

WHAT IS THIS DOCUMENT?

This is a playbook to help organisers get ready for the event with details about specific organising steps between Thursday 16th - Sunday 19th March.

It includes maps, timetables, catering menus, equipment requirements, and set-up expectations all rolled into one.

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MAP KEY

Key	Description
Blue	Bathrooms
	Lift
Red	Control Desk
Light Pink	Drinks Station Area (Saturday and Sunday Only)
Yellow	Lunch Areas
Green	Multi-faith Room

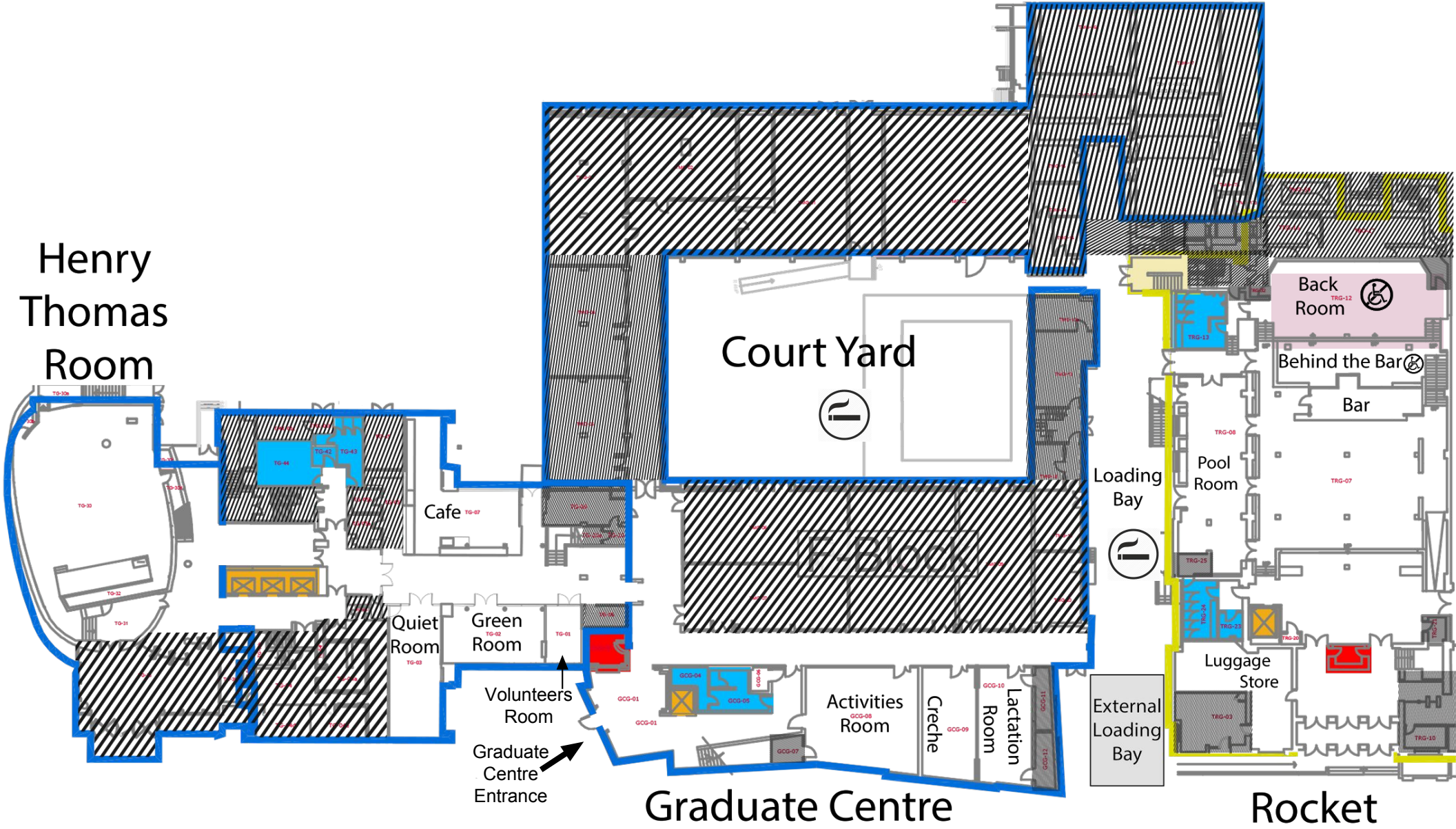


OVERVIEW

OVERVIEW TIMETABLE

Day	Location	Time	Allocation/Task	Notes
Friday	Grad Centre	08:30	Set up	Security from 08:30 at the Graduate Centre
Friday	Grad Centre	09:00 - 17:00	Attendees Access	
Friday	Grad Centre	17:15	Break down + End	Doors locked at 17:15.
Friday	Bounce, Farringdon	18:00 - 00:00	Volunteers Social	Guests arrive from 18:30
Saturday	All	06:00 06:30	Organisers arrive Volunteers & sponsors Set up	To do pre-checks before everyone arrives Security from 06:30
Saturday	All	07:30 - 18:00	Conference	All buildings open from 07:30 Last session & creche finishes at 17:50 Locking Graduate + Tower Building at 18:15
Saturday	Rocket & Great Hall	18:00 - 23:30	Social	Dinner at 19:30 Great Hall open till 22:30. Doors locked at 00:00.
Sunday	All	09:00 - 10:00	Set up	Security from 09:00
Sunday	All	10:00 - 17:00	Conference	Last session & creche finishes at 16:10 Final remarks at 16:20 - 16:40
Sunday	All	15:30	Breakdown	Doors locked at 17:00.

GROUND FLOOR OVERVIEW



Holloway Road

ACCESSIBILITY AT
WORDCAMP
LONDON

ACCESSIBILITY

At WordCamp London, not all our spaces are wheelchair accessible.

To compensate for that, we will be stationing volunteers near non wheelchair accessible areas during peak times. All volunteers will be wearing a yellow t-shirt with “Localhost” written on the back of it.

In every session and track, there will be a room manager. They are more than happy to assist you.

In other parts of the event, the following list is what you can expect:

Location	Time	Expected support
The Rocket Registration	All the time	Volunteers will be here to help you through the day.
Next to Rocket Bar - left & right	Registration, Breaks, Lunch	Help getting drinks from drinks station.
Graduate Centre Registration	All the time	Volunteers will be here to help you through the day.
Junction	Breaks, Lunch	Help getting drinks from drinks station.
Lunch Hall	Lunch	Help & support navigating the lunch hall.
Great Hall	Evening Social	Help & support getting evening meal.

Please be aware that :


- All disabled bathrooms use a radar key. If you do not have a radar key, you can pick one up from the Tower Building reception, next to Track C, or the Rocket reception.
- Access to the Courtyard, which has outdoor seating, and the Loading Bay, which is a smoking area, will be only available via the Rocket ground floor.

