

COMMITTEE RESPONSIBILITY

ConRunners Meeting
6/9/00

SOME BASIC POINTS

1. Convention Committee (ConCom) should be available at all times. They are the 1st to be drafted, especially in emergencies.
2. The ConCom needs to keep their eyes open, and take initiative when appropriate.
3. ConCom is considered to be Security automatically, and should function as such should it be needed.
4. They need to keep people informed of what you have been doing as it affects the con.
5. When leaving site, others need to be informed.
6. Make yourself, as a member of the committee, visible and available, but don't necessarily wade in.
7. The ConCom are the "designated adults" – they are responsible to not be part of the problem.
8. Committee need to walking "info centers" for the general attendees.
9. Know your own limits.
10. Know who to call.
11. Be careful what is said on the radios; the radios have 2 channels, so please ask the person you need to talk to about sensitive information to switch over to the other channel first before panicking everyone.
12. Keep an Ops log!
13. Do not leave site with a radio.
14. In confrontational situations, you, as a representative of the convention, cannot touch people unless they do first.
15. Always be courteous to hotel staff.
16. Remember to tip the hotel staff for your function area.
17. Leave a tip for the maids in the hotel rooms, and attempt to keep it nice.
18. Don't say it isn't your job.
19. Ask for BACK-UP when you need it.
20. Find and recruit your own staff.
21. Schedule downtime for yourself. Remember to EAT!

COMMITTEE BRIEFINGS

A suggestion for future cons: ConCom meetings involving:

- Radio protocol.
- Who to call in what situations.
- Backgrounds on support personnel.
- Distribution of ribbons and other things, such as volunteer forms.

These meetings should be held on Thursday evening and Friday afternoon, with a special time set just for ConCom attendance. They should be mandatory for ConCom to attend one, as well as Staff and anyone working Security for the con. This meeting should be the responsibility of Security/Ops to arrange and run.

HOW TO GET SOMEONE OUT OF A PANEL

- Be discreet when removing someone from a panel to deal with a problem that needs their expertise.
- Don't run. Don't look frantic. Smile. Don't shout.
- The average con-goer should not be aware that there is a problem just from reading your body language.
- Remember to give Praise regarding a situation in public, but air out the Problems in PRIVATE.
- Project calm, competent, and know what you are doing.

UNDER-AGE DRINKING

The convention cannot even recognize it, much less see or talk on the matter without making the con liable. In this situation, get the hotel security to deal with this problem.