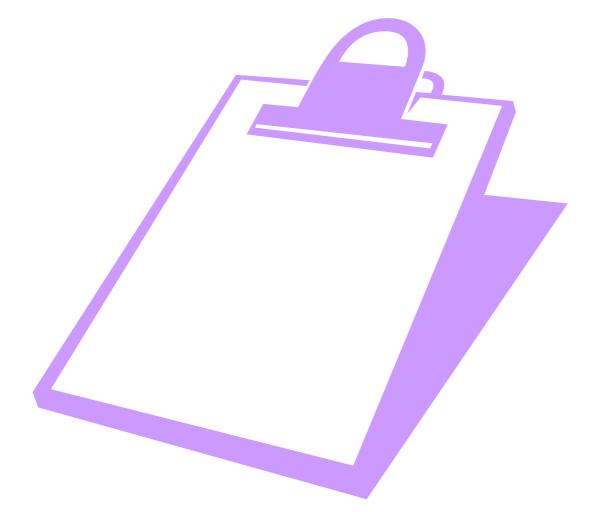# A Manifesto For BiCon Organisers

By Marcus Morgan
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Copyright Notice and Acknowledgements

Introduction

I've been to a number of BiCons now, some of them well organised, some of them as well organised as they could be given the time frame, and some of them seemingly organised without reference to what went wrong on previous occasions.

After attending my first US BiCon, I decided to set some thoughts down - seeing how a BiCon was organised in a different country (with a shorter history of such events) made me realise there's a lot that BiCon hacks like myself take as read. Things that newer organisers might not realise are or aren't issues for them.

If you've never been to a BiCon before then you may find some useful ideas in here about organising other sorts of conventions, or you may not.

But please don't read this and think of it as a blueprint for how British BiCons are already run. It is instead a collection of things I hope will be considered in the future.

A Note On The Word BiCon

The common name in the UK for a bisexual convention/conference is BiCon. You might be calling yours by some other collapsed word or acronym, but I'm going to stick to using BiCon rather than confusing you with 'con' or labouring through 'convention or conference' each time.

A Note On The Imperative

Usually the apology at the front of a document is about pronouns. Not this time – no third party for you! Instead I'll be putting forward what I believe you should be doing. And I'm going to be very bluntly saying "You must" and "You need to" – so if this gets intimidating please feel free to mentally add in "In my opinion" and change "You must" to "You might consider". But I am famously quite opinionated on what makes a good BiCon, so do please humour me.

Seek Other Advice Too

Talk to other people who've organised any sort of convention or conference. Science fiction conventions, craft festivals, business conferences, BDSM events. Although there's nothing quite like a BiCon, each of these has things you can draw on.

Go to other conventions and conferences. Take notes, especially about what annoys you. Talk to the people there, listen out for comments

Other People's Advice

Throughout this guide you'll see other people weighing in suggestions, some of which clash with my own. Although I might not agree with everything they say, I think they all deserve considering.

You decide, ultimately, how to run your BiCon.

on how the event you're seeing differs from previous. Find out what they like about the event.

Go to BiCons in other places - regional, national, international. See how they do things differently to your own.

`http://www.biconf.org/handbook/entirebook.shtml` is an excellent article which gives plenty of good advice about timelines and when to post stuff to people. I have endeavoured not to duplicate it, which is why this guide doesn't have much to say about mail shots.

Who Is This Aimed At?

Throughout this guide I'll be addressing you as if you were the head/chair/chief of the BiCon team. It's probably useful to other people too but I believe policies and working practice should be set by the boss, so it's the boss of the BiCon I'm going to be talking to here.

Feel free to show this to your team and say things like "I don't make the rules - look!" It'll probably get you as far as it does me[1].

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[1] Which is usually quite a long way, actually.

What Is BiCon Really About?

"Bisexuality!", I hear you cry. But so could be a march, a festival, a mailing list, a coffee shop, a book, a record - and each hits a different audience. This does need slightly more thought. You will not get all bisexuals attending your event, just as they won't all read your book or drink your tasty but reasonably priced coffee.

What And Whom Is BiCon For?

Any conference or convention designed to fit a broad community, be it of bisexuals or science fiction fans, needs to be welcoming. An attendee's first visit needs to make them feel like they've found something valuable, something worth their while. It doesn't matter if they never come back themselves – don't feel the event fails if people don't all return. Any one person who goes away with a good impression is going to be giving out the best advertising available: word of mouth. One day someone will come out as bi to them and they'll be able to show them the way to our community.

Don't make the mistake of just looking at what seems to be the usual crowd – the die hard attendees of the event will tolerate a wide range of changes before they'll stop turning up.

*BiCon should be like meeting
old friends for the first time.*

It's not just bisexuals that come to BiCon. Partners, friends and allies are brought along by the participants, or hear about it and come on their own.

People who work with bisexuals in healthcare often come, whether researchers in psychology, workers in the field of STDs or people offering therapy direct to the GLBT community. Some years we've had Student Unions send their GLBT officers along to find out what bisexuals are like.

All of these are just as valid members of the BiCon community as bisexuals themselves.

BiCon should be like coming home.

It's worth noting that BiCon is not, and never will be, for <u>all</u> bisexuals: no matter how exciting and accessible you make it, the people who turn up will always be the bisexual sub-set of "People who'd go to a Convention". This is okay.

Not everyone who comes to BiCon will come back. They might not have enjoyed themselves, but more importantly (and hopefully likely) they might not need BiCon again. If they got what they needed and went away then you have succeeded as much as if they become a regular. This, too, is okay.

What Do You Want It To Do?

This may sound like a stupid question, but what do you want your BiCon to achieve? This isn't about having a slogan (though they can sometimes be useful tools) - it's about goals.

- We want to improve equal rights locally/nationally/globally.
- We want to our attendees to go away and create groups.
- We want to make money for bi organisations.
- We want to boost bi visibility.
- We want GLBT organisations to address bi issues.
- We want to create a space where people can be themselves without fear of persecution.
- We want to have a really big fun festival.

Decide on what you want BiCon to do and then use BiCon to achieve your goal. If it's a campaigning goal then have it as a theme and you will find people get behind it (and others will want to argue against it, but in interesting ways).

Organisational Structure

BiCons need organisers. In the UK and with the International BiCon this is not a fixed continuing group of people. Instead it's a different team each time as the venue moves.

If your local bi group is running the event you might just assume your existing committee can do the work. After all, they already have a secretary, a finance officer, a committee, right?

That would be a bad idea. I'll explain.