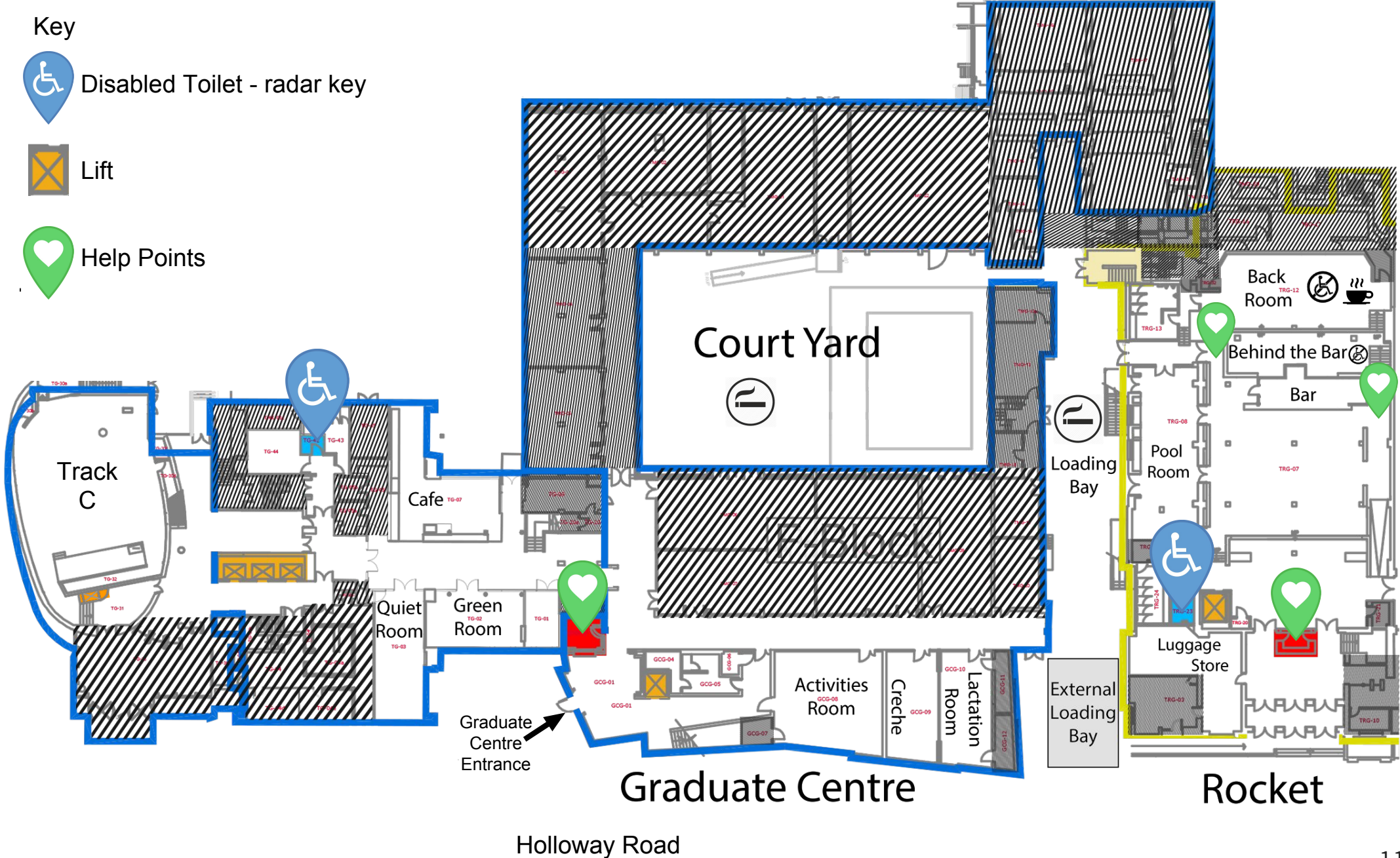
GROUND FLOOR DISABLED OVERVIEW

Key

 Disabled Toilet - radar key


 Lift

 Help Points




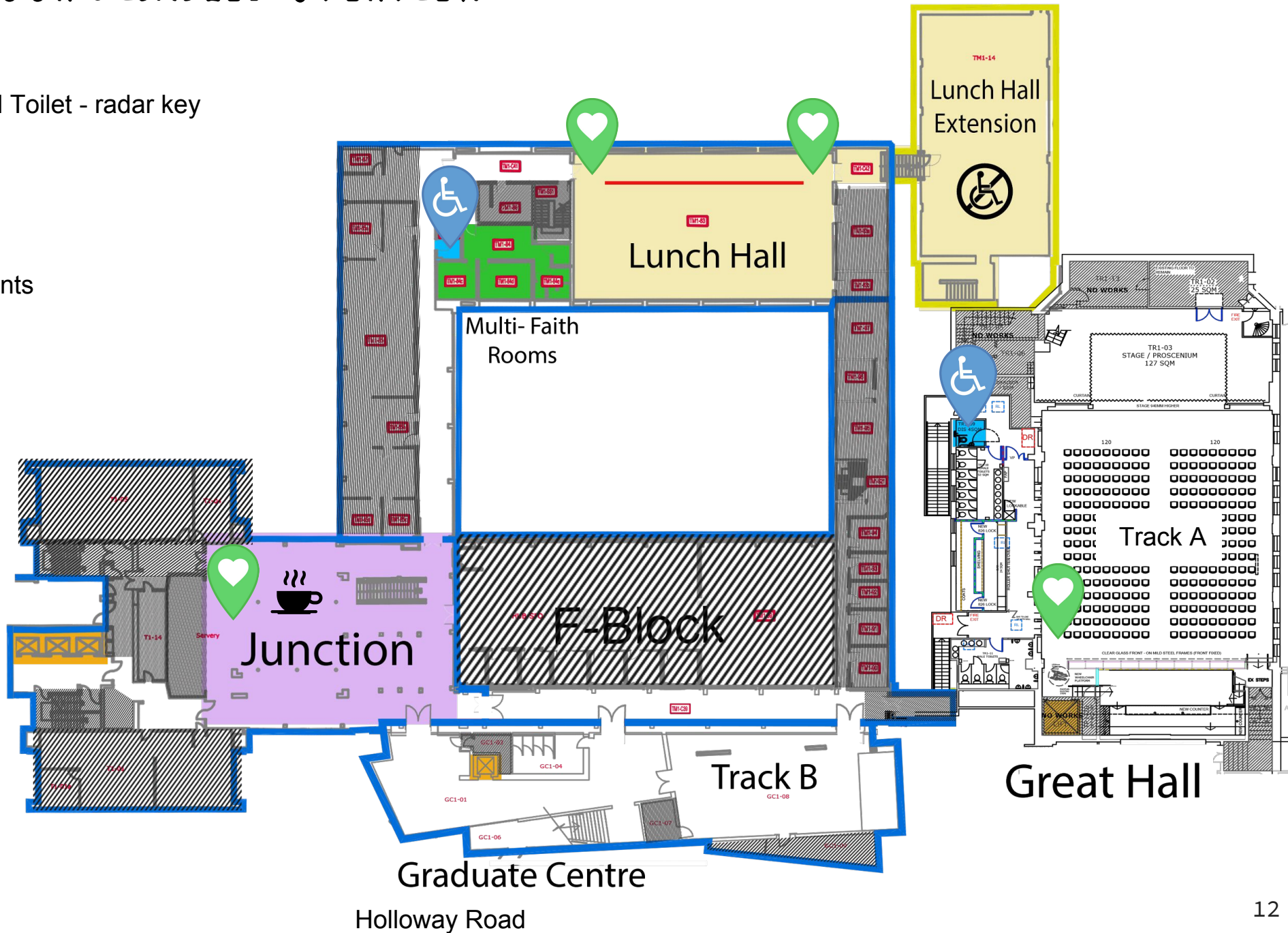
FIRST FLOOR DISABLED OVERVIEW

Key

 Disabled Toilet - radar key

 Lift

 Help Points



VENDOR OVERVIEWS

CRECHE SCHEDULE (POINT OF CONTACT: ANA SILVA)

Time Start & End	Location	Activity
FRIDAY		
14:00	The Rocket	Creche team arrives. Organiser to meet at The Rocket reception.
18:00	GCG-09	Set up by 18:00
SATURDAY		
07:30+	The Rocket	Creche team arrives. Organiser to meet at The Rocket reception.
09:00	GCG-09	Crech opens
12:30 - 14:00	Lunch Hall	You will get a queue jump sticker on your badge when you register.
17:50	GCG-09	Creche closed.
SUNDAY		
09:00	The Rocket	Creche team arrives. Organiser to meet at The Rocket reception.
09:30	GCG-09	Creche opens
12:00 - 13:30	Lunch Hall	You will get a queue jump sticker on your badge when you register.
