

2018 Event Submission

Please Note: You must hold a valid ticket to Hibanacon 2018 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

Event title					
Have you ever run an event before?	<input type="checkbox"/> Yes		<input type="checkbox"/> No		
Have you ever run <i>this</i> event before?	<input type="checkbox"/> Yes		<input type="checkbox"/> No		
If you've run this event before and have a recording, please link it here					
Con-book event description					
Event runtime	30m	1h	1h 30m	2h	Other (please specify)
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
In which time slots would you prefer your event to be scheduled? (If no options are selected we will allocate you a slot)		Friday	Saturday	Sunday	
	10am-3pm	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	2pm-7pm	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	6pm-10pm	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Note: Whilst we will do our best to honour your request, we cannot always guarantee your event will be scheduled within your requested time slot. Any changes will be discussed with you before they are finalised.					

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 need from us e.g. extra gophers	

Your Tech

A list of tech you will find in each event room can be found at the end of this document.

It is recommended that you bring your own device to present with (e.g. laptop).

Hibanacon will provide a computer in each event room in case your equipment can't be used, however we can only support open-source office products, so please ensure any presentations you intend to use are created in 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. that you would like to send for us to keep a copy, 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.

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-crew will meet you in your event room to help you set up your sound, laptop, presentation, etc. This will take place **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.

What are the event room facilities?

Each event room will have:

- A projector
- A sound system with mic and speakers
- A desktop PC with the following software:
 - Microsoft Windows operating system
 - Libre Office
 - Open Office
 - VLC Media Player
 - K-Lite Mega Codec Pack

What connections are available on the projectors

Typically, these will support VGA, some also support 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...

No problem, let us know when you submit your even form what you need (extra mics, etc.) and we'll arrange 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?

There is a radio in each event room which can be used to call for assistance. A radio-etiquette-and-usage info sheet will be available in each room for you to use.



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.