Committees Are A Bad Idea

In a long term organisation committees are often a good idea. People get voted on to them and serve some time and maybe change roles within them. Committees are slow. You don't have time for that.

How Many People Do You Need?

The size of the team needs to be suited to the jobs needed. Existing groups might be too large or (more likely) too small.

You Need A Boss

For an event such as BiCon you don't want someone who is a mere chairperson. You need someone who is actively a manager. Someone who can ask at every meeting about how each area is doing and, if there is not the necessary progress, someone who can then intervene. They need to be able to look the other members of the team in the eye and say things like "Well, when will it be done?" and "That needs to be the priority."

Can you turn to a friend and say "We need that sooner." or "That needs to be done better, here's how / here's help"? If you can't, then you will have difficulty organising a BiCon; find someone who can do this and give them the job.

Consensus Organising

As a counterpoint to the seeming tyranny of having someone (like you) as a boss, try to keep decisions consensus based. If some members of the team don't like a suggestion, such as the line up of acts for an entertainment slot or the joke names you want to give the meetings rooms then do not have a vote[2]. Compromise, find a consensus, move on when everyone is okay. People don't have to be ecstatic, just to agree that they see why we're doing it that way.

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[2] If you do have a vote and afterwards work to bring the opinions of the team to face one direction it looks like you're sussing out exactly who needs their mind changing. If you do have a contentious subject, and want to be able to put in the minutes that a vote was taken, then only have the vote once you're certain everyone is behind you. If you can help it, in fact, never vote on anything.

Your team isn't exactly a snapshot of your attendees, but ask yourself this - if members of your team don't want to attend the formal banquet then how many of your attendees will?

Finding People Enough Work To Do

Sometimes people volunteer for more work than they can handle. Sometimes their free time changes and they have less available for organising BiCon. Sometimes they find they have more time and want more work to do.

Be aware of this. Check regularly that people haven't got more than they can manage, or less than they need. Move tasks between folk.

Jobs And Heads

For each of these areas you need someone to be in charge. More than one person can be working on them, but they need to working under the person heading the area. For each I've listed some subcategories where you could have other people responsible.

It might seem easy to give one person a grab-bag of responsibilities such as designing the website, booking the DJs, liaising with the venue, and so on. I'd advise against it as much as possible - clear demarcations of responsibility stop people from doing things you don't want them to do – whether that's assuming there's already someone working on X rather than suggesting someone should, or alternatively deciding to start working on X themselves without telling anyone, which can lead to duplication and wasted efforts.

If anyone spots something they think needs doing and decides it's outside their duties (and therefore is probably being done already by someone else) then they must still take this back to you so you can check someone else is doing it. It's important this comes via the head of the BiCon rather than people starting to sort this out between themselves.

If you do move tasks between people then do make sure that people know whom they are reporting to for each of those tasks.

Obviously these could be arranged differently - rather than having advertising sales under finance and booklet layout under programming you could have someone do both and make the job 'Document Wrangler'. But the important thing is to make it clear where responsibility starts and stops and that anything outside that needs to be taken back to the head.

Publicity

Press releases. Babysitting journalists who come to BiCon. Visiting groups to talk about BiCon. Designing flyers / posters.

Finances

Registrations income. Fundraising. Advertising sales.

Entertainment

Emcees. Hosts. Act booking. Scrounging prizes from businesses. Sound/Lighting Engineers.

Programming

Session co-ordinator. Layout. Advertising sales could also go here.

Registration Desk

Volunteer co-ordinator. Counsellor Co-ordinator. First Aiders.

Other Jobs - Disability Officer

There isn't time for any of the rest of the team to do the work of this job too. You need someone pushy, argumentative even, someone who can go around the venue and not be afraid to ask questions about which fire doors will be unlocked or what they are going to do about a ramp that is too steep.

They will need to find some extra wheelchairs for the event itself - people will want to be a full part of BiCon and may overstretch themselves. Wheelchairs can be procured for donations and having them available is good policy and makes you look compassionate.

Do not provide things that people do not ask for. You don't have the time or the money to do this. Conversely if someone does ask for, say, the programme on a cassette tape then pull out all the stops to get it done effectively.

How To Turn Down Help

It's a simple fact that people will want to help a local BiCon and you will get more offers of help than you know what to do with.

But sometimes people will volunteer for things you don't want them to do. Maybe they want to do your publicity but you know they have no skills in that area, perhaps they want to DJ but you know they will only play their own narrow musical taste. Maybe the person you've already given the job to isn't someone they get on with, or who works best alone.

It is okay to tell people that they are not needed. If someone else is able to do the layout for the programme booklet alone then you don't need to add people to that task. Ask them if they want to be gophers or volunteer on the registration desk.

If you have someone who you don't even want to help in that capacity then just tell them that that you hope they enjoy the event but don't want to use up their valuable time, that you're sorry but maybe next year[3]. Be firm.

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[3] The next year will have a different team and therefore might not involve such a clash.

Venue

Most of the UK BiCons have been at University campuses during the summer break. This provides cheap accommodation alongside plentiful session rooms at a time of the year when the weather will keep many people happy.

Hotels and holiday camps have also been suggested in the past. Unfortunately hotels are far more expensive and holiday camps only available when it's cold.

The BiCon Shape

There is an ideal shape for a BiCon. One large central area containing the registration desk and a socialising area, surrounded by a number of rooms for workshops and seminars, with a larger room next door for plenaries, keynote speeches and, if usable, for evening entertainment[4].

Accommodation would ideally be extremely close – the floors above or an adjacent building.

This is an idealised shape, but some venues that BiCon has used in the past have come extremely close to this - these have always been very good BiCons.

Please remember the cardinal rule - put as many things in the same building as possible, and the rest very near.

Registration Desk Location

Make the registration desk a hub people can return to. After sessions they'll want to meet up with their friends, check to see if anything on the schedule has changed, ask questions, pick up safer-sex supplies.

Corridors can work; hallways and lobbies too. But there needs to be enough space for people who are arriving to register and for everyone else to mill around. Because people will hang about it is best to have the registration desk close to the bar. (Alternatively, procure tea-/coffee-making facilities and a few packets of biscuits, and make the registration area into a relaxing con-suite).

Room Sizes

A typical session which can easily be facilitated by one person is no bigger than sixty people. And that's for a seasoned session leader running something that can be split into smaller subgroups.

You won't need several rooms that hold a hundred unless you're having concurrent panel discussions. And I doubt you can have these all weekend, so rearrange the schedule and save some money.

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[4] I normally use the visual metaphor of a hand for this. The palm is the central area, the session rooms of varying size are the fingers (including one small room for intimate discussions), the larger room for plenaries, keynotes, discos and suchlike is the wrist.

