

At con / Set-up needs

(size/software dependent)

Program participant packets

Envelopes / envelope labels

Back-of-badge labels

Individualized schedules

Moderator handout

Ribbons (program participant and staff)

Welcome letter*

(Refund check membership?) – some regionals

Organization/Schedule

Master schedule

By-people schedules

Schedules for readings, autographs, kaffeeklatsch, literary beers, etc.?

Tech needs schedule list

People lists (with updated admission, special requirements, etc.)

Room signs (sort per day / separate labeled folders, update...)

By-people / Kaffeeklatsch and literary beer sign-up sheets (for Information?)

Table tents / Name cards (+ extra card per participant, in packet)

Program Staff sign-up sheet

Extra pocket programs

Notes from program creation staff about special arrangements, possible last-minute items that might arise, etc.

Supplies

Stationery supplies – paper, markers, Post-It notes, paper for printing, etc.

Folders for table tents to be put in each room at day's start?

Miscellaneous

Literary Beers - envelopes with cash

Drink chits, etc. (give one to hotel liaison pre-con)

Program change-requested form

Grid / Board

Specialized – trivia / game show prizes, Eye of Argon, etc.

*Welcome to Boskone 46!

Thanks again for being part of our program, and for your continued patience and understanding. Please read the information in this letter – you’ll be glad you did. Honest!

Your program participant materials include:

- Your Program Participant ribbon – Wear it proudly!
- Your final schedule and a back-of-badge label that also shows your schedule.
- An extra name card for your use (see below)

Program Ops (Galleria) will be open at 9:00 in the mornings. It will close on Saturday evening shortly after 5:30, and on Sunday at around 2:00. Please note that Boskone does not have a separate closed Green Room: coffee, munchies, and areas for conversation are available in the ConSuite.

We’ve tried to accommodate your scheduling requests. If you have a problem with your schedule, please let us know as soon as possible. The sooner we find out, the sooner we can solve the problem. There will be a “Help Wanted” list posted in Program Ops announcing panels for which we need additional participants. If you see a panel that looks interesting to you, let us know.

The Mysterious M: An M beside your name means that you are the moderator of that panel. Use this power wisely (and read our handy hints!) We’d appreciate your assistance in making sure name cards get to your program item, keeping the program energetic and interesting, and in ending it on time. Name cards are provided in a folder on the table. Please collect your name card at the end of the panel for disposal or future use.

If one of your program items requires audiovisual equipment, please check that we know about it. If you requested audiovisual equipment for your program item, we assume you know how to operate it – if not, (again) let us know. Finally, we’d like you to verify whether that your software or computer is compatible with out

equipment; please find the time to stop by Program Ops to check that everything works well before your program item!

Timing of Program: Most program items (including autographing) are 55 minutes long. Most readings and “onesies” will last 25 minutes. Kaffeeklatsches and Literary Beers are 45 minutes long. Please make sure that you end your program item promptly! Members of the convention (as well as other program participants) will be grateful for the 5 minutes or so between different program items – whether they use it for getting from one location to another, or just for a bathroom break. Please vacate the room promptly, taking any conversations or autographing into the hall, or wherever!

[* If you have been scheduled for a Literary Beer.....

You will be provided with cash to purchase a beverage for yourself. You are not responsible for purchasing beverages for those who attend your Literary Beer. If more than one Literary Beer is taking place at the same time, you do not need to combine with the other participant, unless it is mutually agreeable between yourself and the other program participant and the Boskone members in attendance.]

In Conclusion

Relax and have fun. Feel free to attend the convention, as well as to participate in it. Conventions are meant to be enjoyed by program participant and attendee alike. We will try as best we can to help you have an enjoyable time as a program participant. If you have any suggestions for improving our performance and/or program this year or in the future, we'd really like to hear them.

Thank you again for volunteering to be part of the Boskone 46 program. Have a great time!

-- Boskone 46 Program