# Panelists Guide for Zambia

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March 2012

### Abstract:

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

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# Contents

# 1 Introduction

Zambia is the system used by this convention to organize and schedule our content. Logging into Zambia as a participant allows panelists to indicate which panels they would like to be on, set their availability during the convention and create a profile/biography.

# 2 First login/Welcome

 Welcome 

   The first page you see, when you log in will have a lot of important, and general information on it. Please read it, and let your liaisons know if you have any issues.

# 3 My Profile

 My Profile 

   When you log in for the first time, you will need to update your profile and change your password away from the default, or the password sent upon reset. This can be done by clicking "profile" on the menu bar.

   From this page you can do the following:

- Let us know if you are interested and able to participate in programming for the upcoming convention:
    - If you want to be on panels or otherwise be a program participant, set it to "Yes".
    - If you are unable to attend this event, but want to be invited for future events, please still log in and set it to "No".
- Let us know if we can share your e-mail address with other participants. Please consider saying yes, so that moderators of the panels you have been selected for can contact you prior to the convention to let you know their format, so you can discuss and prep for the panel. Saying no will not affect our decisions when making panelist selections for the panels.
- Let us know if we can photograph you while you are participating on the panels, and if we can use those images in the promotion of the convention. Saying no will not affect our decisions when making panelist selections for panels.
- Let us know how you want your name and other bio information to appear in our electronic and print publications. If you have questions about this, please contact your liaison. This information will be presented, with what we currently have for you, and gives you space to change it. When and if you change your bios information, either your liaison, or a bios editor might be in touch, if there is any further changes we might suggest.
- Review the contact information we have for you.

# 4 My Availability

 My Availability 

   Next, please let us know about the times you are available to be on panels, and the number of panels you are willing to be on, by selecting the "availability" option from the menu in the page header. This

allows us to get an idea of what kind of schedule you would like to have during the convention. In addition to listing time ranges, make sure to enter information on any constraints or conflicts that might occur on your schedule at the bottom of the page. Be as thorough as you can and fill out all fields on this page – the more information we have, the better! Please keep in mind that a narrow availability listing makes it difficult for our staff to schedule you, so please be both honest and realistic about your con participation time!

# 5 Search Panels

 Search Panels 

Next up is "Search Panels"; this is how you find out what sort of panels and other program items are available for participation. Because of the volume of selections that are available at this convention, we organize panels by tracks. There are no restrictions on how many tracks a person can participate on; we love panelists that have knowledge in several content areas and can participate on a diverse range of items!

From the "Search Panels" page you can do the following:

- Click the drop menu on the "Track" option. This will show you a list of all our tracks or if there is a specific panel number that can be selected as well.
- Once you have made your selections, click "Search". This will give you a list of panel options that match your selection.
- Each entry has a box next to the title that you click on to add it as a panel you are interested in participating in.
- Once you have made your selections, click "Save". You will be taken to a page where you can enter a rating and give reasons as to why you would be a good choice for a given panel (see the section 6 below).
- Go back to the "Search Panels" page to add more panels to your list, either from the same track, or other tracks.

# 6 My Panel Interests

 My Panel Interests 

Once you have selected a bunch of panels you are interested in participating in, it is time to provide us with information for why we should place YOU on that panel. This is a really important step! We have so many great panelists that sign up each event, so we rarely assign people to panels who have not ranked the panel and given reason as to why they would be a fabulous addition to this panel.

Click on the "My Panel Interests" option from the menu to view all the panels you have previously selected.

- First, go through and rank all your panel selections. We use the following rating system:
    - 1 – Oooh! Oh! Pick Me!
    - 2-3 – I'd like to if I can.
    - 4-5 – I am qualified but this is not one of my primary interests.

  You are limited to 4 sessions each of preferences 1-4 and there is no limit to the number of sessions for which you can express preference 5.

- Next, for each panel, write in the text boxes to let us know why you would be fabulous on that session.
    - Completing this step thoughtfully is especially important for the items you rank highest.
    - Address anything asked of panelists in the beige box associated with that panel.
    - This does not need to be long – a short paragraph is typical.
    - Some panelists draft these out in a separate document and then cut-and-paste their entries into Zambia as a final step.
    - If you do not fill this section out, you might not get placed on the panel, even if you rate it a 1 and feel that you are an obvious choice.
- If you are interested in moderating a particular panel, please select that option while providing your rankings. The panelists most enthusiastic about a topic do not always make the best moderators, as moderators are facilitators in addition to contributors on a panel. So keep this in mind when ranking and indicating your interest in moderating.
- Remember to save your progress approximately every ten minutes, so that you are not logged out due to inactivity and lose your selections or what you wrote!
- Ranking a panel as "1" and writing a thesis on why you are perfect for the panel does not guarantee your placement on it. Most of our panels have more qualified people sign up for them than we have spaces on the panel (typically 4-5), and there are more sessions to sign up for than we have spots in the schedule.

# 7 My General Interests

My General Interests

The next section you will want fill out is "General Interests". This page is where you can provide information pertaining to your interests, workshops or presentations you would like to pitch to us, who you would like to be on panels with, and/or who you want to avoid. This is also the place to give us other information we should consider when creating this event's programming schedule.

Some people find that it is best to fill out this section last, after completing all other parts of the panel sign-up process. You should feel free to come back to it at the end.

# 8 My Schedule

My Schedule

This page gives you your schedule for this event followed by your schedule and feedback from previous events. It also has links for an ical (for your phone/tablet/computer calendar) and a printable schedule. Your schedule should also be in your panelist packet.

# 9 Contact

There should be a contact email at the bottom of each page, if you need help or assistance. Also, please reach out to your liaison at any time if you need more information, or anything.