



ANIME WEEKEND ATLANTA

PANELIST HANDBOOK

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" or "Anime Weekend Atlanta" 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 consumable items or dates with any panelists, attendees, or AWA crew.

Getting Your Badges

Location

TBD



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.

Badge Rollover Policy

For those who have purchased an attendee badge, you have two options:

1. Transfer your attendee badge to another person
2. Rollover your panel hours for this year to a badge for next year

If you choose to rollover your panel hours to next year, they will be added up using *badge math* to determine if your badge will be discounted (<4 hours) or free (4/+ hours)

****Badges cannot be rolled over more than once****



Code of Conduct

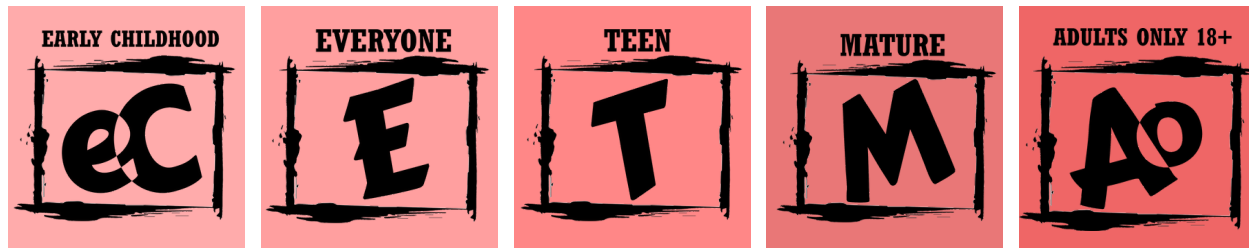
These are the guidelines that all panelists must follow. If you choose not to follow them, you may not be asked to return to AWA in future years.

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, hate speech, and racial slurs
- Sexualization of underage people or characters

Content outside the bounds of your panel rating



Early Childhood- Content is especially geared for the youngest anime fans. Examples may include coloring, crafts, and stories.

Everyone- Content is appropriate for a general audience, with nothing that would concern most parents. May contain mild language and comical violence. Most general panels, dance workshops, workshops, games, and the like should fit here just fine.

Teen- Content is appropriate for those 13 and up. Most blockbuster action movies would fit into this category. Violence and suggestive content can be shown, and some strong language.

Mature- Content is suitable for older teens and adults. More graphic violence can be shown, as well as mild nudity and more raunchy sexual content. Strong language can be used. Most R rated movies would fall into this category.

Adults Only 18+- Content is appropriate for an audience of ONLY adults, and ID cards showing proof of age will be checked at the door for entry. This is reserved for events with extreme violent content, lewd nudity, graphic sexual content, or discussions of adults-only activities such as drinking.

Code of Conduct Contd.

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

- 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.

What's in the Room? Contd.

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 Only)



USB-C
(By Request Only)

HDMI Audio Extractor



This will already have an HDMI cable plugged in for your use

What's in the Room? Contd.

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 plug



HDMI (end view)

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)

Do not touch any of the knobs unless specified by an AWA volunteer

- 1 - Left Panelist Microphone
- 2 - Center Panelist Microphone
- 3/4 - Right Panelist Microphone



- 7/8 - Laptop/HDMI Audio
- 9/10 - AUX input
- STEREO - Master Audio (start a 9o'clock position)

Finding Your Way

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

Events Office

The Events office location is TBD at this time



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.

Getting Help at the Con Contd.

Events Office

The Events Office is open until about midnight, so if you have any questions, just swing by. The Events Office location is TBD at this time.

Information Booths

If you need help with aspects of the con outside your own event, there will be Information Booths. You can get help with everything related to AWA... and be sure that it's correct!

Who's Who in the Events Office

Department Manager of Events: Meghan Couture
Section Manager of Events Solutions: Samantha Simpson
Acting Section Manager of Events Office: Brittany Olexa
Acting Section Manager of Special Events: Eden Bogolin
Events Supervisors: Tina Leaman & Amelia Tennyson

Events Office Contact Information:

panels@awa-con.com
(404) 981-3049