



Panelist Handbook AWA 2023

Welcome to Anime Weekend Atlanta!

We are celebrating the 28th year of AWA, and the best part is that you're helping us do it! You've helped us develop an exciting schedule of panels and events this year that everyone is looking forward to.

To make sure this year is as smooth as possible, we've created this handbook to give you all the information you need. Take a look inside for the procedures and policies that you need to know, including event space maps, technical information, how to get your badge and more.

Of course, if you don't see something in here or you have any questions, we're always here to help. Thank you all for helping make AWA what it is this year and every year!

Events Team

Anime Weekend Atlanta, LLC

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Pre-Con Checklist

Want to make sure your panel is truly spectacular? Here are a few things to check off before getting to the show!

- Make sure we know about everyone in your group, even if we're not providing memberships for them. We have to know everyone who is presenting so we can be sure they are able to set up, etc.
- Practice your presentation and timing. Don't forget to leave time for questions at the end. You should consider having about 45 minutes of content and 10-15 minutes of open discussion.
- Make sure you replied to the email containing your schedule and verified your con-guide description.
- Get organized. Make sure to pack everything in a way that will help you set up quickly. Remember, there is only a 15-30 minute gap between panels for each group to set up and tear down their panel.
- Bring a laptop if you are presenting from a computer. We do not provide laptops or Wi-Fi.
- Make sure the laptop you're using has a way to connect to a projector. We support HDMI and Mini-Display Port (Mac – upon request) and Display Port. If you don't know what your laptop has, send us an email at panels@awa-con.com and we can help you out!
- Make sure the title of your panel does not have "AWA" in it unless it is an official AWA event.
- If you have prizes to give out during your panel or are auctioning items, make sure none of the items or prizes include dates with any panelists, attendees, or AWA crew.

Covid-19 Protocols

We currently do not plan to require masks or vaccinations at the convention this year. If this policy changes, you will be required to follow any updated policies such as wearing a mask.

Getting your Badges

Your panelist badge gives you access to all the events at AWA **except** those that require a separate admission fee, such as the Maid Cafe, some workshop panels, and some concerts. If it requires a separate admission fee, it is posted in the app.

Location

You can pick your badge up from the Events Office located in Andover on the

second floor of the Renaissance Waverly hotel, at the top of the escalators and to the right, you will see a sign saying Event's Office and Panelist check-in.

Check in Hours

Panelist Badge pickup will have its own hours this year, so if you can't make it during those hours please let us know so we can leave your badge and information with Registration or make other arrangements as needed:

Wednesday: 7:00pm-9:00pm

Thursday: 9:00am – 9:00pm

Friday: 9:00am – 9:00pm

Saturday: 9:00am – 9:00pm

(Saturday we may close early if all panelist badges have been picked up)

What You Need

You'll need a valid picture ID to pick up your badge along with your confirmation email, and either your vaccination card or the digital versions CLEAR, Common Pass, or Excelsior Pass, OR a negative covid-19 test dated no earlier than 3 days before the date you are picking up your badge.

Buying Panelist Badges

You will be sent a special email about badges once our panel lineup has been more finalized. Inside will be a code and directions on how you will purchase your badge, please keep in mind these are individual codes and each person who qualifies will receive their own code.

Code of Conduct

These are the guidelines that all panelists must follow. If you choose not to follow them, you may not be asked to return to AWA in future years.

Panel Restrictions

- **Things that are not allowed at the convention AT ALL:**
 - Anything that violates the convention rules and policies
 - <https://awa-con.com/rules/>
 - Giving away dates and other human interactions as prizes
 - Giving away any edible items, this includes candy, or snacks-even if they are store bought, food of any kind can not be given out during panels
 - Including AWA in the title of a panel that is not run by AWA crew
 - Any illicit activity
 - Panhandling
 - Live viewing of genitals or sex acts
 - Instigating violence, bullying, or other inappropriate behavior
 - Bullying/belittling others

- **Things that are not allowed in any panel that is NOT listed as 18+:**
 - Use of Profanity
 - Excessive Violence
 - Any Mature Content

Late/No Show Policy

We know that sometimes plans have to change. We completely understand and will be flexible if an emergency keeps you from making your event. We just ask that you notify us **AS SOON AS POSSIBLE**.

- **Before AWA:** Email us at panels@awa-con.com
- **During AWA:** Go to the Events Office (if you're at AWA), or call the Events office at (404) 981-3049

Keep in mind:

- If you are significantly late or do not show up without notifying us ahead of time, we won't be able to give you a spot on our schedule for the next year. This includes group members as well as head panelists.
- For an hour-long event, "significantly late" is 10 minutes. For an event that runs 1.5 hours, "significantly late" is 15 minutes. After that, we'll mark your event as canceled on the signs outside the panel room.
- If you are late to your panel, you can start it up late (though you can expect that your audience will likely be smaller). You **do not** get any time back, however. Your panel must end when it was originally scheduled to end. We're on a tight timeline, and when one event is thrown off, the rest tend to go with it.

