Yalow asked about power in the meeting rooms. Bob said that power in those rooms comes with the room rental.

Ellen described the mixing area. Bob said we don't need detailed dummies of exhibit modules for the layout.

Mark asked if it would be wise during move-in to allow a time where we stay away and Freeman moves in or do we both move in at the same time. Bob said to let them finish before the hucksters move in. Otherwise, just use a different elevator.

Mark asked if power is turned off late at night. Don said that there's usually a surcharge for 24-hour power. He'll look into this. Lynx said that the sheet he has says it is turned off half an hour after the event closes. In response to concerns about the air conditioning, Bob said that they normally turn it off during move in, since they don't want to cool the outdoors through the large truck doors on the first floor. We shouldn't have a problem on the 2nd and 3rd floors, however.

Mark said we haven't been able to get a good answer on how much cleaning will cost us. Bob said that this is Al Kramer's new position. [Al Kramer was the Hynes manager for Noreascon 2.] We should call him.

Lynx asked if we can leave a trailer at the dock. Bob said we should talk to the Hynes, but this shouldn't be a problem.

Mark said we have lots of people showing up early. We'd like to let them register early. Will the Hynes be sticky about this? Bob said no. Just tell the security people who you want to let in.

We then went back to the art show hangings (pegboard) issue. Mark described them. Bob said that it's hard to believe the fire department won't allow pegboard. Freeman rents it! He suggested we submit a layout with the pegboard portions indicated and see if it gets approved.

Bob also asked that we try to direct some labor and drayage business toward him. Mark said we'll try to encourage film studios to use professional labor.

At about this point, we went off into 4 different conversations at once, with various people talking to Bob and to each other. I gave up trying to take notes.

Division Heads Meeting

Attending were Mark Olson, Lynx (Rob Spence), Fred Isaacs, Suli Carson, Don Eastlake, Pam Fremon, George Flynn, Jim Hudson, Ben Yalow, Jill Eastlake, Priscilla Olson, Ann Broomhead, Dave Cantor, Peggy Rae Pavlat, Ellen Franklin, Jim Mann, and Laurie Mann.

Budget. We currently have about \$35,000 in unallocated cash, and about \$83,000 in unbudgeted expenses, mostly for guards, technical, and badges. We need at least \$10,000 in reserve in June. This means about a \$45,000 shortfall, based on current membership projections.

Membership Projections. We're now at 5458. N3 expects about 500 new memberships in June and July, while N2 got 1400 new memberships over the same period. It's time to start publicizing N3 locally. Deb Geisler will

write a press release targeting East Coast media, and Richard Brandt has written a Hugo Press Release. The Science Fiction Book Club mentioned N3 in its last mailing, including the rates.

Estimating Current Staff/Gophers. Latest guess is we have about 500 committee/staff, and about 200 gophers. The number of hours a staff/gopher must work to get membership reimbursement hasn't been set yet.

Ribbons and Identifying Stickers. Ribbon orders have been prepared. We need a distinctive move-in/move-out sticker for people working in the Hynes. There will be a "Gopher Trap" somewhere in the Sheraton before People Mover sets up in the Hynes.

Misc. Points Worth Noting. Mark stressed that the con will shut down at 5 pm on Monday, though filking will run on Monday night. This should help move-out to start early.

Jill mentioned that Extravaganzas will not have special seating for committee/staff in the auditorium. They are encouraged to sit up in the balcony. There will be special seating for guests, handicapped fans, press, and Hugo nominees. The press will get some special attention.

Among the ribbons we'll be getting will be an assortment of "weird and strange" things from the printer, like "Best of Breed."

There will be Hall Costume ribbons, probably given out by the Costumers' Guild. It won't be publicized in PR7.

Mark noted that our lawyer during the Sheraton problem has been given a complimentary membership, and was told if he came to N3 it would be on his own time.

Ellen said we'd gotten a big mural with an SF landscape to use as a backdrop for *SF Tonight*.

Freebie Management. AB Bookman's wants to give out several hundred free magazines. Baen Books wants to give out a free book to all attendees. Ace/Berkley wants to give out a free raffle ticket. While we'd like to provide our attendees with freebies, we will not be stuffing membership packets. Ellen noted we might want to get a sponsor for imprinted plastic bags in the freebie area and let people stuff their own bags. We need a standard letter to go out to the originators of all offers, stressing how the material is to be shipped, that it will be placed in a common freebie area (and not in individual membership packets), who will empty boxes and replenish materials, etc. Don said these materials could also be shipped to Bob Dubinsky. Peggy Rae is currently collecting all offers of freebies, and will send information back to the people who offer, telling them what they'll need to do.

Special Exhibit Management. There was a discussion on special exhibits. We've been offered the Batmobile (!) for the con. For special exhibits that may require additional guards, we need to be sure the company pays for all charges up front. No special standing exhibit can be very noisy (music, sound effects, etc.). Again, Bob may be a good contact person for this type of exhibit.