A room that comfortably seats only ten people is usually too small.

Do check though the listed sizes - do they mean room capacity, or how many desks they usually put out? "Theatre style" means seats in rows, "seminar style" means desks and seats in rows, "boardroom style" means sat round one big table. The average BiCon session is people sat on chairs facing each other, midway between boardroom and seminar.

The Bar

Sometimes referred to as the most important thing at BiCon, you might not think that it's necessary.

Actually, it is. And if you don't have one during the daytime then you need to have something very similar.

No, BiCon isn't a beer festival, and no, you don't want people going to sessions drunk and making trouble. But people need somewhere to socialise as an alternative to going to the programming and in the evenings they will want to hang out, chat, have a few drinks and make friends. This is what science fiction conventions call a "consuite" - it is essential you have such a space. This is the hub around which the weekend will spin.

If you have a daytime bar, make it the evening bar too. Nothing is worse than spending a happy afternoon chatting to other bisexuals you've just met only to find that everyone has to clear out in order to go someplace else for the entertainment.

Even if you're having a really impressive music performance in the main hall, some people will still want to be in the bar. I'll probably be one of them.

Don't close the bar between the daytime and the evening unless you have to decorate. Even then try to do it round people or recruit them to help out with it.

Split Sites

The standard gap between session slots is fifteen minutes. That should be long enough to get from the workshop you've just enjoyed to the registration desk to check for schedule changes, meet up with Bob and walk over to the next session chatting about the fun you're having.

In some years the UK BiCon's accommodation has been in one place, the daytime sessions in another and the evening events in a third. This is a bad idea because if the buildings are too far apart the event loses cohesion. Especially if the route from one to the other involves leaving the venue and travelling in public streets.

Do try to have the evening events at the same place. People will be familiar with the locations and will be relaxed about getting to them in good time if they want to go back to their rooms to put on a change of clothes.

If you have the accommodation at a different site to the daytime events then people will turn up late in the morning, leave early to get dinner, and/or fail to make it to the evening events.

Make BiCon an island and
they won't need to leave.

This is especially a problem in big cities, such as London, where the nightlife beckons. If your venue has cash machines, food, bar, accommodation, session rooms all in one site then you need never wonder where the hell everyone's gone.

Plenaries, Keynotes, Announcements

These will need a bigger room, but if you don't have keynotes and only have, say, two plenaries then ask yourself if you need that 300 person auditorium for the full weekend. Just renting it on two mornings would be cheaper.

If you don't have a daily plenary then have announcements in the bar at the end of the daytime programme.

> There are three plenaries that I personally would regard as essential - an opening ceremony, a closing ceremony, and a decision-making plenary. These must all be scheduled against nothing else (so that everyone can attend if they want to), and should all be separate sessions.
>
> The opening ceremony is the least important of the three, but it's a nice focus to kick BiCon off with. You'll inevitably hold it before some people have turned up, so don't forget to repeat any important information you give in it. Many times.
>
> The closing ceremony packs everyone away from BiCon with a nice warm fuzzy feeling, and provides a positive, unifying bookend to the weekend.
>
> At least, it does unless you give in to temptation and merge the decision making plenary with it. We did this, and it turned the session into a tedious shouting match; you do not want the last thing your attendees can remember from BiCon to be a debate about the finer points of the BiCon guidelines.
>
> The decision-making plenary is important. It allows people to obtain a mandate for running future BiCons, make decisions about money and review the BiCon guidelines. At its best, it's worthy but dull - at its worst, it's as acrimonious a flame-fest as you'll ever see. But you need to run it, because there needs to be a point in BiCon to raise these things. The evening before the last day is a good time, or possibly the morning of the last day, as long as it doesn't run straight into the closing ceremony.
>
> *- David Matthewman*

Disability Issues

All modern campuses should be fully wheelchair accessible. If they have rooms they want you to hire that aren't then don't stand for it. You cannot simply schedule the sessions you think won't appeal to wheelchair users in the room up the stairs. Not all disabilities are visible, remember!

Little things like choosing easily legible typefaces and not right-justifying text in programme booklets go a long way. No-one should notice that you've made the event accessible, but you'll soon find out if you haven't.

Hidden Costs

When you get the quote for the venue you should ask if it includes any frills as hidden costs. These are some things that get offered, or included:

- Maid service to the accommodation bedrooms
- Cleaning the session rooms in the mornings
- Setting up the rooms for the sessions
- Water and glasses for speakers
- AV equipment in every session room
- Overhead projectors
- Extra flipchart pads

These are things that you can either do without, do yourself (or rather your gophers can), or buy cheaper elsewhere.

What You Need In A Room

The session rooms require very few things. Chairs, tables, a flipchart or white board. If they have much more then why not ask if they can be stripped down and if you can then get a discount.

When you visit the venue check how many of the session rooms have clocks in. Buy cheap wall clocks for the ones that don't and then present them to the team after the event as presents.

Maps

In the programme booklet, or even better as an insert that can be kept long after the booklet has been lost, should be a floor-plan showing where all the rooms are. If the scale allows, it should also show where to get food, use the toilet, withdraw cash and use a telephone.

Put up copies of this map outside every room. Put giant copies of this map up at the registration desk.

If needed, a second map in the booklet should show the local amenities such as restaurants and shops.

A larger scale map with how to get to the venue, including by car, rail, and air, should have already been sent to everyone with their registration details.

Signs

Rooms called E421, D213, D231 are confusing. Do not use the venue's own room names[5]. Give the rooms your own names. It makes it easier to notice which sessions are in the same room, it's more memorable (unlike "Hey, didn't I see you in R1A?") and you can use them to reinforce a theme: at BiCon 2003 we had "Angel", "Brixton", "Camden".

Laminated signs are more durable, and stand out from random flyers stuck to the wall by students. Try to give all your signs a uniform 'look' (which can be as simple as a black border) so that they stand out.

Put a trail of signs to each room, signposting every junction and every connecting door. At the entrance to each building, put signs listing which rooms are in that building. Also signpost toilets and exits within a building, unless the venue are very good at that. At minimum there needs to be an exit sign outside every session room above head height, so that it can easily be seen by the people milling around and leaving the session.

If some of the route to a room involves a lift, put signs in the lift saying which rooms are on which floor, and put them at wheelchair height if you have any wheelchair users. Try to make sure that signs are at least readable to wheelchair users in any places where they're likely to be - if that means having two copies of a sign, do it.

During the first day of BiCon, listen out for what things people are having trouble finding, and where they are getting lost. This is how I realised about exit signs.