What's in the Room?

Want to know what we provide? Here you are. We'll also throw in some diagrams so you can see what will be on the table in the panel room.

List of Equipment

Every room includes the following equipment.

- Various video connections (HDMI) (Display port and mini display port are **by request**)
- Standard 1/8 inch stereo headphone audio connection in every room
- 3 wired microphones
- Amp and Speakers
- Projector
- Screen
- Panelist table
- Chairs
- Additional audio / video connectors **upon request.**
- Power drops

If you need anything other than what's listed and you haven't shared that

information, email panels@awa-con.com immediately.

Laptops and Technical Help

We do not provide laptops or computers for panelist use. If you need a laptop to run your presentation, please bring your own. Please bring any necessary adapters with your equipment in case we do not have a suitable adapter on hand.

If a member of the Technical crew is called to help connect your laptop, please understand that they may need to adjust your resolution or display settings. *If you don't allow them to adjust your settings, they may not be able to successfully connect your laptop to the projector.* This means that you may not be able to use whatever you'd prepared to project to the audience.

Wifi

Sorry, we do not have WiFi available. Please make sure you have all the files you need on your laptop or a hard drive. If you are planning on using your own internet, such as through your cellular provider, please be aware that it may become unreliable due to the large crowds of people doing the same.

Video Operations

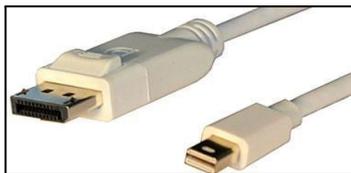
The following is just for your information. If any of the equipment isn't working or you need to change anything, get an AWA crew member to do it. **Please don't make any changes to the connections illustrated below.**

Connections

You have **1** choice for connecting any video equipment you bring to the video switcher: **HDMI**. Additionally, we have adapters for Mac display ports, mini display ports, and USB-C available upon request. If you need a different type of adapter, or found this paragraph completely unintelligible, please email panels@awa-con.com



HDMI (end view)



Mac Display Port & mini display port



(by request)
USB-C (by request)



Audio Operations

The following is just for your information. If any equipment isn't working or you need to change anything, get an AWA crew member to do it. *Please don't make any changes to the connections illustrated below.*

Connections

You have 2 choices for connecting any sound equipment to the panel room sound system.

- Single stereo headphone 
- Paired red/black (or red/white) RCA  s

The Mixer Board/Audio Controls

Multiple audio sources can play at the same time, which means, you can use the microphones at same time as a clip on your laptop is playing.

To adjust the volume for each audio source:

1. Locate the channel that you want to adjust. They'll be labeled, but you can refer to the diagram below to prepare yourself.
2. Turn the large, white knob at the bottom up or down.
 - a. If you want to mute a channel, turn the volume all the way down. Please be courteous to the panelist after you and don't leave the mic volume up too high or down too low.



The Mixer Board channel controls (the only thing you should touch on the sound board)

1	2	3/4	5/6	9/10
Left	Center	Right	DVD/Blu-Ray	
Panelist				
Microphone	Microphone	Microphone	Player	Laptop

[Finding Your Way](#)

If you need help locating rooms, this section is for you.

[Events Office](#)

Events office is located in Andover, on the second floor of the Renaissance Waverly. Take a right at the top of the stairs/escalators. You will see a sign saying "Events Office" and another one saying "Panelist Check-In".

[Getting Help at the Con](#)

We're here for you. If you have questions or need help, here are all the ways you can get information or support for your event.

Panel Monitors

The panel monitor is there to support you. Monitors are members of our crew who will sit in on most panels (depending on crew availability). Their main responsibility is to support you. Here are just a few things your room's panel monitor will do:

- Troubleshoot the room's equipment (or fetch a crew member from Technical to troubleshoot it).
- Help you set up and clean up afterwards
- Communicate with the Events Office if you need high-level support for any reason.
- Make sure you end on time.

Events Office

The Events Office is open until about midnight, so if you have any questions, just swing by. The Events Office is in Andover, located in the Renaissance Waverly Hotel on the 2nd floor next to the stairs.

Information Booths

If you need help with aspects of the con outside your own event, there will be two Information Booths. One is located at the entrance to the Registration lines on the second floor of the Renaissance Waverly Hotel, and the other will be located in the Galleria, outside of Main Events. You can get help with everything related to AWA... and be sure that it's correct!

Who's Who in the Events Office

Events Assistant Director: Raven Stern

Events Assistant Director: Meghan Couture

Events Assistant Director: Samantha Simpson

Events Supervisors: Tina Leaman, Eden Bogolin, Brittany Olexa, Amelia Tennyson

Events Office Contact Information:

panels@awa-con.com

(404) 981-3049