Film Studios. Film studio people will not be offered free con memberships, but may be granted one-day passes if they help with exhibit set-up or tear-down, or stop by to give a talk. Deb Geisler will also be coordinating things with film studios. Program and Second Floor need to get together to discuss Program's interface to the film people.

Local Issues. Someone, maybe Babette, needs to coordinate furniture/carpeting rentals. The Restaurant Guide will be part of the Program Booklet. It will include a map. We will try to warn restaurants about our con, encourage them to stay open later hours, and encourage them to advertise discounts to Worldcon members.

PR 7 Contents.

How to Find Boston/Hynes/Sheraton

When to Come to the Con

How to Register

Local Attractions

Major Events Thursday and Friday

Local Weather

We Need Your Help & How to Volunteer

Babysitting/DragonsLair

Early Registration

If You Don't Have a Hotel Room: List of

Remaining Hotels and Phone Numbers

Banquet Info

Site Selection

Mixing Area Information

National ATM Network Info — Nearby Banks

Program Booklet. The booklet will need schedules and room locations from all areas!!! It will include program and film schedules, restaurant guide, maps, and will probably be printed on newsprint.

Souvenir Book. 3/4 of it is in. Babette's working on it, but we need a more detailed TOC. We also need to carefully review the TOC.

Hilton Gathering? Representatives from the Hilton chain are trying to coordinate SF cons for their hotels. They want to talk to convention planners and they plan to attend N3. Peggy Rae is suggesting that the Hilton throw a cocktail party Monday night, when people may have time to talk to them. (In the hotel industry, SF cons are called "SMURFS," which somehow represents "social-oriented, no-expense accounts.")

SFOHA. The Science Fiction Oral History Association wants to be sure they can go anywhere in the con and tape anything they want. This turned into a general discussion of the theory of videotaping the Worldcon. Lynx noted nearly half the people who volunteered for technical can run video equipment. It would cost about \$2500 for the additional cameras and mixers for the con.

There was concern about people signing releases before being videotaped, particularly people on program. Priscilla said program can have them sign a release. All outside video requests/coordination should be done through press relations, including groups like SFOHA (as Ben said, "They look like press, they act like press, let them pretend to be press.").

Phone Lines. We decided to put in another phone line and have Ada Franklin field informational N3 phone calls.

Assorted. Jane Wagner, a person who said "Send work," was awarded the task of tabulating Hugo ballots. George asked if program schedules could be sent to art show staff so they could better plan their work schedules. Mark said it was too big an expense, though we could send a one sheet with highlights to interested staff. Recipients have been informed of their special awards. Art show auction wants a copier. Cindy wants to lower her reserve from 30 down to 8. Mark reminded people that the committee should see a preliminary artist and huckster

list.

Selling Filking Tapes. After some discussion, it was decided that performance-related tapes could be sold after filking. For example, after Julia Ecklar sings, she can sell her tapes. However, random individuals cannot sell random tapes anywhere but at their huckster tables.

Division Heads Meeting

Date: June 18, 1989

Notes by: Leslie Turek

This meeting was held from about 11 am to about 1 pm at Jim and Laurie Mann's. Present were Mark and Priscilla Olson, George Flynn, Jim Hudson, Ellen Franklin, Don and Jill Eastlake, Leslie Turek, Fred Isaacs, Ben Yalow, Pam Fremon, and Jim and Laurie Mann.

Parties

A major unresolved issue is where to put parties. We thought the Sheraton had given in on letting us use bulk supplies on the function floors, but it turns out that was in error. We can use bulk supplies on the sleeping-room floors, but need to have parties on the function-room floors catered. And the Sheraton catering rates are higher than the Hynes rates, so the Hynes is looking more attractive for large parties. In addition, if we use the Hynes, we will get the function rooms free and can use them for day-time programming.

Which parties do we need to put in the Hynes? Just the few largest each evening. This includes most of the bid parties, plus the thank-you party thrown by DC, and any open parties that might be held by Holland or Chicago.

We are making arrangements to put the publishers in the Colonnade. Since most of them want to run only one or two nights, we are planning to rotate them through two suites on Friday, Saturday, and Sunday.

The Sheraton bulk rate will apply to refreshments used in the committee offices on the function-room floors. Does this include the staff lounge, if it's in the Sheraton? Don thought it would, at least during the day.

It was mentioned that the staff lounge will also be open to program participants. It will still be non-smoking, as will the Green Room. However, we will block off part of the dead-end wide corridor outside the Green Room to use as a smoking and socializing area.

We currently have all 13 rooms on the Hynes first floor reserved, at a cost of \$8600. We clearly won't need all of these for parties. Mark asked when we would have to drop these in order not to have to pay for them. Don thought we were already past the date, but it might depend on whether the Hynes could rent these rooms to other groups. Mark suggested that we should ask the Hynes to tell us if anyone else requests the space.

We need to set a date to make a decision, since so many other things depend on the party location. Mark said we need to make one last try with the Sheraton, and Don is trying to set up a meeting.