16:30	GCG-09	Creche closes
16:30 - 19:00	GCG-09	Creche breakdown

RETRO GAMES SCHEDULE (POINT OF CONTACT: ANDY SLACK)

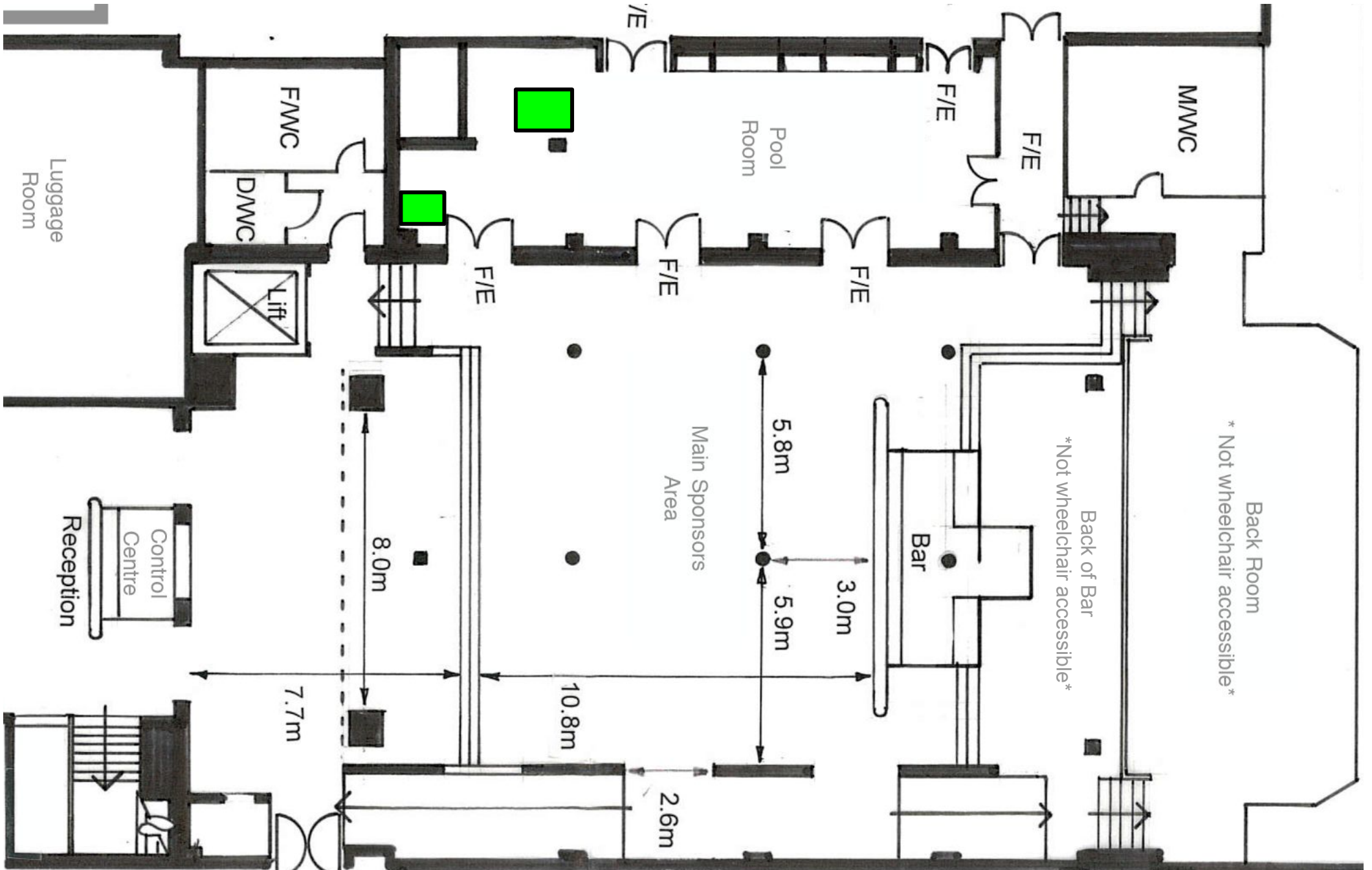
Time Start & End	Location	Activity
SATURDAY		
07:30+	The Rocket Reception	Team arrives. Organiser to meet. Team can set up Activities Room from 07:30+.
12:30	Activities Room GCG-08	Set up to be completed by 12:30
11:00	Pool Room TRG-08	Set up by 12:30
17:00 - 18:00	The Rocket Main Bar TRG-07	Set up whilst sponsors are breaking down. It is possible to start earlier if required.
23:00	The Rocket Main Bar TRG-07	Breakdown by 00:00
SUNDAY		
09:00	Activities Room GCG-08	Set up by 10:00
09:00	Pool Room TRG-08	Set up by 10:00
15:30	Activities Room & Pool Room	Start breakdown. Breakdown by 17:00 at the latest.

RETRO GAMES : ACTIVITIES ROOM MAP



Green tables for games to be set up.

