How to run a conference

Me: Sai Emrys / saizai

My experience: creator & 3x lead organizer

academic-style, not 'con-style

larger cons need a lot more stuff:

security / medical / emergency team

tech team

merchant liaison team

VIP coddlers

YMWV

Yes *you* can

Don't self-handicap!

my 1st was as a senior @ UC Berkeley

Ask and ye *may* receive

anything complex? ask individuals, not groups

Rules (or lack thereof)? You decide.

hackers are better do-ers than normals; don't *expect* stuff to "just happen" without direction

people like knowing what they're "supposed to do"

do ask, sometimes people volunteer cool stuff

Team

front-end organizer = YOU

    speakers

    advertising

    vision, reminders, dispute resolution, quick decisions

back-end organizer + lots of volunteer(ed)s

    gophers (e.g. food, last minute tech, messages)

    sign-posters & -removers

    audio/video tech

    speaker timer (make HUGE FONT cards)

    registration / money-holders

Talk formats

"Full talk"

40 minutes (*not* 60)

+ 10 Q&A, +5-10 slop

"Mini talk"

15 minutes (≤ 10 = lightning talk)

+ 5 Q&A, +5 slop

"Poster"

"0" minutes

1 hour set up, ½ hour tear down, 5 min to show

Budget (from LCC1-3, approx)

	LCC1	LCC2	LCC3
	1 day	2 days	2days + tour
	35-40 ppl IRL	~43 ppl IRL, ? remote	43 ppl IRL, 34 remote
Tech	$378	$923	$161
Food	$458	$782	$706
Venue	$90	$300	$330
Misc	$560	$420	$192
Honoraria	$184	$728	$200
TOTAL:	$1,700	$3,000	$1,600
Special	Venue, honoraria		Tech
ASUC	$850	$350	
Departmental	off books	$1,000	
Donations	$1,065	$390	$275
Memberships			$245
Tickets	$505	$1,420	$1,240
Sales	$105		$160
TOTAL:	$2,525	$3,160	$1,920
PROFIT:	$750	-$24	$200

Tech

1 wireless mic (audience), 2 wired mics + stands (speaker & moderator)

1-2 PA speakers, 2x audio mixer (one breaks...)

1-2 MiniDV cameras + tapes (better: direct-to-disk?)

4 laptops:

  speaker: projector, flash drive, "powerpoint remote"

  simulcast: webcam, ustream.tv, icecast

  audio: Skype, patch to mixer, Audio Hijack Pro

  moderator: IRC, IM, SSH to server, etc

lots of extra cables, dongles, converters, etc

Food

breakfast: coffee, bagels w/ cream cheese

snacks: Arizona, bottled water, pastries

lunch: bulk order from local restaurant

Ask for bulk / non-profit discounts!

Always...

have a plan B that you can carry out

    NEVER EVER block on someone else

require PDF copy of slides (beforehand if possible)

budget contingency fund & slop time (*always* used)

delegate

    make someone else be talk timer

    be ready to say "Hey you! Do this!"

      or stall loudly until someone volunteers

lie about time (say it's 5 min later than it really is)

More info

conference@conlang.org

LCC1 "behind the scenes" writeup:

http://conference.conlang.org/lcc1/behind2.php