We have definitely offered Boxboro the Hilton, and are awaiting their response.

Leslie pointed out that we need someone to run the sales of the bulk supplies. There was discussion of whether this should fall under Logistics or Treasury; the conclu-

sion was Logistics. It requires the use of a function room in the Sheraton.

Move-In

Mark asked people to review how we will move in and out and what will happen on what days.

Logistics will take most large things directly to the place they will be used. Smaller things may go into a central Logistics staging area, to be picked up by the areas that will use them. This area will need to be staffed during the heavy move-in, move-out days. Easily-movable, important things, such as files and computers, will probably be brought in directly by the people using them, rather than being put on the logistics trucks.

Logistics needs to have someone to accept deliveries from outside vendors roughly Tuesday through Thursday, and to stage pickups on the following Tuesday.

On the Monday of the con, Logistics will accept stuff to be moved out, and should consider moving a truckload back to the clubhouse that night, rather than leaving everything until Tuesday.

Mark asked how N2 had done move-in. Jim H. remembered that they loaded trucks on Sunday and unloaded them at the hotel and Hynes on Monday. On Tuesday, the trucks went out for another run, and the decorator set up in the Hynes. On Wednesday, Logistics spent a lot of time helping the Hucksters move in and did a soda run.

At N2, the office unpacked on Monday night and was operating on Tuesday. Things were made confusing by other areas trying to operate in the same space on Tuesday. People Mover and other support areas started on Tuesday night in the office or Wednesday in their permanent rooms.

What can we learn from this? 1) The primary service areas need to get set up before the other areas expect to get services from them. 2) It would be useful to have a couple of small staging rooms for areas that don't have their space yet, rather than expecting them to share the main office. 3) Most things don't have to start until Tuesday evening, or even later. Mark felt areas shouldn't start any earlier than they needed to, to reduce confusion.

For N3, we will get Jefferson/Kent (office) on Sunday, and Berkeley and Fairfax at 5 pm on Monday. [Fred suggested that at that time we could pad the walls with bubble paper.] We get the Hynes exhibit halls on 9 am Tuesday, but may not get the function rooms until later. We get the rest of the Sheraton at 8 am on Wednesday.

It would be nice to have the Fairfax starting at noon on Monday to use as the work area mentioned above.

Mark proposed the following move-in schedule:

- *Saturday/Sunday*: Load trucks.
- *Monday*: Move in and set up support areas: Office, Logistics, Technical, Sign-making, Treasury, Den.
- *Tuesday*: Support functions start to operate. Move in and start setting up non-support functions.
- *Wednesday*: Non-support functions start to operate. Things that especially need to be running Wednesday are Registration, Hucksters (for set-up), Press, People Mover, and Information. Most other things can open on Thursday.

A few people thought that it would be better to move in earlier to allow time to set up and settle in. Others felt that work expands to fill the time available, and if we move in earlier we'll just get more frantic. Obviously we must make careful judgments for each particular case.

Exhibits plans to set up on Wednesday, with deliveries on Tuesday.

George pointed out that there was still some confusion on art show setup times which needs to be worked out.

Tech has independently worked out their schedule. They would like many of their technical deliveries to happen on Monday, so that they can set up on Tuesday and spend Wednesday checking things out. We don't have access to the Hynes on Monday, however, so this schedule may need to be modified. They expect to be getting deliveries from about 12 different vendors, with 2 of them being of fairly large volume. ["Diamond Vision?" Fred asked brightly.]

Logistics has a volunteer for a dock manager. Ellen suggested that we should look into renting a dock cage from Freeman. This is a large lockable cage that can sit on the dock and hold deliveries until they can be moved to their ultimate destination. Logistics has a plan where Logistics uses radios on Monday and Tuesday, they get passed to Technical during the convention, and get returned to Logistics for move-out.

We discussed why N2 decided to use Logistics effort to help the huckster move-in. Basically, it was to prevent hucksters from leaving their cars blocking the docks while they moved their stuff in. We let them unload onto a pallet and drive away, and then moved the pallet to their tables.

We can't do the same thing this time unless we pay for union labor to operate the pallet jacks. At the moment, we don't have room in the budget for this, although we can add it to our "wish list." We can require the hucksters to carry in from the street or from the Sheraton, or can allow them into the dock area only if they have a person who can stay with the car and drive it away as soon as it is unloaded.

Mark recapitulated the schedule given above, and agreed to write this up and develop more detailed plans. He asked the division heads to work with their area heads to see that they aren't planning to move in too early.

[At this point in the meeting, Jim H. patiently explained to Ariel (who had interrupted the meeting several times to ask to be taken home) that "every minute that we spend talking about it is a minute that we're not getting it done." Fred proposed we adopt this as our motto of the month.]

Films will be arriving at random times. We need to try to have people staffing the clubhouse for deliveries during the final week. Leslie pointed out that there will be plenty of things to do there. An added inducement to some is that the clubhouse is air-conditioned.