Label the rooms. If you can arrange it, a simple one-page timetable outside each room with the day's sessions for that room on it is very useful. A laser printer comes in handy for knocking those up quickly, but even a (fairly) neatly-written one in marker pen will be appreciated by confused BiCon attendees.

(This one's a lot of work, but worth it.) In the reception area, if you have the wall space for it, have a big version of the day's timetable on the wall with A5 sheets blu-tacked so that you can swap them around. One day is about the limit to what you can reasonably fit for most session programmes, and A5 sheets are the right sort of size. If possible, colour-code it so that sessions which have swapped around and new sessions that have been added stand out. This allows people to see at a glance how their booklet timetable may have changed.

Useful things to stick signs up with:

Blu-tac - good all-purpose stuff, but some venues don't like you using it on walls where it might mark

Sellotape - can work well (better than blu-tac) on glass and is less visible.

Masking tape - can be used on more delicate surfaces, as it's much less likely to take paint with it when you remove it

Cable ties - these are very useful for holding signs with a couple of holes punched in them to lamp posts, fences and other outdoor things.

Gaffer tape - also useful outside and will usually stick to anything, but don't use it on anything that matters if you mark it.

- David Matthewman

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[5] At one BiCon I couldn't find room 103B. I could find room 103, and 104. Confused, I asked an organiser who laughed at me, "B means basement, silly!". There were no signs.

If you give them names that start with different letters then it's easier for people to read the signs. Put up signs for each and every room.

If possible give each room a different colour too, and print the signs on that colour of paper. This will make it easier for people to read, especially from a distance.

Few things are as annoying as finding a toilet is locked, a vending machine is out of food or a phone is out of order. Check these are all available, and are included in the signage and on the maps.

Finances

Finance is BiCon's trickiest area. There's so much to get wrong. I firmly recommend having one person responsible for looking after the money, the bank account, counting the costs and giving that person as few additional duties as possible.

Early Registration Discounts

Giving people a discount if they register early enables you to get money flowing in from the beginning and creates a soft deadline to goad people into filling in the forms. Getting in at the discounted rate lets them feel special, lets them feel they're doing their bit to help the team out a long time before the event.

You'll need this money for printing your first batch of promotional materials, paying advertising bills, all sorts of stuff. If the BiCon is going to be huge you'll get an early indication of how huge, if the word is only getting out in certain areas you'll get an inkling of which areas.

Although you should use the word "Discount", what it really should be is a late registration penalty. Do not work out the prices and then take some off for the early people - if too many decide to take advantage of this you could find you suddenly don't have enough money. Instead work out the price and then add some more on (five to ten percent or so) for the people who miss the deadline.

Still call it a discount though. It's the same thing, as far as your attendees can tell.

Attendance Fees - Day Rates

It is vital that BiCon has a single day ticket. This brings in people cautious about the event - people who don't know what BiCon is, and feel they can neither commit to a whole weekend nor pay for days they won't come to.

Attending for one day gives them a chance to come and see what the event is like without feeling that they will have wasted money if they don't come back for the rest.

If someone does want to come back to the rest of BiCon after one day then either charge them the difference between one day and a full pass or charge them for another day - whichever costs less.

Accommodation Costs

Should the accommodation be on a sliding scale too? This is a tricky issue because unlike the registration fee (which normally goes primarily to the session room hire, a set cost) the accommodation is based on a direct per person cost.

In an ideal world it should be possible to charge the lower income attenders less than the room cost, and the higher income attenders more than the room cost, and to have this all balance out tidily.

Good luck, if you decide to do this. I wouldn't. The maths gets far too complicated.

If you decide to charge everyone a flat rate and to make that more than the amount the venue is charging you per room then ensure that extra income primarily benefits those people who're staying in the accommodation.

Complimentary Registrations

Some people won't be able to afford BiCon, and some people will need rewarding. Here's how it breaks down:

Giving someone who would not otherwise have attended BiCon a reduced price or free registration costs BiCon virtually nothing - the price of their paperwork.

Giving someone who would not otherwise have attended BiCon reduced price or free accommodation costs BiCon the difference between what they do pay and the price of the accommodation.

It's a reasonable policy to give people involved in the entertainments or on the organising team a free registration[6]. But if you are going to start giving out free bedrooms then you need to keep a hard eye on the numbers.

The Helping Hand Fund (or Equality Fund, or Hardship Fund - however you want to call it) can help people who can't afford to come to BiCon, but do find out just how much help they need financially. Don't assume they meant 'registration and accommodation' if they say 'registration'.

However, if someone says they can't afford to come, don't go back to them and ask if they can pay first and get a refund later. If they don't have the money, they do not have the money!

Accommodation Deadlines

When you book the venue, they will give you a deadline for the accommodation figures, a date they will need final numbers and probably names for the bedrooms they will be allocating to your attendees. Obviously this can't be the deadline you give people to get their details to you - you'll need to process these and work out who is going in which room.

Subtract ten days from the deadline they give you. Slightly more if this falls during a weekend. Publicise this. People will ask if it's the

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[6] This is not universal practice. Some years the team get free accommodation, some years they don't. Make your position clear - own up to it. For the record my rule each time was that the team paid for both accommodation *and* registration, unless they wanted to go on the Helping Hand Fund. This is harsh but London is a more expensive place to run an event.

real deadline so tell them that there's a few days after for processing and for stragglers. Do not tell them the real deadline.

When your published deadline approaches you should chivvy people along, chase down their forms. Remind them of the deadline in online forums and on mailing lists.

A day or so before the deadline, announce that due to the number of people who want accommodation but who haven't been able to get the forms in yet you've managed to get the deadline extended by one week. Make it sound like hard work. People will be very happy that you have their interests at heart and will praise your hard work.

The number of people that book accommodation in the last fortnight if you do it this way will greatly exceed the number who would have if you hadn't.

Do not admit the first deadline is a false deadline. If you have to, admit so only long after. If anyone has read this guide and points it out, say it just happened that way. And wink.

Do not assume a convention you are attending is using this trick; they may not be able to. This goes for ones I'm organising too - sometimes it just isn't possible.

Opt In Tickets

Do not have opt in tickets.

I've been to a conference of 220 people with evening events attended by 40. This disaster was due to the event being an opt in concert which was listed as an extra cost on the registration.

Do not have opt in tickets.

Evening entertainment is not just there to entertain, it's a forum for the people who have spent the day debating to unwind together and continue their discussions.

I don't know where the 180 other people went while I was at the concert - there wasn't a bar. If there had been I'd have been in it.