RETRO GAMES SATURDAY: DAY TIME





THURSDAY
16TH MARCH

ORGANISERS TODO

- Check lifts in venue
- Prepare signage
- Prepare life essential packs
- Double check box(es) of inventory - there should be one per area/room. Ie; every track should have their own box of essential stuff
- Check WIFI codes
- Pull out badges for CD attendees, for Friday Registration
- Print playbook
- Print attendees list, including separate list for Friday's attendees.
- Print dietary requirements
- Print Bounce menus
- Print 'Hello! Spot' cards
- Print Thank You cards

Organisers to meet at Ana & Jen's Airbnb from 10:00. Address in Playbook Extension.



FRIDAY
17TH MARCH

FRIDAY TIMETABLE

Time	Allocation/Task	Notes
08:30	Set up	Meet at Graduate Centre entrance. Security arrives.
09:00	Doors Open	Tea, coffee & decaf available all day from 09:00 in Graduate Centre 1st Floor Foyer (GC1-01)
09:30	Introductions and Groupings	
10:00	Session 1	
11:00	Break	
11:30	Session 1 (continued)	
13:00	Lunch	Lunch served in Graduate Centre First Floor Foyer (GC1-01)
14:00	Session 2	Student panel in HTR. Creche arrive and start set up in GCG-09.
15:00	Break	Volunteers walkthrough and brief.
15:30	Session 2 (continued)	
16:30	Closing Reviews	In GC1-08. Speaker walkthroughs with Diane Wallace (Track A) & Ana Silva (Track B)
17:00	Event Ends	Doors locked at 17:15.

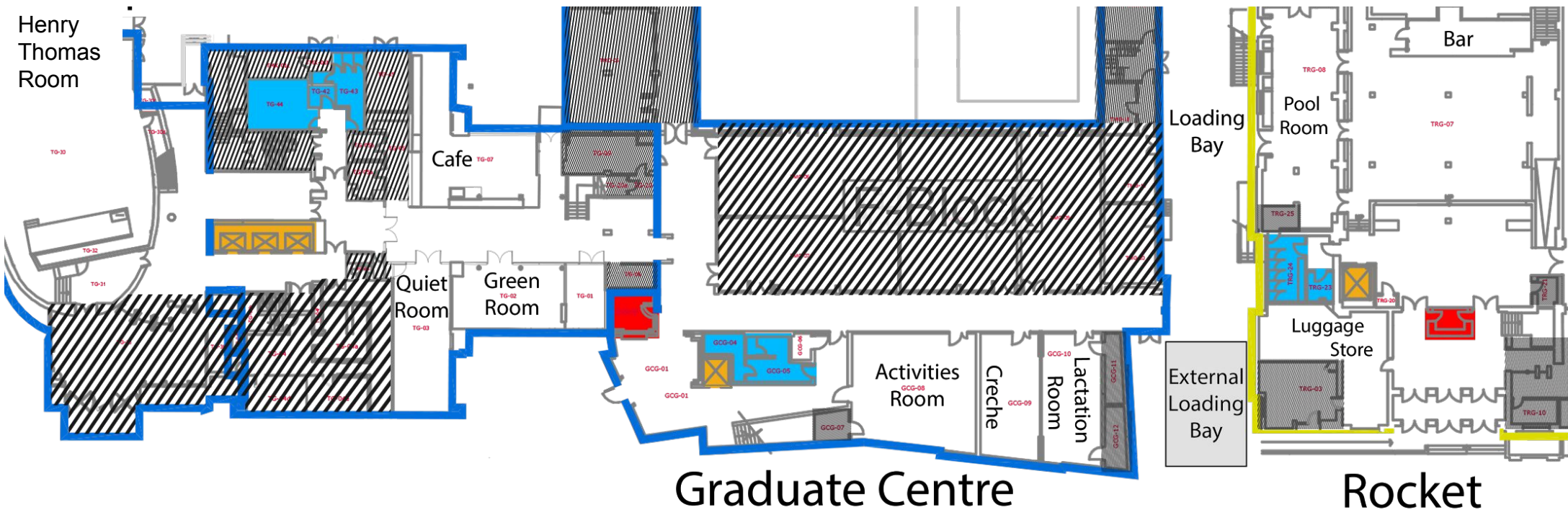
FRIDAY CATERING PLANS - 110 PEOPLE

Location	Time	Catering
First Floor Foyer	All day	Coffee, decaf, tea, cold drinks & water Snacks: biscuits & fruit bowl
First Floor Foyer	Lunch 13:00 - 14:00	<p>Meat: Homemade Chicken Goujon served with Potato Wedges, ketchup and steamed mixed veg.</p> <p>Vegan: Ratatouille served with Rice</p>