Move-Out

Mark reminded people of the N2 experience, where move-out was done by a small, exhausted crew because everyone else had collapsed. How can we avoid this?

We should make sure we tell gophers that their help is needed for move-out. We could try to provide crash space Monday night to encourage people to stay over to help.

We should be ruthless about throwing things away, rather than hauling everything back to the clubhouse. Sometimes the logistics crew just takes everything because they don't know what's important. We could provide large orange "TRASH" stickers to mark things that we don't want to save. Also "GIVE-AWAY" stickers — or just make it clear that anything marked trash can be picked up by anyone who wants it. Jim H. suggested getting a large enough trailer so it doesn't have to be packed carefully. Leslie suggested just loading it at the con and parking it somewhere, letting everyone get a few days rest, and unloading it at a later time.

There are a lot of things that will need to be packed and shipped out, such as films and artwork. We should try to arrange for a UPS pickup at the Hynes on Tuesday.

Budget

Mark passed around the latest budget summary. We have \$38700 in unallocated funds, but a wish list of \$76400, giving a \$37700 shortfall. Some of the items on the "wish list" are things that are pretty much committed: Hynes first-floor rental, guards, technical, and staff reimbursement shortfall.

Membership is running slightly ahead of projections, but not a whole lot. A local press release will be going out. It looks like the SF Book Club publicity will bring us about 50 members. Five hundred additional members would put us in reasonable shape.

Fred asked what the conversion rate for cruzeiros was. Ann replied that she was planning to flee to Switzerland, rather than Brazil, since Brazil now has an extradition treaty with the U.S.

The staff reimbursement shortfall is due to the fact that we seem to be planning on more staff and gophers than we originally thought. Some people are listed in the staff list, but haven't done any work yet. Area heads should report no-shows so that they don't get reimbursed.

How will we keep track of hours worked? People will be given sheets to track their time. The sheets should go to staff as well as gophers, except for staff that already put in hours before the convention.

Right now there's nothing in the budget for gifts to gophers and staff, although we will be selling the staff shirt at cost.

Miscellaneous

Priscilla mentioned that some members of SFWA are planning an auction to benefit Robert Adams. It started small, but has grown to need a 4-hour slot, currently set for Saturday at 11 am. Priscilla was worried about the impact on program. Also, they are doing their own publicity and have arranged for coverage by CNN. We must make it clear that only convention members may attend.

Fred mentioned that he needed to meet with Don to discuss how the decorator packets for the hucksters will work.

Jim H. had a few items from Peggy Rae Pavlat. First, she wanted to verify that the art show would be handling any Ballantine art exhibit we might have. George said yes, they had written to the Ballantines but had not gotten a reply yet.

The Sheraton has overbooked their double doubles. Pat Vandenberg is going through the hotel reservation forms to look for people who don't care and can be

changed.

Jill has draft taping/photography release forms for comments.

Do we want to be listed in the Sept. issue of *Boston* magazine? Yes, as long as they give the membership rate. *Boston* goes to a fairly upscale audience.

Pam mentioned that volunteers are starting to show up at the Wednesday work sessions, so be nice to them and bring work for them to do. Priscilla said that this coming week we would have the program participants' mailing, which should keep everyone pretty busy. Also, Pat Vandenberg is on leave from work and can help out. Fred mentioned that he's looking for people who can do carpentry for the exhibits. Jill said she was buried in paper and could use a secretary. We've arranged for Ellen's sister, who is home a lot, to take phone calls and messages for us.

Mark asked division heads to try to drop by on Wednesday when they can. Leslie mentioned that if they can't come by, they could call in during the evening. Priscilla suggested that people try not to fight in public so they don't scare potential helpers away.

Excerpts from APA:89

Issue 109 / June 21, 1989

(Please understand that these pieces were originally written for an internal committee publication and may not be as polished as work intended for broader circulation. They are the personal opinions of the individual contributors, not official committee policy.)

Town Meeting (by Debbie Notkin)

[In case anyone doesn't know, I'm a subdivision head in the Hynes '89 division, responsible for Information, Press Relations, and Newsletter. This zine being written (sheepishly) May 17, 1989.]

At the October division heads meeting (that long ago? yep. sigh) we discussed the possibility of having some sort of daily town meeting at the convention where members could bring up problems, grievances, and/or (just possibly) praise in a public forum. I was asked to write up something about this possibility.

We talked about the topic for about half an hour, and even in that length of time it became evident that there are a huge number of possible permutations. One of the confusions was that at the same time we were talking about having an ombudsman, an official problem-solver to handle situations that arise with disgruntled convention members. The ombudsman, if we have one, would be ideally placed to work with problems dealing with one or two members — small-scale, individual problems. The town meeting would perhaps be best-suited to identifying and then explaining, averting, and/or solving more global problems, ones that affect significant numbers of people. However, I do not think that there is any legitimate way to prevent individuals with problems from bringing them to the town meeting, and I emphatically do not think it's a good idea to shunt such problems aside if they arise.