Tax And Paperwork

Two things, both quite simple, both been overlooked before:

1. Ask whether the price includes tax (such as VAT), if they're going to include it in the final bill, and how much that makes it.

2. Get a paper contract. No, not email, paper. Get it to include exactly how much you'll be expected to pay them.

I learned these lessons the expensive way. Do not make the same mistake!

Programme

During the day there's a lot to be done. The timetable needs filling and people are clamouring to have their pet subjects scheduled.

Remember that though morning announcements are nice, evening ones get more people.

What Sort Of Session Is It?

People coming from outside organisations often mistakenly think that as they give presentations at other conferences then what the people at BiCon will want is a presentation. Then they get confused when we ask them questions in the middle of their speeches rather than waiting until the end.

Presentations are all well and good but you need to know in advance the level of interaction for each session. A round-robin is different to a talk, and while some topics suit both, the people expecting one won't necessarily enjoy the other.

Avoid the word 'workshop'. 'Discussion Session' works just as well, doesn't imply everyone needing to experience personal growth and won't inspire so many jokes about lathes.

Spontaneous Events

You will probably not fill all the slots on your timetable. If you do, and are about to turn down sessions that you'd like to see run, then get more rooms. Having empty slots is a good idea because some people will only think of activities to run or discussions to have once they arrive and see what else is on offer.

Group the empty slots into the afternoons and people will happily fill them with new things or repeats and follow-ups for previous popular sessions.

Have an easy mechanism for them to nab slots at the registration desk - for example let them put up a sign to advertise a potential session and schedule it once it has a certain number of names signed up.

Why Can't We Do This?

Keep reminding attendees that BiCon is not 'owned' by anyone; it's a collective event organised by volunteers, who have given up a lot of their free time to do it. If people start asking 'why can't you do X?' or 'Why can't BiCon provide us all with Y', then ask them to arrange it between themselves. Want a munch for people into stitching? Then put up a notice with a time and a place! Want a workshop on bisexuals and collectable card games? Find 15 (or whatever) people who say they'll attend and an empty slot on the programme and it's yours!

See how many times you can do this without gritting your teeth.

Women Only

Some years BiCon has provided a women only space. This has invariably been met with sighs of 'Why isn't there a men-only space?' from whiners.

Here's how to create a women only space correctly:

1. Look at how many sessions have been proposed as 'Women Only'.
2. If there's enough of them to fill most of one room across the weekend, schedule them all in the same room.
3. If there isn't, don't have one.

The reason for such a harsh line is simple - money. Having a room set aside with nothing happening in it is a waste. And given the choice, most people will want to hang out in the bar rather than an unused session space- if they don't then you need to work on making the bar more appealing.

If you do have enough single sex sessions to warrant a Women Only space (and never ask people who propose open sessions if they'll take a restriction) then you will have people whine about Men Only. Point out how many Men Only sessions are on the schedule as a clue as to how badly BiCon needs such a thing.

'Only' Panels.

No matter what you're doing, if you run an 'only' panel at your convention, be it men, women, or marmosets, you're in for a debate.

You, as a con runner, should avoid it.

Whoever has asked for the exclusive space has the responsibility both of defining it and defending that definition. Encourage them to anticipate sticky questions about what constitutes 'Man' or 'Woman' (or 'Marmoset'), because those lines are <u>not</u> clear cut for many members of our community. If possible, get them to make some definitions that are short enough to be included in the program description, as that will help avoid some (but probably not all) uncomfortable discussions.

Encourage them to announce their 'only' panels at the morning or evening meetings beforehand, and to make themselves available for individuals who are muti/trans gendered or who just have questions to come up and ask them in a polite fashion about their panels. The more of these discussions that can happen well before the start of the panel, the better the experience will be for everyone.

- Ryan Alexander

Multiple Choices

If it's the only thing on it should appeal to everyone. Keynote speeches, decision making or policy setting plenaries, and evening entertainments traditionally have nothing scheduled to clash with them. If you think they won't cater to all tastes, if for example the only act you have booked is a highly political comedian, then you should provide an alternative to stop people who don't want to attend from feeling like outcasts.

Alternatively, make the event appeal to all. Your choice.

Structure Of The Day

Successive UK BiCons have honed the layout of the day to a format that seems optimal.

The sessions are seventy-five minutes (an hour and a quarter), followed by a fifteen minute break. This means the day is assembled in hour and a half blocks.

It is vital to schedule gaps. Do not leave them out. If the time it takes to get between sessions is longer than fifteen minutes, then extend the gaps.

Do not assume people will realise there are gaps and therefore write up the programme as if there aren't. People will feel obliged to make their sessions last all the way through!

Keep double slots to a minimum, and be careful what you schedule alongside them.

Do not schedule anything earlier than 9 am. You might think that sounds like common sense, but I've seen it done.

Lunch Break Length

How near is food? How quickly will it be served? If the time it takes to walk to the nearest place selling food is twenty minutes, and it'll take ten minutes to get your food, then you need a lunch break longer than an hour. And nearer food.

2:45 - 3:00 Break

3:00 Bisexuals and Soft Fruit
Join us to examine another use of this generic session title!
Facilitated by Bob Alias

4:15 - 4:30 Break

4:30 Bisexual Stereotypes
Marcus hopes you're getting the picture in this, another example…
Facilitated by Raj Madeup

Morning people

This is a hard one to do, but try to be mindful of what kind of panels you run in the morning. You can start your panels at 9am, but a significant chunk of your convention demographic is not likely to get to anything before noon.

Yoga for beginners is a potentially good choice for the morning. Goths in Bisexuality, probably not so good.

- Ryan Alexander

Keynotes

A keynote speech is one where nothing else is scheduled alongside, to encourage everyone to attend. Consequently it has to be something that is useful to everyone, or at least interesting.

Keynotes are there to inspire, to light candles of activism. Keynote speeches should make people want to go out and do things, or realise that they're part of something. Keynotes need to be culminations - don't have a sexual health keynote unless you also have sexual health sessions. If possible try to schedule sessions on similar topics to run up to a keynote, making it the crowning point of a thread of sessions.

Keynote Speakers Must Be Good Speakers

Holding the audience in a discussion session isn't difficult, and other people can help out by making corroborative points and interjections. A speech in front of several hundred attendees is something you have to make alone. Do not let anyone out there who is a nervous or weak speaker, they will not just fail to get their point across but their bad performance may turn people off the topic on future occasions.

Subjects For Keynotes

You should be inviting people to be keynote speakers. They should not be turning up and telling you they want to give keynote speeches.

Look at the people who will be attending your event. What are the issues that are close to their hearts, or that will move them?