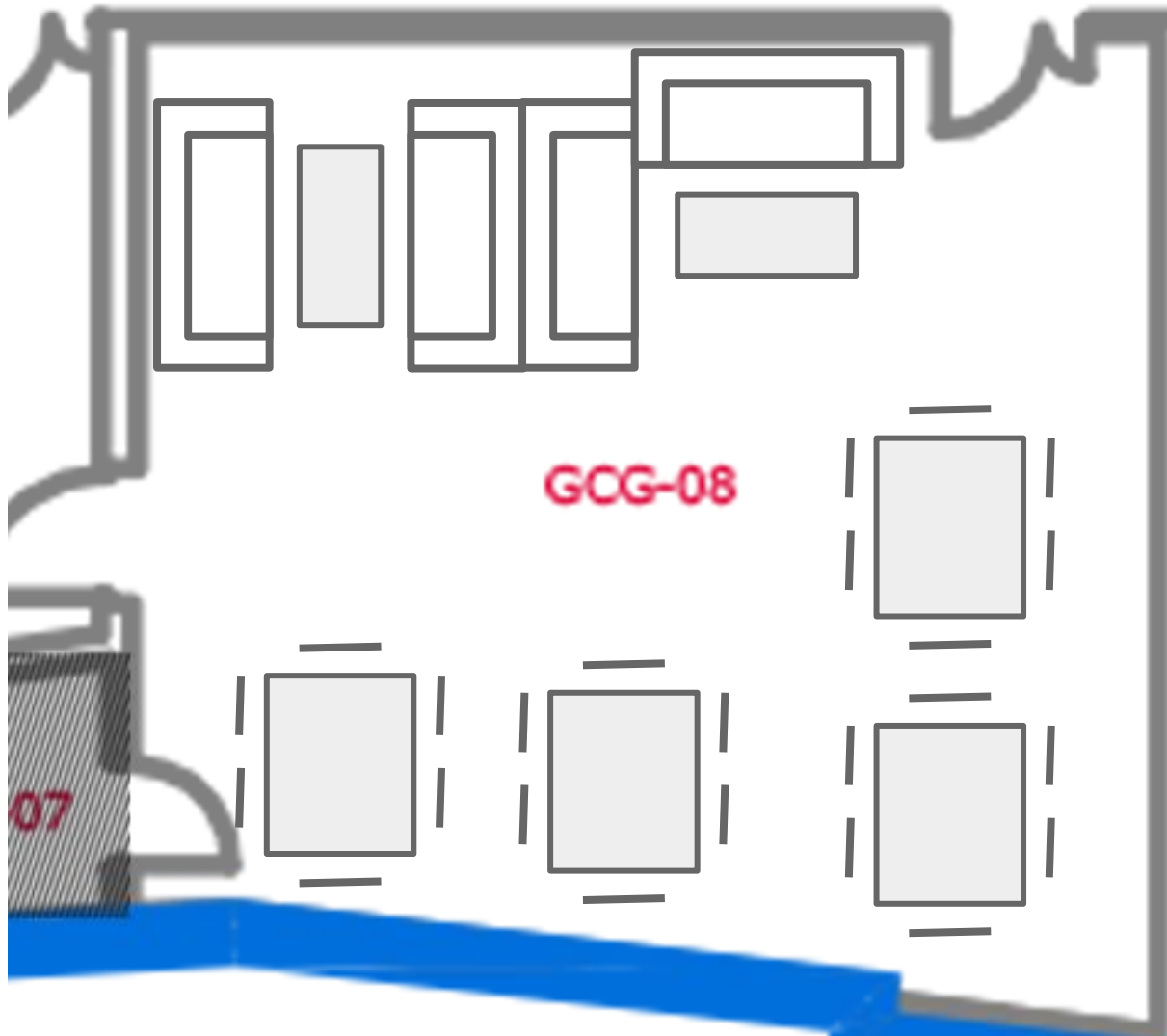
FRIDAY GROUND FLOOR ROOM ALLOCATIONS & REQUIREMENTS

Room #	Available	Allocation	Equipment Requirements
Ground Floor Foyer	All Day	Entrance	None
Grad Reception	All Day	Registration & Control Desk	2 x chairs.
GCG-08 Activities Room	From 13:00	Breakout space #5	4 x sofas. 2 x coffee table (ie; low table). 4 sets of tables with 6 chairs around each. Power extensions to each table. 1 x screen with VGA connection. Note: Room does not have HDMI. See sheet 25 for map.
GCG-09 : Crèche	From 14:00	Creche Setup	Room cleared by 2pm. Creche set up from 2pm.
GCG-10 Lactation Room	From 13:00	Breakout space #4	Projector / Projector Screen / tables & chairs
TG-01 : Voln. Room	All Day	Breakout space #1 (8)	TV
TG-02 : Green Room	All Day	Breakout space #2 (12)	Projector Screen & computer
TG-03 : Quiet Room	All Day	Breakout space #3 (16)	Projector Screen & computer
Henry Thomas Room	From 11:00	Student Panel	Rows of chairs with tablet arms on them.

FRIDAY - GROUND FLOOR MAP



FRIDAY - GCG-08 MAP



4 x sofas. 2 x coffee table

4 sets of tables with 6 chairs around each.

Power extensions to each table.

1 x screen with VGA connection.

Note: There is no HDMI connection to the projector in this room.

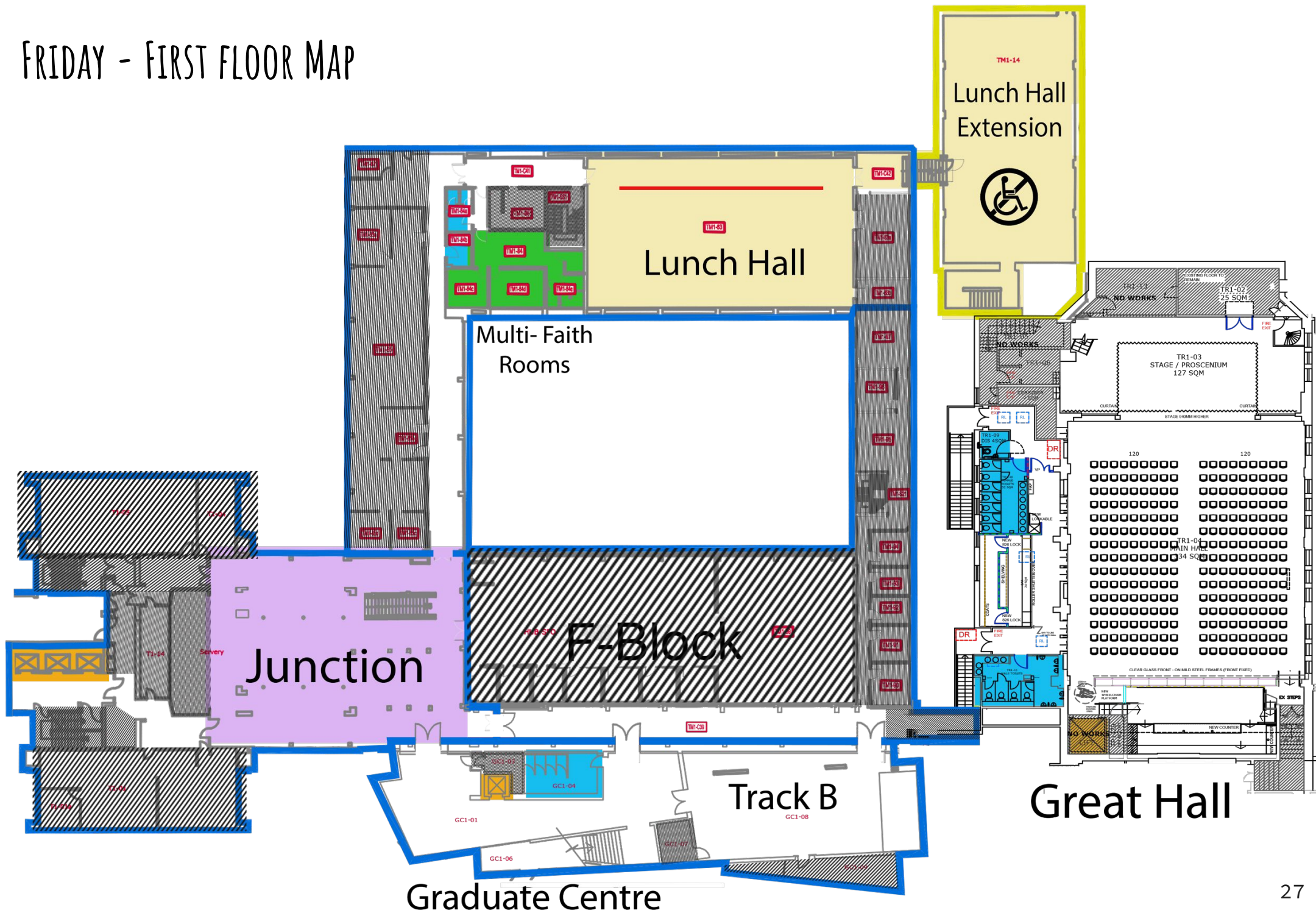
FRIDAY FIRST FLOOR ROOM ALLOCATIONS & REQUIREMENTS

Room #	Available	Allocation	Equipment Requirements
First Floor Foyer (GC1-01)	All Day	Contributor Day lunch Tea & coffee station Sponsor set up	6 Tables, 2 chairs per table. Power extension to each table. See sheet 28 for layout. Sofas arranged in the corner in front of Ladies bathroom.
GC1-08	All Day	Main Contributor Day Hall	Tables, chairs, power extensions to every table, projector + screen, 2/4 whiteboards and pens. See sheet 29 for layout.
TM1-83	11:00	Lunch Hall	String up bunting & put posters up in this room.
TM1-C42	11:00	Corridor linking Lunch Hall & Lunch Hall Extension	Need a technician with ladder. String up bunting & ensure space is cleared.
TM1-14 + Stairwell	11:00	Lunch Hall Extension	String up bunting. Gaffer tape allowed here. Put posters up in this room + stairwell with gaffer tape.

