

## Crypticon Panelist Policy

All panelists are required to be aware of and agree to abide by the terms of this policy before participating in Crypticon. If there is anything you do not understand about this policy please contact the Panel Director at [lorelei@crypticonseattle.com](mailto:lorelei@crypticonseattle.com).

### Convention Hours

- Friday TBD
- Saturday TBD
- Sunday TBD

### Entry to the Convention

You will be given a wristband when you arrive at the convention.

- **Wristbands ARE NOT mailed out.**
- **Wristbands are available for pick up the first day of the convention.**
- **A photo ID is required by all panelists over the age of 16 to pick up their wristband.**
- **Only the panelist can pick up their own wristband.**

A panelist wristband is issued as a form of compensation for the service of participating in one or more panels for Crypticon Seattle. A panelist wristband provides admission equivalent to the purchase of a convention-goer's badge. It does not provide any backstage or privileged access to the convention, beyond the ability to conduct your specific panel(s) during its allotted time period.

Wristbands are good for one day or for the entire convention, depending on how many panels you choose to participate in:

- **One panel = Single day pass for the day of the panel.**
- **Two (or more) panels = Complimentary Full Weekend pass.**

### About Wristbands

- Panelist wristbands are non-transferable and non-refundable.
- There is no "+1" for panelists. All persons participating in panels at Crypticon Seattle must have their legal names on the Panel Director's *Panelist* list, and must produce valid ID that matches that name at registration.
- Delays at registration/check-in are normal. Please allow time for check-in prior to your panel start time. You will **not** be given priority over the people in line ahead of you. Delays at registration do not waive the "no show" or cancellation requirements discussed later in this document.

- Wristbands are intended to stay on for the weekend. If you feel you must remove it at some point please take the removed wristband to registration and re-check in with valid photo ID.

## Panel Planning

- Panelists must specify any requested equipment that will be provided by Crypticon Seattle at the time of panel approval. Panelists are required to provide all additional needed equipment. You will be notified what we are able to provide if your panel is approved.
- Crypticon Seattle does not provide any sort of cable needed to plug your equipment into the technology we provide (such as projectors, sound equipment, etc) If you need to know what type of cable is needed please email us at [eric@crypticonseattle.com](mailto:eric@crypticonseattle.com).
- An internet connection is not provided by Crypticon Seattle, and cannot be purchased for any specific boardroom. You will need to purchase a wireless connection through the hotel if you need one.
- All decisions regarding acceptance or denial of panel requests are made at the sole discretion of the Panel Programming management team. A panel may be conditionally approved with requested changes. If the requested changes are made, the panel will be approved.
- Panel members may only be changed prior to March 15th, 2017. Changes must be submitted by either the panel leader or the panel member with the panel leader copied on the request email. After the March 15th deadline all Panels will be locked to the Panelists that are registered for it.
- A panelist cannot charge the attendees money to watch a panel. If you are interested in having a class that will require a separate fee this must be worked out with Crypticon no later than 90 days before the convention.

## Panel Scheduling

- All panels are a minimum of 1 hour long. Time can be increased in 30 minute blocks only with special advance permission from the convention.
- Panelists should consider the time it takes to set up and take down their panel. Extra setup/teardown time will not be provided; it must take place within your scheduled time slot.
- Panelists **MUST** begin wrap-up a minimum of 10 minutes before the scheduled ending time, so the next panel can start in a timely fashion. Staff will enforce this.