What sort of sessions have been submitted? Do any of them look like they could be of wider interest? You want the speaker to be able to reach out and grab people. Good topics include: work done recently that made things better, something that needs opposing or it'll make things worse, things that people can help with, things that people can do.

So, for example: Success of local organisation, legislation against gay rights, HIV awareness, Bisexuality Day.

What Makes A Bad Keynote?

Remember that a speech is an unopposed voice - although the speaker may be willing to answer questions at the end, they're not really there to get into a debate. Nothing makes for a bad atmosphere like someone in the audience getting into an argument with someone on the stage.

Bisexuals exist in all walks of society and if they are all to feel welcome then avoid speakers who will assume their audience is uniformly leftwing/able-bodied/literate/wealthy/able to volunteer. They need to acknowledge that they're talking to the entire community. The worst keynotes I have ever sat through have been ones where the speaker left the subject of bisexuality and went off into completely separate issues, and divisive ones at that[7].

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[7] There's no reason for a keynote speech at a BiCon to cover the Israeli occupation of Palestine, for example. Yes, that's a real example. I still wince when I tell that story.

Entertainment

A busy day needs a relaxing evening. This is an easy place for organisation to fall down. The most common trap is to think people will want to go off and do their own stuff.

They don't. They haven't a clue what to do - it's likely most of them are from out of town. And if they do go off with Local Jeff to a restaurant, they'll later hear that Local Jane took people to a strip club and they'd have rather been there.

So, why do we have entertainment organised? I'll tell you:

We Are Family

After a long day of workshops and / or networking, people need to relax. But rather than letting them find things to do of their own we provide entertainment. One of the most important purposes of this is to let them see their community en masse, celebrating their diversity and enjoying themselves for who they are. It's surprisingly empowering.

Consequently it's important to get as many people as possible to turn up. This is when the networking happens - without one eye on the clock because the next session is starting.

We Can Show Off

This is an optional purpose, but can be a useful one. If you're having a cabaret style evening then have as many acts a s possible from within the BiCon community, or further afield - the Bi community. People who will be on later playing the piano or belly-dancing will create a good word-of-mouth buzz during the day.

The person you've put in charge of entertainment really should either audition or at least speak to each act beforehand. And be sure to stress that as there will be more offers than you have time for not everyone will have a chance to perform.

Entertainment Dos And Don'ts

- ✓ Do check the bar prices beforehand. You won't be able to haggle them down but it's good to warn people or delight them. Although I've said a bar is optional during the day, it's a must in the evening.

- ✗ If you're booking an act with a strong political voice, don't have them as the only performer. It doesn't matter if they're not balanced by a counterpoint so long as they aren't the only act.

- ✓ Do remember that the evenings are every bit as important as the daytimes. Ring-fence part of the budget just for entertainments.

- ✘ Don't cater to just one musical style during an evening. Give the disco a goth phase, a 70s phase, an indie phase.
- ✓ Do have many things. Local businesses will usually donate stuff for raffles, this includes GLBT ones.
- ✘ Don't organise an official BDSM play space[8].
- ✓ Do make the evenings different. Even if the music is going to be roughly the same.
- ✓ Do pay all performers if you're paying any performers. One way to do it is to give complimentary registrations.
- ✘ Don't mandate a dress code. Suggest a theme. That's all you need to do.
- ✓ Do schedule a costume making workshop if you're having a theme that people could choose to dress-up for. You don't need to run it - the community has a number of sewing mad costumiers who will delight in being given a space to go wild in.
- ✓ Do make the bar non-smoking. The venue might not have such a hard line and may have a non-smoking section, but the majority of people don't smoke and those who do are used to having to stand outside. Give them chairs and tables and make sure they're allowed to take drinks out there, though.

Make sure the PA works - check more than once. Set it up hours before you need it and make sure there is someone around who knows how to fix it if it goes wrong.

Some of your acts will probably drop out for totally unforeseeable reasons, and the ones that drop out will do it very close to the conference - when it may be too late to get someone new on board. If you have organised things properly then losing one particular act should not leave you bare-scheduled. Make sure you have enough acts of different types available to cover unforeseen gaps if necessary.

Get the boring stuff right first.

You have a duty of care to your performers. Make sure they have everything that they need, and be there to help them set up/show them where the sound check is or buy them a drink, and so on. Treat them like VIPs rather than names on a schedule and they'll bend over backwards for you. Or forwards, depending on your preference.

- Anne Austin

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[8] BiCon is a bi-safe-space, and you will get accused of creating tiers of acceptability. Have it 'unofficial' and have someone off-team announce where it will be during any BDSM sessions. Trust me on this one.

Publicity

You don't have enough. No, seriously - the BiCon that is oversubscribed and has to turn people away is the BiCon in your dreams.

You need more publicity. People need to hear - not just so they can come, but so they can know you're there if they did need you and so they can tell other people they've heard of you.

Do not, under any circumstances, let another organisation do your publicity for you.

Some people may say things like "Oh, we can deal with your publicity, we've got the contacts[9]" and they may well produce the same sort of publicity you would but if they're not under your control then you cannot ask hard questions like "Where exactly have we been mentioned then?" Ask them for a copy of their mailing list, or provide them with leaflets to send out, but do your own too.

Nothing beats actually seeing vast piles of envelopes carry your leaflets out to every gay business in the country. It's both uplifting (especially after stuffing them) and firm proof it that has *actually been done!*

There are a number of places you should consider advertising, and I'll break them into categories. If your advertising is planned to only be in a few of these then consider the others.

Local

The university itself will have students and staff who will be annoyed if they come back from their holidays to discover a big bisexual event took place on their doorstep and they missed it. Make sure you get into the student and faculty newsletters, writing to their letters pages if necessary.

There should be flyers in both the libraries and the gay stores and bars.

Out Of Town

Gay newspapers, alternative lifestyle magazines, these are good places to reach out to bisexuals. The UK BiCon has done as well out of Skin Two and Bizarre as it has Time Out. Either you or someone photogenic should be looking to get your face in the press. If you don't want to then find someone who will - shrug off the shadowy shroud of the queer community!

If you're in the US and reading this, I don't just mean your State, I *also* mean National.

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[9] What this usually means is "We've not got enough material for our newsletter, so we can pad out the back with a mention of you." This is not good enough for a BiCon like yours.

Internet

Newsgroups, bulletin boards and email lists are all good places to get the BiCon message out - but not by sending them press releases. Get people who already use them to do it for you, either in plugs or by having mentions in their signatures[10].