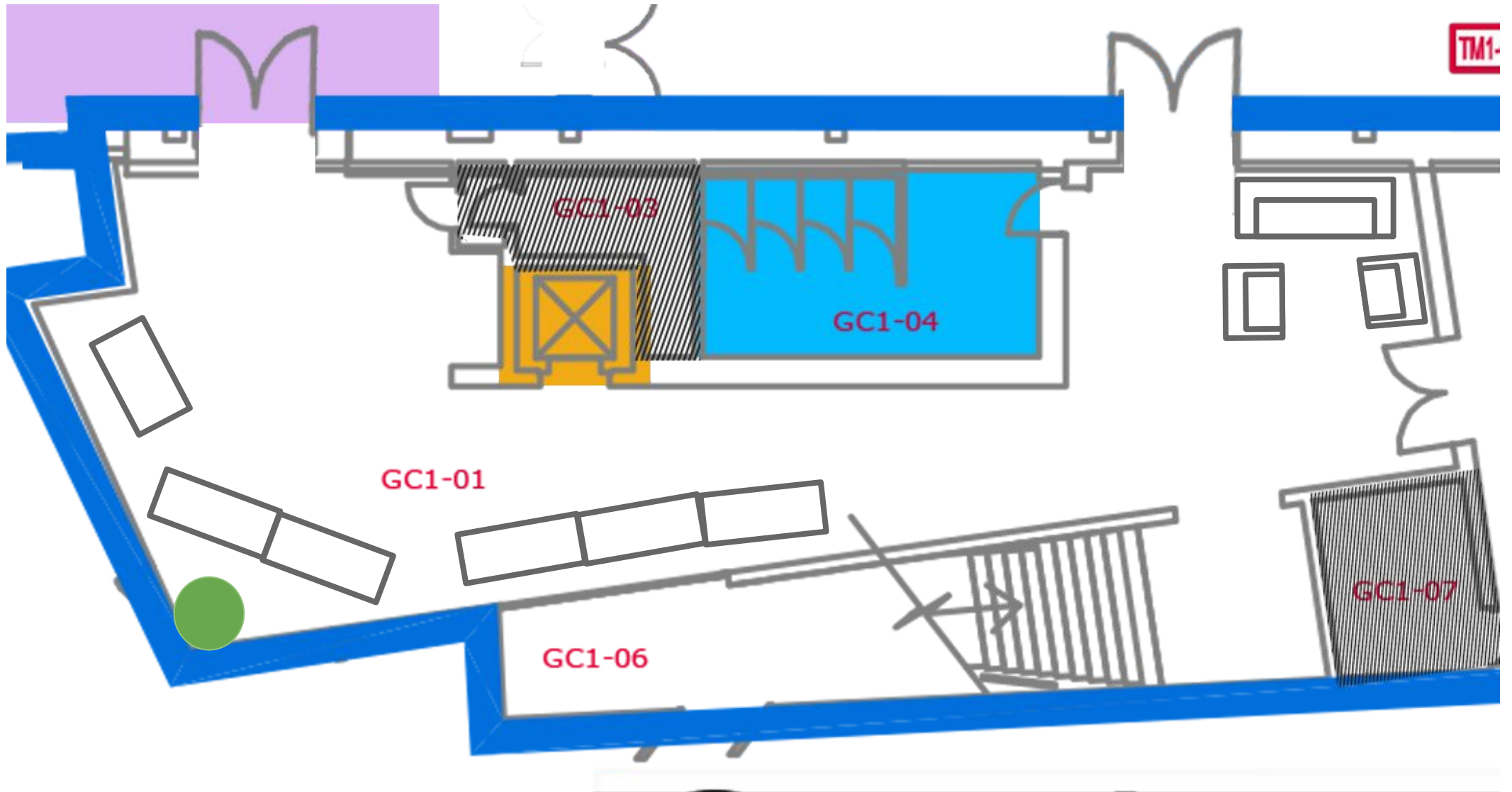
FRIDAY - OTHER - ROOM ALLOCATIONS & REQUIREMENTS

Luggage Room	All Day	Luggage Room	Place all shipped sponsors materials in this room.
Rocket main bar	14:00	Sponsors area	Measure & mark corners of sponsors space with gaffer tape.

