

Smofcon 22 Program December 3 to 5, 2004

Wyndham Hotel
Washington, D.C.
Fourth, nearly final, Draft November 28, 2004

Thursday

Tours and sight seeing (Dark blue binder contains information on current exhibits, etc.)

Preparation & Set Up

Discussion Groups as Desired.

Friday

Tours and sight seeing (Dark blue binder contains information on current exhibits, etc.)

Web-Traveling Workshops	1:30 p.m. to 4:30 p.m.
Create a web page even if you've never made one before	1:30p.m. to 2:30 p.m.
Kick your search skills to the next highest level	2:30 p.m. to 3:30 p.m.
Exchange of Tips by the Experts	3:30 p.m. to 4:30 p.m.

Please bring your laptop if you would like to participate.

Confirmed: Sharon Sbarsky, Dave Schaber
Location: Sherwood Room

Follow-Up

How to turn inquiries and offers into realities to Improve the convention for the attendees, the committee and the program participants	1:30 p.m. to 3:30 p.m.
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Confirmed: Kevin Standlee, Mary Morman, Peter Jarvis, Priscilla Olson
Location: Ashlawn North

Faking It

Strategies for Picking Yourself Up, Dusting Yourself Off and Getting to Work when you feel Totally Incompetent Ways to approach jobs which seem overwhelming	4:30 p.m. to 6:00 p.m.
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Confirmed: Craig Miller, Michael Walsh,

Location: Ashlawn North

Washington Science Fiction Association Meeting 9:00 p.m.
How not to run a meeting....
Confirmed: Sam Lubell & Cathy Green
Location: Ashlawn South

Time Travel with Geri Sullivan 9:15 p.m. to 11:00 p.m.
Confirmed: Geri Sullivan
Location: Montechello Ball Room

Saturday

Tech Problems and Solutions for Local or
Regional Convention Programming 10:30 a.m. to 12:30 a.m.
Slide Shows, Power Point, Overhead Projectors; talking with program
participants and determining what's needed

Confirmed: Marc Gordon, Nancy Cobb, Kathi Overton, Ruth Leibzig, Michael Pins
Location: Ashlawn North

Too Many Sources of Information? 10:30 a.m. to 12:30 a.m.
Committee email lists, web pages, progress reports
What happens when the individual can't find the specific information needed but
spends hours finding other "interesting information" in the process of trying to
find an answer?

Confirmed: Laurie Mann, Colleen Cahill, Deb Geisler, Elaine Brennan
Location: Sherwood

Rights and Licenses 10:30 a.m. to 11:30 a.m.
What's Necessary, What's Desirable?
Contact Information

Confirmed: Craig Miller, Tom Veal
Location: Ashlawn South

How to Manage Media Guests 11:30 a.m. to 12:30 p.m.
Confirmed: Inge Heyer, Kim Williams
Others to consider:
Location: Ashlawn South

Working with Unions & Venders 11:30 a.m. to 1:00 p.m.
Facility, Union and Venders need to make a profit while the convention needs not to lose money. Negotiating the narrow line of harmony.

Confirmed: Elaine Brennan, Deb Geisler, Tom Veal, Craig Miller
Location: Sherwood

LUNCH

Creating a Worldcon in Two Years 1:30 p.m. to 5:30 p.m.
Most Worldcon Runners feel that three years lead-time was not only unnecessary, but actually harmful. The cautionary advise not to do things or make decisions which would prevent "Good Things" from being done later, often lead to not enough being done the first year and a half. Let's take a crack at creating a time line for our current Two Year Lead-Time. Workshop format.

Confirmed: Elaine Brennan
Location: Sherwood

Promoting your Convention 1:30 p.m. to 2:30 p.m.
Determining what is a comfortable size for host organization
Press Releases and Continued Contact with local Newspapers
Advertising your Convention
New fans and the Next Generation of Fans

Confirmed: Gary Blog, Grant Kruger, Inge Heyer
Asked: Erwin Strauss
Location: Ashlawn North

Strategies for Handling Difficult Situations 2:30 p.m. to 3:30 p.m.
Decisions are Made and then Changes are Made
Deadlines are Ignored
Committee Member "A" Likes to Annoy Committee Member "B"
What if the Chairman is the Problem

Confirmed: Vince Docherty, Joseph (Vlad) Stockman
Location: Ashlawn South

Registration Ideas, Ideals & Realities 3:30 p.m. to 4:30 p.m.

Confirmed: Glenn Glazer, Grant Kruger, Barry Newton, Dave Delfa-Shevett
Location: Ashlawn North

Guests of Honor

4:30 p.m. to 5:30 p.m.

- Choosing Guests of Honor
- What does the Invitation to be a GOH Include?
- Honoring the Guests of Honor
- Exhibits to Showcase the Guests of Honor

Confirmed: Jim Murrey, Judy Bemis, Todd Dashoff
Location: Ashlawn South

Noreascon Four in Retrospect

9:00 p.m. to ???

Worldcons are the conrunning exercise writ large: larger scope, more complexity, larger geographical span. We'd like to look at several important issues from our most recent Worldcon, including:

- Communicating with a distributed committee
 - Tools
 - Problems
 - Styles
- External communication/marketing
- Getting bit by the assumption bug
- Documenting everything: get it on paper
- Timelines don't work (but To-do lists might)
- Move-in/Move-out and the domino effect

Participants: Noreascon Four management team members
Location: Montechello Ball Room

Sunday

Facilities & Negotiating with Hotels

10:30 a.m. to 12:30 p.m.

Confirmed: Ben Yalow, Theresa Renner Smith
Location: Sherwood

Regional SMOF Groups and Conventions

10:30 a.m. to 12:30 a.m.

- Setting Up a Group
- How to Deal with Difficult People in the Group
- Maintaining the Group
- Goals

Confirmed: Tammy Coxen, Hal Haag, Bobbie DuFault
Tentative: Kevin Standlee
Location: Ashlawn North

Local Access TV: An SF Resource? Fast Forward 10:30 a.m. to 12:30 p.m.

Confirmed: Mike Zipser, Kathi Overton

To be asked: Tom Schaad

Location: Ashlawn South

Lunch

Care and Feeding of Volunteers

1:30 p.m. to 2:30 p.m.

Confirmed: Marah Searle-Kovacevic, Ann Rudolph, Bobbie DuFault, Athena Jarvis, Seth Rosenberg, Jan Price

Location: Ashlawn North

Managing Risk

1:30 p.m. to 2:30 p.m.

Protecting Conventions and the Parent Organization
Insurance

Confirmed: Mark Olson, Christian McGuire, Margene Baum

Location: Ashlawn South

Fannish Inquisition (with a Task)

2:30 p.m. to 4:00 p.m.

Confirmed: Jane Dennis

Location: Vista A

Monday

Tours and sight seeing (Dark blue binder contains information on current exhibits, etc.)

Clean Up & Tear-Down

Discussion Groups as Desired.