Floating

This category is an offshoot of all the above - making the information not year-specific. As BiCon (in the UK at least) has a rolling postal address and web location, it's a really good idea to help future events out by planting leads that people can still validly follow two or three years later.

Do put out publicity specific to your own BiCon too, of course - but make it clear that this is a continuing event and that future details will be found in set places.

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[10] For BiCon 2003 in the UK we put up on the website a "What Kind Of Bisexual Are You" quiz, with results for various bi stereotypes and a copy and paste html code for people's blogs. All results explained how they should come to BiCon and contained a link back to our website.

Gophers, Volunteers And Facilitators

Below the level of the team you will need a lot of other staff. People to shift tables, staff the registration desk, check badges, be duty first-aiders or counsellors, or sign-language interpreters (though you really should be paying for those, if you do need them).

The Registration Desk is one of the hearts of BiCon. It's where people will come to register, collect keys, meet up with friends, check for session updates, just hang out, make complaints and generally ask all sort of questions about the con and the surrounding areas. You need to be able to answer these queries quickly or at least know where they can go to find the answers they are looking for!

The desk needs to be run with much military precision! Seriously. It's the first 'face' of your BiCon that people will see and experience. Registration needs to be friendly, efficient and as quick as possible. As each BiCon has a different way of doing these things it is imperative that clear and easy to follow 'How To Register' instructions are written for the desk volunteers to follow.

The desk should be open for the majority of the day - preferably from an hour before the first session starts until at least an hour after the last session ends. It will need to be open later on the first two evenings as many people will be travelling up after work to get there and will need to register. It should also be open later on the last day of BiCon as people will need to hand keys in, check train times, taxis and so on.

Each volunteer should do a maximum of a two-hour stint on the desk at any one time. You need at least 2 people on the desk at all times. The person in charge should be available at all times on a mobile in case of any problems.

The following equipment should be on every registration desk - you may add your own items, as everyone is different, but these things are invaluable. Even if you never use them, it helps to have them around. It makes you look ultra efficient too!

- Registration forms for new attendees
- List of attendees
- Spare pens and paper, markers, stapler, sticky tape
- Registration booklets for people who have lost theirs
- Cash box and receipt book
- Incident book – this is used to document any complaints, changes, messages etc. This makes it easy for the rest of the team and volunteers to keep up with things and hopefully stop them happening again
- Menus for local takeaways
- Local Taxi numbers and local transport maps
- Addresses and numbers for local pharmacies, hospitals, train stations, supermarkets (and opening hours)
- Telephone numbers & names of the First Aiders/Counsellors and when they are on duty.
- Volunteer timetable (in case there are any changes to who is doing what shift)
- Notice board for announcements – this is particularly useful for attendees to write up notices about lunch meet ups, trips out, etc.

- Laura Stone

Rewards

In some conventions it's traditional to give complimentary registrations (though not accommodation, q.v.) to all facilitators. I'd recommend against this as it encourages people to offer sessions purely to save themselves some money. Facilitating a session is part of being at BiCon for many people - they wouldn't want it any other way. Keep comps as rewards for exceptional circumstances.

Support

Have something to give to your volunteers, be they gophers or facilitators or first-aiders - a t-shirt, free pop, entry to a post BiCon party...

One useful resource, especially for first time facilitators, is to have a facilitators drop-in session each day (if you have the space) to allow people who have given, or are about to give, sessions a chance to compare notes, swap tips and stop being so terrified.

Policies

There's a number of areas where BiCon doesn't seem to have a fixed view, and each year takes a slightly different stance. Two of them are Accountability and Codes of Conduct.

Accountability

It is vital that people are reassured that BiCon is being run by people professionally and seriously, even though few of us are anywhere close to this in our actual professions. This is why I advocate the team being named. This doesn't mean you have to be on the website to be found by your mother's first adventures with Google - a first name and an initial (Marcus M, Katy H) is sufficient.

If something goes wrong, a member of the team should take responsibility for fixing it, and report back to the conference on how they managed. Telling people, "We're sorry about X and we tried Y but it didn't work, sorry!" is much better than trying Y and it failing and not telling anyone. BiCon plenaries are forgiving if you've clearly tried your best.

If something that was supposed to be done beforehand hasn't been done then the member of the team who's job it was needs to take the blame, and then take responsibility for trying to fix it. Yes, standing up in front of everyone and saying "It was my job to arrange the crèche and we don't have one" is hard. But it's needed. People prefer to see you admit things rather than wonder why an issue has been swept under the carpet.

Defuse things immediately, don't wait for them to surface on the letters page of the bi newspaper.

If there's no obvious team member to shoulder things, if for instance it falls between two jobs, then the team leader should decide who's fixing it. And then take the blame themselves.

Code Of Conduct

It is often assumed that everyone knows what is and what isn't acceptable behaviour in public. This is not true. You may wish for it all you like.

You will need to publish a code of conduct, and the programme booklet is the best place for this. Don't assume a little note saying "have a nice time and behave yourself" will be enough. It won't. Everyone has a different definition of what is acceptable.

Do also have extra copies of the Code available for the registration desk to refer people to. Hopefully they won't need them.

Sample Code Of Conduct

On page 30 I've included the code of conduct that was rewritten by the BiCon 2003 team. It's entirely in keeping with the idea of best practice if you decide to re-use it. The BiCon 2003 team recycled a lot of programme booklet contents themselves.

Crèches

Having a crèche is a decision for individual BiCons to ponder on. If you encourage people with children to attend (it can be seen as an accessibility issue) then what are they going to do with them all day?

In the UK it is a legal requirement that crèche workers are registered and properly trained. Do not attempt to get round this.

Confirmations And Updates

If you take people's money in November and send them their confirmation in July they'll be pissed off - handing over money on trust and hearing nothing back is bad.

Send people a confirmation as soon as they pay. It doesn't need to say much other than a quick thank you for the cash and a reference number[11].

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[11] You might decide you don't need reference numbers and can track folk by name and postcode. Give them a number regardless - it reassures them that you have a system and they haven't just slung their money in a bucket. If you want to make your event look more populous than it is, start at number 100, or if you want to obfuscate numbers, start at JX/a3. I can't think of a good reason to do so, but people have in the past..

After BiCon

The gear has been stowed, registration desk packed up, most of the room keys have been handed in and you've been given everyone's left-over alcohol. BiCon is over and you can go home.

That's it, isn't it?

Yes, but there's some more work to do still. Don't worry - not much. In fact it's probably best to let many of the team wrap up their own areas and hand them back.

