**Miami Book Fair**

**Authors Info Bot - Description**

**Objective**: Create a bot to answer authors' frequent questions. These questions are usually already answered in our documents (author info guide or fairgoers guide).

**Product**: The bot can be accessed via a QR Code printed on the authors’ badge and is linked in all the information we send out as of September/October.

**Scope**: Around 600 authors per year.

**Input information:** Please note the same information is available in English and Spanish. The bot must be bilingual.

| **Docs to “feed” the bot (from 2023, but we would need the 2024 which are usually ready by Sept/Oct):** | **Comment** | **Variables** | **Examples**  **(In yellow, wording that is not included in the documents because it is a case-to-case situation)** |
| --- | --- | --- | --- |
| [AUTHOR INFO GUIDE IN ENGLISH](https://drive.google.com/uc?export=download&id=1n93mC4n778iPGqYuRJ0fq0i2XywEwiyT)  [AUTHOR INFO GUIDE IN SPANISH](https://secure-web.cisco.com/1TMJb3QobmM4Vqgqgp2ZiXHxmZThR3nIAyp3twOMAYNqJ4YpdMfLOzadcZbKqUYl6dxvb4KM5o7K53dfMpRblaeaBkQNwfRfV8K8yBqXk4-TXgJHsRHLz7FSO59qpUdvurLYmRSsKvSHmuKQQvXeaXHnuz1jynp7dh2oKPvztp05nPcPrlMCtyiPlVTMj9DN6tIxIaSdnXiEukDCB2iHj7jfEoazfOi9Otf8AVBArMldS8giyIm6tdxEkI558Z0t_4rV3ixaePDorZ5ves082cw77ORymkfVs477ZgRPVF-TYdP9Wy1tq-j6RJqxK6wWOzLoxvMvhTmXrd6meGhz30N8bT1OIAI3Z-bJ4oNYqiFtXdAEQzbwtrTKQ3RDTbD4L4TtexirkPDXdO3FlJ5Enfk4DZmZPLbgRIKbY480yXmpU3F3YJtqwg0btRJUKvw7i/https%3A%2F%2Fdrive.google.com%2Fuc%3Fexport%3Ddownload%26id%3D1GkHSv0D2aGgxexSDXSC69VtJDm7Zck3H) | All the logistics info authors need to know (Book Fair grounds, hotel, etc) | Hotel Name (if any)  Perdiem (if you have been assigned a Perdiem)  We can work around those variables by playing with wording “ if a perdiem has been assigned” or “if a hotel has been booked..” | Q: Where to pick up perdiem? A: If a perdiem has been assigned to you, please pick it up at (copy paste info from guide)  Q: Where can I pick up the shuttle? A: (copy paste shuttle info from guide)  Q: Where can I access my hotel reservation? A: If the Miami Book Fair booked your hotel and you don’t have the information, please search in your inbox “….”. Otherwise, please contact [iflores2@mdc.edu](mailto:iflores2@mdc.edu) and we will make our best to reply in the next 24 hours.  Q: Where can I get food/coffee? A: All presenting authors have access to the Hospitality Room (copy paste from guide). Otherwise, beverage and food are available for sale at Smorasburg (etc).  Q: How can I add someone to the will call list? A: Please add your guest’s name on the list via this link \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Fairgoers [guide](https://www.miamibookfair.com/wp-content/uploads/2023/11/MIAMI-BOOK-FAIR-2023-FAIR-GOERS-GUIDE-11182023-11.pdf)  [MBF Website](https://www.miamibookfair.com/) | Includes all the presentation schedules and names | The latest schedules are always available on the website, so maybe the bot can exclusively feed from the [MBF website](https://www.miamibookfair.com/)? | Q: Where is my presentation?  A: You are scheduled at 11 am in room 8525. That is Building 8, Floor 5, Room 25. Please refer to the Fair Grounds Map (insert image).  Q: How much is (…)? |

Questions:

* How to ensure **only authors or their publishers** access this info?
* If their question in not solved, ask the author to contact \_\_\_\_\_ (copy paste contact list from guide).
* In a next step, what can we automatize?