Leaving the ombudsman aside for the moment, let me suggest a structure for the town meeting.

About the Town Meeting

The town meeting should be held each full day of the convention, at the same time — some not-too-high-traffic time but *not* a time that looks like we don't take it seriously. In other words, it probably shouldn't be before 11:00 am or after 6:00 pm, but it also doesn't need to be in the 1-4 heavy programming slot. It should be in the same room every day (I would argue for putting it into a room that is fairly comfortable — more like a suite than a programming room). It might be possible to use a comfortable corner of the Mixing Area.

In attendance should be:

- 1) Mark. Having Mark there is a real deal-closer, because his very presence will make the thing look real and important to the committee, not like a way to keep attendees quiet.
- 2) Leslie and/or Jim, to watchdog the problems that come up and make sure they're followed up on.
- 3) A representative from each division, not necessarily terribly highly placed, but someone the division head(s) respect and talk to. I think I would make this not a rule, but a strong suggestion (possibly convertible into a rule if it seems necessary at-con).
- 4) Someone (maybe the chairman's staff person there) responsible for taking notes: both for division head meetings and to be edited for the newsletter.
- 5) Last but not least, there should be someone to run the meeting. I am working on finding an appropriate person.

Attendees who come to the town meeting should be encouraged to make comments, state complaints, and make suggestions. *It is very important* that we do this without putting people down or acting like we expect troublemakers to take over the meeting. If we in fact do have trouble, we may be forced to make rules like one chance to speak per member per day or something — but we can't start out that way.

It should be emphasized that the town meeting is for comments, suggestions, and questions relating to *things that are still going on*. If something terrible (or wonderful) has happened and is over, that is not a proper subject for the town meeting. (I assume we are having a gripe session of some sort where such things can be brought up.) The purpose of the town meeting is to make on-going improvements in what we do — as such, it needs to be limited to on-going situations and circumstances. *It must not* be a forum where the staff makes excuses, but a chance to figure out what can be improved, gotten around, fixed on the spot, salvaged if salvage is necessary. Perhaps someone should be on site whose official job is to talk to people with complaints about finished business, just so they feel listened to and not pushed aside even though the forum had a different purpose.

This sort of thing will not work at all if it is not done with a good heart and a real intention to listen and respect the people who come to talk.

About the Ombudsman

As I said above the ombudsman (if we have one) is best suited to deal with small, non-replicating problems. He or she should be easily reachable, probably through the Information Desk, with the understanding that any committee member and/or attendee can request ombudsman's

services when necessary. *Everyone should try to solve problems themselves first* — an ombudsman is not an excuse for not doing your own job. The ombudsman would ideally know enough committee members to be able to cut through any hierarchical and/or bureaucratic run-around an attendee might be getting and get a real answer. Sometimes inevitably, the real answer will be "Tough luck, Charlie," in which case part of the ombudsman's job is to listen to the person bitch and defuse as much anger, resentment and/or confusion as possible.

I do not think the ombudsman should do any intra-committee problem-solving except to the extent necessary to help a particular attendee with a problem. If we need to expend extra staff time and energy solving our own internal problems, we're probably in trouble anyway.

If we have an ombudsman, we will have to have at least three, because someone will need to be available at least 12 hours a day (on a guess, 10 am to 10 pm with a longer shift on masquerade night). The necessary skills are understanding of how the organization works and a true interest in getting the problems solved, plus a certain level of tolerance of upset, angry, and/or unhappy people.

Division Heads Meeting

Date: July 9, 1989
Notes by: Leslie Turek

This meeting was held from about 11:20 am to about 1:30 pm in the NESFA clubhouse. Present were Mark and Priscilla Olson, George Flynn, Jim Hudson, Don and Jill Eastlake, Leslie Turek, Fred Isaacs, Ben Yalow, Pam Fremon, Ann Broomhead, and Jim and Laurie Mann.

Budgets

Mark passed out the current breakdown of unallocated income vs. things not in the current budget that we need/want. We currently show a \$20,535 shortfall if we go with all the wish list items in full, and a \$7765 surplus if we go with Mark's "target" guesses for each item. Mark asked people to tell him right away of any additional items that should be on this list.

We need better numbers on badge costs and technical. For technical, we need a count of how many people will need beepers. (Beepers will be administered by Services, but will be rented by Technical.) Most of the technical budget is pretty necessary. We can cut back on video, and can also cut back from 35mm films to 16mm if we have to. The film budget may be smaller if the film studios provide us with the Hugo nominees free.

One item still undecided is special gifts for the guests of honor. We will definitely be giving them convention souvenir items and some sort of scroll or other memento, but we'd like to get them something nicer if the budget allows. Mark asked Ann to figure out how much lead time we'll need on that decision.

Other things on the current wish list include Hynes floor 1 rental, additional staff reimbursements, newsletter repro, upgraded program booklet, and additional support for Boxboro.