Feeding Back To Your Attendees

People will want to know how the event went. If you broke even, what the final numbers were, that sort of thing. Be sure to either send them a final report or get one published in the bi press, along with any financial feedback you're obliged to do. In fact it's a good idea to tell people how the money side of things went anyway. Why need it be shadowy?

Passing Things On

Next year's organisers will need some things from you, like surplus monies, if that's the tradition. It's also useful to be able to give them the address list for all the attendees who agreed to it, a reference from the venue, and receipts from the bar.

Keeping The Discussion Going

In this modern world of the internet, people can easily continue the discussions they started at BiCon.

They will not do this in a forum dedicated to just one year's event - they will feel it has a use-by date. Encourage continuing debate to take place in a year-independent venue, such as a rolling livejournal, mailing lists or forums.

Sample Code Of Conduct

This was the BiCon 2003 code of conduct. If you decide to use it, please make sure you alter it to fit your venue and event.

Conference etiquette

Bisexuality

People are welcome to attend BiCon regardless of how they define their sexuality.

Harassment

BiCon is an exciting, and at times intoxicating, event. Sometimes this can mean finding oneself in situations where people behave with fewer inhibitions.

Responsible behaviour

Please stay healthy. Try to avoid getting too dehydrated, too drunk or too high. Party responsibly.

Personal space

Hugs and touches can be great, but not everyone wants them. Don't invade anyone's personal space without being invited to. A useful phrasing is "Would you like me to hug you?"

No means no

If someone asks you to leave them alone, please do so immediately. Harassment will not be tolerated at BiCon and should be reported to the conference desk or the nearest organiser as soon as possible.

"No", "Stop", and "Don't do that" will be taken at face value by the organisers, regardless of any safe-words attached to BDSM behaviour.

Public behaviour

Please keep any public behaviour legal.

Insulting/bigoted behaviour

Please do not insult the choices people have made regarding their beliefs or their sexuality, or how they choose to express them. Racist and bigoted behaviour will not be tolerated at BiCon and should be reported to the conference desk or the nearest organiser as soon as possible.

Women-only/men-only spaces

Although BiCon is open to all attendees whatever their gender, a few sessions may have restrictions on the people that may attend. Please don't try to join sessions marked in the programme or determined in advance as being for another gender only.

Transgender

Transgendered people are accepted as the gender they choose to present.

Smoking

There is no smoking inside any of the buildings at UEL.

Badge policy

People attending BiCon should wear their badge to all events; if you don't, you may have your right to attend challenged.

Photography and filming

Please don't photograph, film, or record people without their consent. Say if and where any recording or photograph will be used. There will be a group photo opportunity on the last day of BiCon.

No photography, recording or filming will be permitted in programme sessions unless it is specifically stated in the programme.

Privacy

Please respect people's privacy, and be aware that not everyone at BiCon may be 'out' about their sexuality.

Please ask permission before naming anyone or publishing their photo in a public write-up of BiCon. For the avoidance of doubt, 'public' includes write ups and photographs on personal web sites or on web logs such as livejournal.

Press policy

Members of the press should identify themselves to the conference desk and at any sessions they attend.

Animals

We cannot allow animals onsite, except for registered assistance animals.

Session etiquette

Children's participation

Children are only welcomed at sessions marked as such in programme.

Adult content

Many sessions will deal frankly with topics that some people find offensive. If you discover you are uneasy with the content of a session, please leave quietly. If you feel the content breaches this Code of Conduct, please contact the conference desk.

Confidentiality

Please treat what is said within a programme session as confidential. Feel free to discuss the content of sessions outside, but don't 'name names'.

Punctuality

Please be punctual: if you are late to a session you might not be allowed to join in. Some sessions become 'closed' soon after they start, for example if the participants require privacy. If a session has a 'Closed' sign on the door please do not disturb the participants by knocking or asking for entry.

Politeness

When someone is speaking within a session, please do not interrupt or talk over them. The person running the session may determine who speaks next, and will strive to ensure everyone is heard.

Mobile phones

Please turn off your phone before joining a programme session.

First timers

For many people this will be their first experience of a BiCon. Please be as friendly, helpful and respectful as you can. If you are feeling out of your depth you can find someone to talk to at the conference desk.

Counselling

Some attendees are trained counsellors and have volunteered to help out. If you are feeling emotionally overwhelmed, the conference desk can put you in touch with one of them.

First aid

A few qualified first-aiders have also volunteered their services. If an accident requires first-aid, please contact the conference desk as soon as possible.

Desk policy on dealing with complaints

Conference desk

We will try to deal with any issue you bring to the conference desk fairly and respectfully. If we can't deal with a problem immediately, a conference organiser will come to help you out.

Breaches of this code of conduct

Breaches of this code of conduct will in most cases be met with a warning from our conference desk manager. We reserve the right to ask anyone to leave the conference and if asked to leave you will not receive any refund.

Credits and Contacts

Ryan Alexander has been attending BiCons for a decade now and SF conventions for half again as long as that, more than half of his life. A veteran of the Great Midwestern Fannish Collapse of '99, he is now a ronin, wondering the great social wilds, offering his hard-won-wisdom and meagre con-running skills to those willing to pay his price of good hard cider.

Anne Austin lives in London and originally wanted to be a rock star. Her first paid work on entering the real world was as musical director for queer youth theatre group The Pink Project, but after running out of money with depressing regularity she went and got a real job instead. She was entertainments co-ordinator for BiCon 2003, and is currently considering doing it all over again. She'd still rather be a rock star, though.

David Matthewman organised the programming for 2003's BiCon, and runs a monthly pub meet for bisexuals in London. His organising credentials are impeccable: he has helped to run SF conventions in hotels in Manchester, all-night balls in Cambridge colleges, and beetle drives in the local village hall.

Marcus Morgan has lead two BiCon teams and volunteered at many more. He helped set up the SM Bisexuals group, was once chair of the London Bisexual Group and currently co-organises "The Bisexual Underground". In 2002 he was presented with a lifetime achievement award for his work in the UK bisexual community. He'd like to come to your BiCon.

Laura Stone is still recovering from running the desk and organising gophers at BiCon 2003, but the twitching is down to a minimum and the medication is helping the rash. As a ten year BiCon attendee, she has seen her share of organisational dos and don'ts and is more than happy to add her tuppence-worth to this guide. In her spare time she likes making people laugh, being horribly sarcastic, socialising and trying to organise her increasingly complicated personal life, with amusing and varied results.

Any Queries?

If you have any queries, suggestions or questions about BiCon organising, this guide or wish to offer any feedback on this guide then please email me at `biconmanifesto (at) gmail (dot) com`

I'm more than happy to chat about any of this.