FRIDAY - FIRST FLOOR MAP

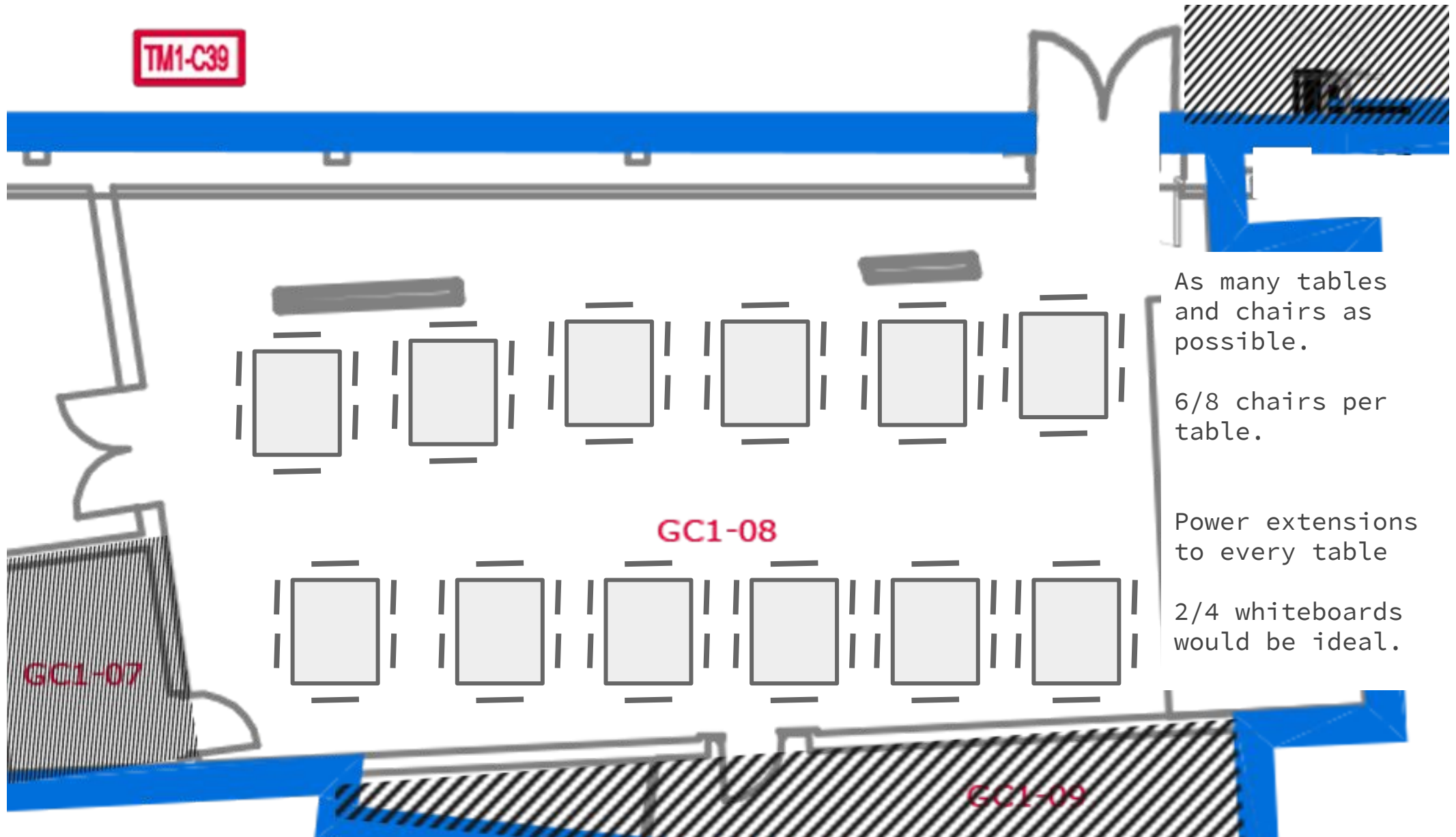


FRIDAY - FIRST FLOOR FOYER MAP



6 Tables, 2 chairs per table.
Power extension to each table.

FRIDAY - GC1-08 MAP



As many tables and chairs as possible.

6/8 chairs per table.

Power extensions to every table

2/4 whiteboards would be ideal.

STUDENT PANEL: CAREERS IN DIGITAL

- WCLDN Point of Contact: Franz Vitulli
- 4 x Panelists for the student panel:
 - Ant Miller
 - Diane Wallace
 - Matthew Duhig
 - Nevena Tomovic
- Chair: Elena Moschini
- Location: TMG-58
- 15:00 - 16:00
- Meet at Graduate Centre Reception at 14:30
- Students are welcome to come along to the event between 16:00 till 17:00 to meet the attendees and see what the event is about.

This will be a good time for students to ask random people what they do and ask how they got to where they are.

VOLUNTEERS TODO

- Volunteers walkthrough at 15:00 (Get volunteer attending list from Barbara)
- Signage organising and putting up what we can.
- Delivery packages to the luggage store room
- Taping & marking sponsor spaces
- Check WIFI codes
- Check Lifts
- Life essential boxes
- T shirt organising & taken to control desk #2
- Put bunting up
 - Stairwell
 - Lunch hall
 - Alleyway & access to courtyard
 - Towards activity room
- Signage: Volunteers covering:
 - GCG-01, GCG-08, GCG-09, GCG-10, GCG-02, TG-01, TG-02, TG-03
 - Henry Thomas Room & HT Foyer
 - Lunch Hall, Lunch Hal extension & stairwell/corridor
 - Grad Centre first floor foyer (GC1-01) & GC1-08 (Track B)
 - Great Hall & Luggage room
- Speaker's walk through 16:30
 - Darren: Track A
 - Ana: Track B
 - Diane: Track C

FRIDAY EVENING
VOLUNTEERS
SOCIAL

18:00 - 00:00

VOLUNTEERS SOCIAL TIMETABLE: (POINT OF CONTACT ANNA SMIALKOWSKA)

Time	Activity / Task	Notes
18:00	Set up	Guest list operational at door. 1 x drink tokens (use cloakroom tickets) pp given at arrival. Max number of drink tokens : 110. Put up 'Hello!' signage in first booth on the left of entrance.
18:30	Doors Open	No drinks at the door. £660 behind the bar. Tab for only: soft drinks, beer, house wine and cider.
19:00	Food Arrives	Karaoke booth available from 22:00.
00:00	End	Remember setup starts at 06:30 the next day.

VOLUNTEERS SOCIAL LOCATION

Bounce Farringdon

121 Holborn, London, EC1N 2TD

Telephone: 020 3657 6525

Bounce Farringdon can be found opposite the large Sainsbury's building on Holborn Circus, and directly next to Boots (next to Hatton Garden).

The closest tube station is Chancery Lane (Exit 2), with Farringdon underground and overground stations also only a four minute walk.

Do not go to Holborn Station as they are not there!

VOLUNTEERS SOCIAL MENU

Fusion Package : 11 options for 90 people. We've chosen 10 options, so we have 1.5x of each vegan option.

Meat Fish Veggy Vegan

Canapes

1. Charred Kashmiri chicken with lime & coriander dressing on mini popadums with red onion & candied beetroot salad (meat) CONTAINS: milk, gluten (wheat)
2. Crushed avocado on toasted croute with tomato & coriander salsa (1.5x) (vegan) CONTAINS: garlic
3. H. Forman's charred teriyaki salmon swords with soy, lime & sesame (Fish) CONTAINS: egg, fish, gluten (wheat & barley)
4. Naked kasekrainer dogs with French's Bloody Mary ketchup & crispy shallots (Meat)CONTAINS: fish (anchovy), garlic, gluten (barley), celery, mustard
5. Charred artichokes, sorrento olives, sunblushed tomatoes, gremolata tapenade on toasted croutes (1.5x) (Vegan) CONTAINS: garlic, gluten (wheat)
6. Truffled wild mushrooms on toasted ciabatta & aged parmesan shavings (Veggy) CONTAINS: milk, gluten (wheat)

Pizza

7. Goat's cheese, caramelised red onions & rosemary (veggy)CONTAINS: milk, gluten (wheat), sulphur dioxide
8. Buffalo mozzarella, tomato & basil (veggy) CONTAINS: milk, gluten (wheat)
9. Spicy pork & fennel, plum tomatoes, buffalo mozzarella, basil & fresh chilli (Meat) CONTAINS: milk, gluten (wheat)
10. Posh Hawaiian with smoked ham hock, buffalo mozzarella, caramelised pineapple & fresh chilli (Meat) CONTAINS: gluten, milk

Special Dietary

Special dietary req food should be ordered and collected. Should come in at 19:00.