Priscilla asked to add drink chits for the program participants to the wish list. Laurie asked for \$1500 to keep the committee den open 3 more nights (it's currently

budgeted for only Wed-Sun).

In the income budget, it looks like memberships are running ahead of the budget. The budget calls for only 190 new memberships after last Wednesday, and George thinks we can expect 300 to 500 more than that. This will give us an additional \$20-\$40K. The bulk of that will go toward wish-list items, with some going to individual division contingency funding.

We have done some low-key local publicity. Should we appear on local event calendars during the week before the con? Mark thought that should be decided by the whole committee.

The Souvenir Book ad revenue has been lower than expected; about 25-30 pro ads.

We have sold 140-150 airline tickets, giving us 5 comp tickets. Two of these have restrictions: they are called "site-inspection tickets" and may only be used for round trips to Boston before the convention. We will try to sell these if we can't use them.

Room Assignments

We did a first pass at room assignments at last week's Facilities Division meeting. Large parties are being allocated to three different areas: Sheraton 5th and 3rd floors, and Hynes 1st floor. The parties on Sheraton 5th will require active elevator management and access to the stairs.

We don't get the Hynes function rooms (as opposed to exhibit halls) until 8 am on Thursday. We know that there need to be a few exceptions to this for our office space and program operations and Green Room. Don will discuss this with the Hynes. We do get the show offices connected to the exhibit halls early, and need to find out whether they can be locked.

Two rooms in the Hynes are being allocated to back-room activities; for now they are 201 and 202. One will be used for technical general storage; the other for office space. Any division/area that needs space there can have it. Some technical equipment will be stored in the projection booths; others, used mainly by program, will be stored in Program Operations. We might want to add a third backroom to be set up for committee meetings. We have one small meeting room in the Sheraton.

We haven't decided on a location for Treasury yet, but when we do we won't tell anyone where it is for security reasons.

There was a discussion of whether there should be a non-smoking lounge (in addition to a smoking lounge) in a room across from the mixing area. Some people thought it wouldn't be used because everyone would congregate in the mixing area. Others thought a quieter room would be attractive to many people. The room might be combined with the reading room. No definite decision was made.

Program has lost the Beacon rooms for night programming, since they will be used for parties. However, they have been assigned Clarendon and Dalton, both of which can be split. Mark asked them to determine if they will really need additional rooms at night.

Jill pointed out that the people producing the closing-ceremonies slide show need a room to work in, plus a room with a large sink with a counter on the correct side so they can set up their developing equipment. So far they haven't found a room that meets the requirements, but they still have some possibilities to check out.

There are still a few rooms unassigned, which is okay for now. Let's try not to pin everything down too soon, so that we can handle things that come up later. Don asked if we would be using the Hall C Men's Room for ice storage, as we did at N2.

Don confirmed that he could release Hynes Room 100 back to the Hynes.

Move-In Schedule

Mark wrote up his thoughts on this subject, based on our discussion last time. We'll discuss this later, perhaps at a Gulp meeting. [See Mark's handout at the end of these minutes.]

Communications

We need to decide soon about where we want phones and electricity. Let's try to settle this at Lexicon (in two weeks). The current budget shows about 1/3 the number of phones we'll probably end up with. We will need phones for credit-card approval. We should try to put areas using phones near each other, for redundancy in case of failure. Mark will be getting together a list for the next meeting; send him your phone requests right away.

We will need at least 2 incoming lines for general information calls. Our current office phone will have a recorded message giving basic information and the number to call to get the convention. We can forward the Information phones to the office after Information shuts down for the night.

The Hynes has a "Clear Com" system — a type of intercom with 1 or 2 channels. To use it, we need to rent headsets. This is most useful for communications between fixed locations, such as between backstage and the tech booth during extravaganzas.

We will use radios for mobile communications. This will include logistics, facilities operations at night, and the tech crew during the day. Since these things do not overlap, most radios can do double duty. We are also planning to get a repeater channel.

Cellular phones have been experimented with and don't work well within the Hynes. One good use for cellular phones would be for Pat and Al, who are doing hotel liaison. They will be all over the city, and will need to be able to reach (and be reached by) hotels and fans over normal phone lines.

The mainstay of our communications will be display beepers, which rent for about \$20 for a week. We should decide next meeting how many of these we should get. Noreascon 2 had 80, which turned out to be too many.

Meetings and Miscellaneous

At this point, we diverted into a discussion of all the meetings we were trying to hold at Lexicon, and whether there would be any time to have fun there. We agreed to try to hold the afternoons free for romping in the lake. The Extravanzas meeting will be Saturday morning and the Division Heads meeting will be Saturday evening.

We need to have a move-in/move-out discussion with Logistics, but LuAnn can't get to Lexicon. We decided to hold a small meeting next Wednesday night to set up a straw-man plan, and then discuss this at the division heads meeting at Lexicon.

We took a quick poll of the service areas to see what sort of feedback they had received from the area-head packets. It was abysmal — most had received only 1 or 2 responses. The division heads will have to generate answers for the areas that didn't respond.