- Panels that begin late due to late arrival and/or problems setting up equipment that was not provided by Crypticon Seattle will still be required to end as scheduled.
- Panels that begin more than 15 minutes late due to the late arrival of the panelists will be canceled.
- Crypticon Seattle Panel Programming staff must be informed in the event of an emergency or other occurrence that will prevent the panelists from conducting their scheduled panel(s).
- Crypticon Seattle retains the right to reschedule a panel to a different time or room at any time for any reason. The panel's moderator will be notified if any changes are made to their panel.
- Panelists may request a change to the scheduled date/time for their panel before March 15th. It may not be possible for Crypticon Seattle staff to grant all time change requests. Time slots and room locations are given out on a first come first serve basis.
- Panelists must inform staff in advance of times when they are absolutely not available due to arrival/departure times, work schedules, or involvement in other Crypticon events such as the Prom of the Dead, masquerade, etc. while filling out the Panelist Survey. We will consider this when placing panels into the schedule. We must be informed of this in the application form.
- In the event of a situation that prevents panels from running during their scheduled time (such as a fire alarm) panels that are in progress when the event occurs will be notified by Panel Programming management if they will be allowed to run past their scheduled end time, and told their new time frame if an extension is possible. Panelists who do not return after the event will be considered a no show and the panel will be canceled.
- If you are also an Artist participating in Artist Alley, you will not need a wristband. Your Artist Alley badge will suffice.

## **Panelist Conduct**

- Panelists are expected to behave in a professional manner when coordinating with Crypticon Seattle staff and while conducting panels at the convention. For policy violations see the section on Disciplinary Actions.
- Inappropriate behavior will not be tolerated. Please see the [Crypticon Code of Conduct](#). In addition to the Crypticon Code of Conduct, Staff reserves the right to enforce further action as needed.

- 18+ panels – Government issued ID will be checked at the door. We do not accept any other form of ID. No panelist participating in this panel may be below the age of 18. Panels will be designated as 18+ during the initial process of creating the panel. Panelists will discuss subject matter and work with Crypticon to decide if the panel should be closed to minors.
- **NEW RULE:** Panelists may not record or live stream their panels without explicit permission from both the convention and all panel participants.
- Panelists may not sell materials that violate copyright or other intellectual property rights within the United States. Reasonable Fair Use exceptions may apply.
- Fan subtitled content (aka fansubbing) is a violation of copyright laws in most countries including the US unless permission is granted by the party holding the copyright to the material. See this link for more information: <http://www.copyright.gov/title17/>

## Panel Management

- All listed panelists for a specific panel must take part in performing the panel. If you cannot attend a panel due to illness or family emergency, please notify the Panel Director as soon as possible. Deliberately skipping panels can result in having your wristband revoked.
- If a panel group is a no show at this year's Crypticon Seattle they will not be eligible to receive a panelist badge or host a panel for the following year.
- No one who is not listed on a panel's schedule may join a panel as a panelist without prior approval from the convention. If you "panel jump" your panelist wristband will be revoked and you will have to pay full price to attend the convention.
- All panel rooms are seated on a first come first serve basis. VIP attendees have reserved seating. They will be cleared of attendees after each panel has ended. Staff will enforce this.
- Panelists **MAY NOT** seat friends or family before anyone else in line unless they fall under the Handicap Policy.
- Panelists must yield to Panel Programming Staff and Management decisions. Any violation of this may result in panels being cancelled and the offending panelist(s) being prohibited from applying to participate in future Crypticon Seattle conventions. This includes following direction given by staff, and conduct with staff. Belligerent and/or rude encounters will be subject to disciplinary action.

- Panelists must begin their panel within 10 minutes of the start time. If pre-setup is required, it needs to be done and the line let in by 10 minutes past start.

## **Disciplinary Actions**

All disciplinary actions are at the discretion of Panel Programming management and may vary in severity based on the violation. Violation of the terms of this policy may result in: Termination of a panel in progress and/or cancellation of a panel group's scheduled panel(s)

- Probation for the next convention year.
- Panelists violating the terms of this policy while on probation will be subject to being banned from conducting a panel for a minimum of two convention years. During this time, banned panelists may not submit panel requests to Crypticon Seattle or act as panelists during the convention.
- Extreme violation of the terms of this policy will result in immediate banning from conducting panels at Crypticon Seattle for a period of no less than two years and may result in a permanent ban. It is up to Crypticon Seattle staff to decide the severity of the violation.

## **And Finally...**

We apologize if parts of this document sound a little intimidating. We are delighted to have you as a panelist at Crypticon Seattle. It just boils down to this:

- Be professional.
- Be polite.
- Respect your fellow panelists, audience members, and Crypticon staff.

Thank you, and welcome to Crypticon Seattle 2017!