Hibanacon
DISCOVERY

2020 Event Submission
Please Note: You must hold a valid ticket for this year's Hibanacon to be considered as an event volunteer.

About You

First name	
Last name	
Badge name	
Schedule alias	(how do you wish to be listed in the schedule / con book. If left blank we will use your badge name)
Email address	
Phone number during the convention	

About your co-hosts

If you have any co-hosts, please provide their details here:	First name	Last name	Badge name
Co-host 1			
Co-host 2			
Co-host 3			
Co-host 4			

About your event

	Panel ☐	Interactive ☐	Podcast ☐	Stage Show ☐	Other (Please specify)
Event type					
Event title					
Have you ever run an event before?	☐Yes		☐No		
Have you ever run *this* event before?	☐Yes		☐No		
If you've run this event before and have a recording, please link it here					
Con-book event description					

	30m	1h	1h 30m	2h	Other (please specify)
Event runtime	☐	☐	☐	☐	

	Friday	Saturday	Sunday	
On which day(s) would you prefer your event to be scheduled? (If no options are selected, we will allocate you a slot)	☐	☐	☐	

Note: We will use our best judgement to schedule your event start-time at an appropriate point in the schedule, if there are any specific times that you are not available, please detail them in the Final Comments section below.

Your Requirements

Please detail any technical requirements additional to our standard room tech list (found in the FAQ at the end of this document)	
Please detail any extra assistance you would like from us.	

Your Tech

In most event rooms, you can connect your laptop to an HDMI cable to run your event*.

If your event is due to run on the main stage, we will contact you directly closer to the convention as connectivity and setup on the main stage is subject to change.

If you wish to use the convention's computers, please be aware that Hibanacon only support open-source office products, so please ensure any presentations you intend to use are created in (or are compatible with) Open Office or Libre Office.

We cannot guarantee internet access, so it is strongly recommended you do not rely on cloud-based software or storage for files you will need during your event.

If you are bringing a laptop to present with please let us know what video and audio-output you need to use. If you're unsure, please attach a photo of your laptop's connections to your return email and we can arrange for the appropriate connections to be available.	

Your files

If you have a presentation, media, etc. for your event, please attach it to your return email.

Final Comments

Do you have anything else you need to tell us about?	

Please check this box to confirm you are happy for us to store and process the personal information you entered into this form in accordance with our privacy policy: https://www.hibanacon.co.uk/privacypolicy.pdf	☐

FAQ

This FAQ will provide some information on what you can expect as an even runner at Hibanacon.

Can I connect my own equipment?

A clearly marked presenter HDMI cable will be available on the presenter desk in each event room. If your laptop can output HDMI please connect to this cable and wait for a member of the tech team to arrive and complete your setup, **DO NOT** modify the room's sound and video connections and setup yourself.

If you do not have an HDMI output, please let us know in advance.

When should I arrive to my event room?

Unless other arrangements have been discussed, please arrive **15 minutes** before the start of your event, this allows set-up of your equipment, sound checks, and resolution of technical issues before your scheduled start time.

What help will I have to set up?

A member of the Hibanacon tech-team will meet you in your event room to help you set up your sound, laptop, presentation, etc. This will take place up to **15 minutes** before the start of your event.

How long can my event run?

For the full timeslot you have selected; there is a 30-minute changeover period between events in each room which allows for get-in and get-out, so if you've asked for a 1-hour timeslot, you get the full hour *Please ensure you finish your event promptly and do not run over your allotted timeslot.*

What are the event room facilities?

As standard each event room will have:

- A projector
- A sound system with 1 wired mic and speakers
- A computer with the following software:
  - Microsoft Windows 7 operating system
  - Libre Office
  - Open Office
  - VLC Media Player

What connections are available on the projectors

Typically, these will support VGA and HDMI depending on the projector in question. Please let us know what connection your laptop requires so we can ensure the appropriate connections are available in your event room.

Can you support X piece of software?

We can only provide the software listed above, if you require specific software for you event, you will need to bring your own laptop.

I need extra…

Let us know when you submit your even form what you need (extra mics, etc.) and we'll do what we can to provide it.

Can you record my event for me?

No, however we can help hook up your own recording equipment, please let us know well in advance if you want to do this.

Can you keep a copy of my presentation in case my laptop doesn't work?

Yes, please attach it to your return email when you submit your event form.

What if I need help during my event?

Please ask a gopher (orange lanyard), or committee member (yellow lanyard) for assistance.

I have a question not answered in this FAQ
Please send an email to events@hibanacon.co.uk and the events officer will respond to your query.