Frank Richards has agreed to help build sign holders. We know we need at least 40 more than we currently have, and probably more. This will take place at the Wednesday night work sessions.

Mark reminded people to copy their correspondence to the people who need to see it. Be liberal — err on the side of copying to too many rather than too few. For e-mail, it's okay to e-mail the copies to Jim M., and you can get things to Program via Ben.

Jill has a final draft of the taping/photography release form, which she is planning to mail out to extravaganzas participants. Other areas can use it if they wish to. We are not going to try to get all program participants to sign it; only when we know a particular event will be recorded. The form applies to official recording by the committee; not the general audience. We will not try to police the audience; if any program participants wish to make "no-recording" requests, that's fine.

Leslie asked what we thought of the Town Meeting idea. Some people were concerned that it would be too costly in terms of time for Mark and the division heads. Perhaps the ombudsman could serve the same purpose without tying people up for an hour. Others thought it was a good idea to do something early in the con, while there was still time to respond, rather than just having a gripe session when it was too late to fix things. No definite decision was made. One option was to have one, say, on Friday, rather than every day.

Fred asked about registration hours for PR 7. We originally said that registration should be open whenever the Hynes is open, but Ruth doesn't want to stay open until 3 am. Could she close at 1 am or midnight? People thought that was reasonable. On Wednesday, registration will run from 11 am to 11 pm. There will be some sort of staff registration on Tuesday. The office will be empowered to give out day memberships if necessary to people who arrive after registration closes. Don is arranging for the "Move-In" stickers to allow helpers into the Hynes before it opens to the public.

Priscilla announced that she had a large bag of lettuce from her garden that she was giving away.

Pam asked what we should tell people who haven't joined and who want hotel rooms. After August 1, they can call the hotel directly. The hotel phone numbers will be listed in PR 7. For now, they need to join. We lose our hotel blocks on August 1, so we need to make sure that we retain enough rooms for last-minute program participants, etc.

We decided to continue taking advance memberships as long as we can conveniently process them. Pam said that mail had been coming in very late (compared to its postmark) and the July 15th mail rush will probably last a week after July 15. We agreed that we would take memberships over the phone via charge card if Ada Franklin (who has been answering our phone) was willing to do the work.

Ada has reported getting a lot of requests for hotel forms (since they go bulk rate in the Progress Report packet). Sharon will be mailing out batches twice a week starting now. Ada should tell people that there's really no rush, since all the close-in hotels are full anyway, and the others still have plenty of room.

We are starting to get lots of volunteers at the Wednesday night work sessions. Last week was light, but we will have plenty of work in the future. There are construction projects, PR 7 mailing, M3P mailings, etc. People should think about what other sorts of things could be done at these sessions.

The exhibitor's packet for the hucksters should be ready at the printer on Monday, and will go out shortly thereafter. We may be sending a more complex packet to the special exhibitors, with items the hucksters aren't really concerned with, such as labor rates, etc.

First Pass at Move-In Schedule (Handout From Mark Olson)

We have Jefferson, Kent, and (I believe) one other room in the Sheraton starting Sunday. We have no rooms in the Hynes until 9 am Tuesday.

We want to give each area two days to set up: The first day is the area's own and nobody should expect it to do any work or provide any services during that day. The first day is expected to be spent making sure all their stuff is present and getting things unpacked and generally being disorganized. The second day the area should expect people to come in and start asking for whatever services it provides. Nonetheless, the second day is not one of full operation — think of it as on-the-job training. By the end of the second day, all areas should be fully operational.

Our strategy is to identify the areas which are needed to be in operation when other areas do their own setup. We want to get those areas started a day earlier than all the others. To do this, we divide areas into two groups: early and late. The early group provides services which the late group needs to get up and running. (There is also a third group, the specials, which don't fit this pattern.) It is especially important that we prevent the late group from starting setup too early so that the early group has a chance to get organized!

The early group will begin setup on Monday, will attempt to be providing services on Tuesday, and will be fully operational by the end of Tuesday. The late group will begin setup on Tuesday, will be operational on Wednesday, and will attempt to be completely ready Wednesday night.

The early group:

Signs; Office; Treasury; Technical; Den (maybe)

The special group:

Logistics; Press; Info; Early registration;
Facilities liaison

The late group:

Everybody else

We need to discuss the special group more. Some ideas follow.

Logistics

I am mortally offended by the thought of handling anything twice, so I would like to see if we can work out a schedule where most Logistics deliveries are directly from

loading dock to end-user. If this can be done, it means that Logistics needs to make deliveries to the S/H on Monday, Tuesday, and Wednesday. If not, it seems to suggest that we need to dedicate a storage room in the Sheraton starting Monday.

What are the implications of multiple Logistics runs from the Clubhouse to the S/H? Can we expect to be able to get the right stuff on each truck? How many 20' truckloads do we expect to move from the Clubhouse to the S/H in total? (The biggest Boskone filled one 20' truck.) When do we need the loading docks (which one? both?) manned? Do we want Logistics to start even earlier and consolidate stuff at the Clubhouse?

