

Presenter Flow in Zambia

Percy*

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Abstract:

Zambia is a piece of Conference Management Software. This document is a "How To" guide assisting in a path of pulling the publications out of the Zambia FFF-branch instance for your conference. This is still a work in progress.

*NELA.Percy@gmail.com

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1 Introduction

There is a certain pattern to the flow of dealing with the publications, with an eye mostly to the concept of a book or pamphlet as a hard-copy guide available for your con. There are several pieces to this, from ads and sponsors, to the vending and presenter data that go into that publication, but this also describes things like the presenter, volunteer, vendor, and general attendee packets as well.

2 General Flow

2.1 Set Sponsorship levels

Go to the PubsSetupAds.php page, and set the appropriate sponsor levels available/prices/et al for this event.

2.2 Set Digital Ad possibilities

Go to the PubsSetupAds.php page, and set the appropriate digital ads available/prices/et al for this event.

2.3 Set Printed Ad possibilities

Go to the PubsSetupAds.php page, and set the appropriate print ads available/prices/et al for this event.

2.4 Task List

Create "Task List" entries to track timing across the event.

Things to consider:

- informational deadlines as editing is needed
- book/pamphlet deadlines
- handouts deadlines, printing (including count), and distributing
- packet information deadlines and contents
- signage deadlines and placement timing
- Social Media deadlines, rolling and fixed
- BEO deadlines
- Feedback Form deadlines - printing, collecting, input, and reporting
- Sponsor Banner deadlines
- Sponsor Class deadlines (including negotiation times with the class presenters)

2.5 PublicationLimits

Set up the publication limits for the data collected on the presenters, session elements, vendors, and volunteers. This is described in more depth in the "Setting Up" (PDF) document.

3 Program Book/Pamphlet

Most of the programming book elements can be found in the "Printing" page:

- Bios (without images) (short)
- Staff Bios (without images) (short)
- Descriptions (short)
- Schedule (short)
- Track list by Name (short)
- Track list by Time (short)
- Rooms (short)
- If written the letter from the con chair(s), the board chair(s), the rules, the FAQ, maps, etc are all in the Local/conid/ directory for inclusion e.g. Local/2/FAQ
- Ads are still done elsewhere

Not always is all the information in Zambia by the time it is being collected to print, so . . . if there are tags like: **EDIT PLEASE** that usually means that some information is missing. Please see the "Bios Editing" (PDF) document for further instructions. Also if a picture is listed as: Picture for editing at: (path)/Local/logo.gif it usually means there isn't a picture available.

4 Presenter, Volunteer, Class, and Vendor Packets

Much of what goes into the packets are the same or similar across several of them. There should be at least one "Packet Stuffing" Task that has the details in it.

5 Photo Lounge Contact Sheet

This is available on the Photo Lounge Contact Sheet page.

This usually has two or three laminated copies printed and then punched on a ring, so people can look, but they get the impression that they are not there for the taking. At one event, a pad of sticky notes and a pen were also attached to the ring, so that if someone wanted to note down a particular photo, or artist for getting prints from, or to do work with, that was available.

6 Room Logistics

The "Room States" and the "Beo Form" are a good place to start working on printing out the BEOs so they can be checked, turned in to the hotel and then signed off on, with the hotel. It is often useful to check the information first on a few reports like the "Combined Roomsets for Programming", or the "Combined Roomset".

7 Social Media Spreadsheet

This spreadsheet "SocialMediaSpreadsheet.php" has sections for each of the types of information that might want to be disseminated. There are a bunch of sections, from presenters to community tables,

etc.

8 Grids

The grids are automatically produced from the database in several different ways. There is the one for "KonOpas", the printable/live ones that are "Times x Rooms" (PDF) or "Rooms x Times" (PDF) and a bunch of others.

9 Feedback

Set up the feedback forms, for online and publication purposes. This allows the feedback on the classes to be collected, entered, and tracked, both for the presenter's benefit (to help them improve their classes) and for the program committee's benefit (to help them both select who from the past, what classes landed and what didn't and what size rooms and timing is better for what). This is described in more depth in the "Setting Up" (PDF) document.

10 Feedback Forms

These should be available on the "Feedback forms" page once the above procedure is followed appropriately.