I think we need to do some modelling of material movements — perhaps even draw up a tentative schedule of pickups and deliveries — fairly soon.

Press

Peggy Rae makes a convincing argument that we will save ourselves substantial hassles if we have Press up and running on Saturday or Sunday. I don't see it as needing much space, just a phone and some answers.

Early Registration

There's no reason that we need full early registration open before sometime Tuesday, but it might be useful if staff could get their badges first thing on Tuesday. This suggests some sort of temporary quarters on Tuesday and a move on Wednesday morning. (Setup of the Wednesday location could perfectly well be going on in parallel with handing out of staff badges.)

Facilities Liaison

It seems likely that Facilities liaison for a given building should be in operation a full day before anything is scheduled to happen there.

Letters

[We try to print as many of the letters we receive as we can. The opinions expressed in this column are the opinions of the letter-writers and of the editor, not necessarily those of MCFI or Noreascon 3. — LT]

Hugo Nominations

• Lloyd Penney, Toronto Ontario:

The Hugo nomination proposal for a limiting date [described in M3P #34] is an interesting idea, but it penalizes those late joiners, some of whom are experienced fans with uncertain plans near Worldcon. On the other hand, that's why you buy supporting memberships with the option to convert to an attending, in case your plans firm up near Worldcon time. I don't know if the cutoff should be a full eight months before the con . . . would it make any difference if it was less? The cutoff encourages early registration, and allows you time to detect bloc voting. Yet, you don't want to discourage latecomers. If you give it a long look, newcomers to Worldcon will be introduced to the usual deadlines we expect with Worldcon participation, and get used to them quicker.

[To briefly restate the proposal: it is to establish a cutoff date (December 31) by which one must join the Worldcon in order to nominate for the Hugo awards. The main purpose is not to detect bloc voting, but to make it

more difficult to organize a block of persons who would not otherwise have joined. Currently, it is possible for a non-member to nominate by sending in their membership payment along with the Hugo ballot. The proposed motion would restrict nominating to those who were already members when the ballots were distributed. — LT]

• Arwel Parry, Crewe, Cheshire, Great Britain:

I was sorry to see that you've disqualified Stephen Hawking's book from the ballot, but as he has this week-end been made a Companion of Honour in the Queen's Birthday Honours List, doubtless he may be able to get over the disappointment.

DC Withdrawal_____

• Tom Schaad, Arlington VA:

Guy Lillian's letter was fascinating reading. I agree with his comments that just because a committee hasn't run a Worldcon before is no reason to think they can't do a great job. Orlando has the people and the commitment to make sure that the '92 Worldcon works well.

I find little else in Guy's letter to agree with. The joys of the city of New Orleans aside, Nolacon was a cheat — especially for those fans who damn near killed themselves making it work as well as it did. There was, to my knowledge, at least one on-site hospitalization and one subsequent heart attack that could be attributed in part to the stress of having to make the con work *in spite* of what the concom did — or mostly didn't — do. Nolacon had a lot of nerve all right, a lot of nerve asking fans from across the country to commit to helping put on a Worldcon and then leaving them floundering on site by not doing the basic work necessary to provide them with an organizational framework to work within. What he calls originality and spunk, I call laziness and a contempt for the people they asked for help. You don't leave people hanging out to dry like that if you care about them or your Worldcon.

In Guy's letter he talks about the wonderful attractions of Orlando — in fact that seems to be all he is interested in. Perhaps he feels the Worldcon is now just an excuse to pick a pleasant vacation spot. A pity he and the Nolacon concom didn't tell the people who worked the con about this approach. If they'd known that the convention itself wasn't that important to the committee, they could have taken some time off to enjoy more of the local sights, and would have had time to eat in a restaurant besides the local Wendy's.

If you say you're going to run a Worldcon, *run a Worldcon*. If all you plan to do is direct people to the local sights, open a travel agency.

Pass-On Funds Proposal_____

• Tom Schaad, Arlington VA:

I was surprised to hear that Orlando had reservations about the "no strings" aspect of N3's profit pass-along proposal. It seems to be a pretty straightforward proposition to me. If the majority of fans have decided that they want a particular organization to run a future Worldcon — and have been willing to pay cash for the privilege of voting for them — what makes the committee of another Worldcon more qualified to determine whether they are "worthy"? After all, the money being passed along was paid by fans *for the Worldcon*, not to create a financial power base for a regional fan group.

If a Worldcon committee had to "qualify" for the pass-along, what would be the criteria? Level of committee Worldcon experience? Committee size? Would they have to submit their concept of the Worldcon for approval? Pass a written exam? If the money is going to be passed along, the only criterion should be a commitment on the part of the recipient to do the same with their profit. Anything else is just another way of using the money in some kind of fannish power play.

The Mad 3 Party #36

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