SATURDAY

SATURDAY OVERVIEW TIMETABLE

Time	Allocation/Task	Notes
06:00	Organisers Pre-check	Meet at Rocket entrance.
06:30	Volunteers & Sponsors setup	Meet at Rocket entrance. Security arrives at this point. DRinks station in The Back Room.
07:30	Registration	
09:15	Opening Remarks	In Track A
12:10	Early Lunch	Recommend all sponsors come at this time. Lunch in Lunch Hall.
12:30	Main Lunch	
14:00	Late Lunch	Ends at 14:20.
17:00	The Rocket Breakdown/Set Up	Sponsors breakdown in The Rocket. Retro Games set up. Done by 18.00 latest.
17:50	All sessions end	
18:00	Social Starts	
19:30	Great Hall	Dinner served.
23:30	Social ends	Doors locked at 00:00

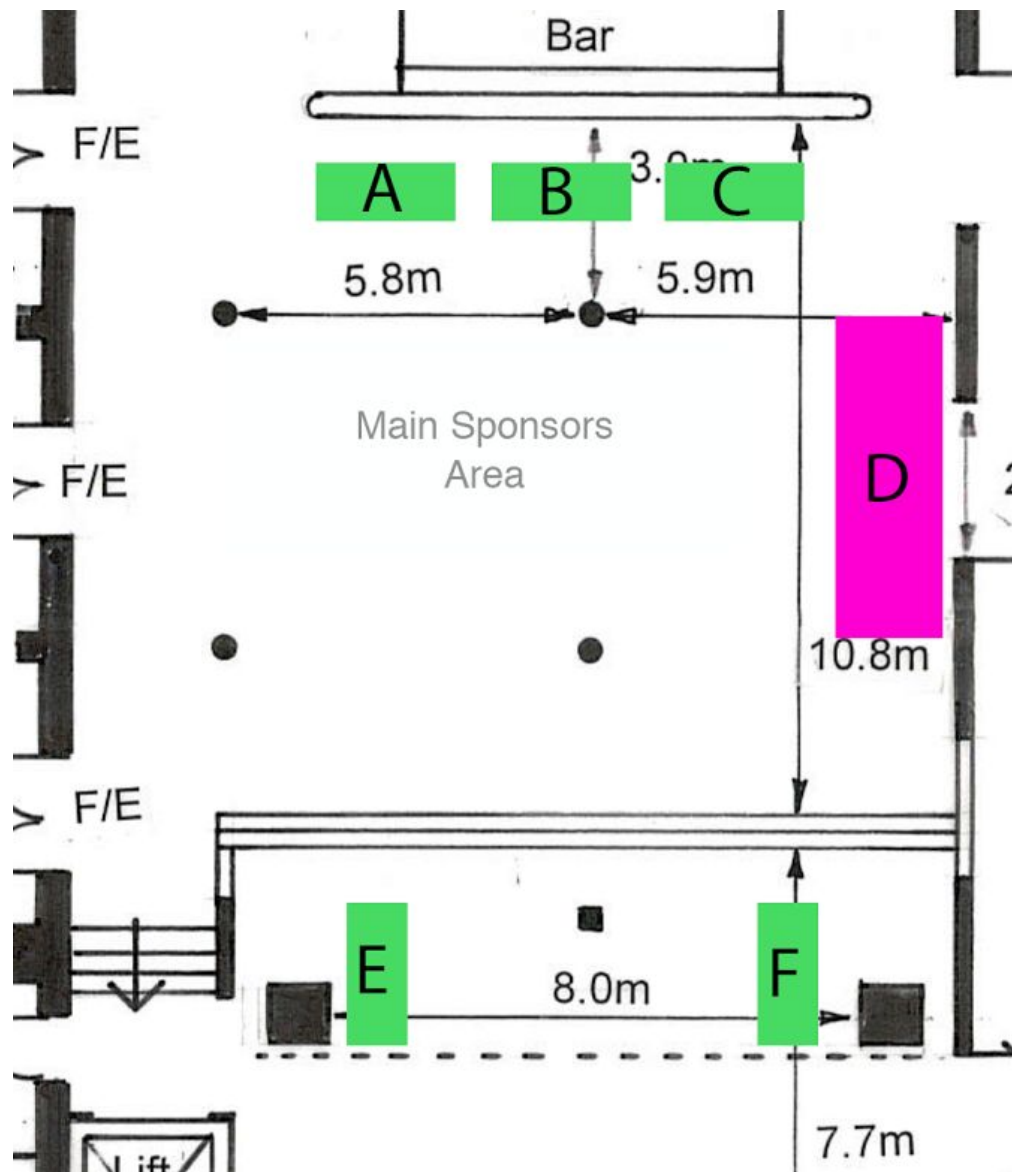
SATURDAY - CATERING: (POINT OF CONTACT JENNY/ANA)

Time	Location	Quantity	Items
06:30 +	The Rocket Back room	200	Morning Pastries for 200 people Plain Croissants, Chocolate Muffins + Fruit
06:30 +	Back Room	570	Tea, Coffee, Decaf, Water, Cold Drinks, Fruit - available all day.
07:30 +	Junction		Tea, Coffee, Decaf, Water, Cold Drinks, Fruit - available all day.
12:10 - 14:20	TM1-83 Lunch Hall	570	Selection of wraps, sandwiches, crudites with dips, finger food, bread rolls, salads, extra frittata, veg platters. Note: 12:10 - 12:30 - Early lunch 12:30 - 14:00 - Main lunch 14:00 - 14:20 - Late lunch
15:40 - 16:10	Rocket Back Room & Junction	570	Brownies gluten free, victoria sponge cake, sausage rolls, banana loaf cake, fruit bowl.
19:30	Great Hall	470	Pies: Steak & Mushroom, Chicken & Leek, Butternut Squash (vegan) with more spice, Spinach & Mushroom (vegan). All pies with gluten-free pastry. No nuts, no pork. Mash selection (vegan) to be advised Pea selections (vegan) to be advised Baked beans (vegan) Gravys 1x meat, 1 x vegan

SATURDAY - ROCKET & OUTDOORS - ROOM ALLOCATIONS & REQUIREMENTS

Room #	Allocation	Equipment Requirements
Courtyard	Outdoor space for lunch - access from Loading Bay	Bunting in the corridor directing towards the courtyard. Waterproof poster of sorts for signage. One popup banner NOTE: Access till 18:00
The Loading Bay	Outdoor space between TM1-14 stairwell and Rocket	Festoon Lighting - Maybe bunting too. Ash bins A3 smoking signage (to stick over No Smoking signs)
Main Reception	Control Desk #1	Jenny to bring small electric heater.
The Back Room	06:30 - 18:00 Drinks Station 18:00 - 23:30 Rock Band	Coffee & tea self-serving station. Remove drinks station & trestle tables for 18:00 Tables & chairs in this area can remain here for whole event.
Main Bar	Sponsors area	8 x trestle tables with 2 x chairs per table. 1 x power extension per trestle table. See sheet 39 for layout.
The Pool Room	Pool Room	Pool tables to be covered for main registration. Uncovered directly after registration approx 10:00/10:30. Two small tables for consoles the put at the bottom of the room near the sofas.
Luggage Room	Luggage Room	1 x trestle table with 2 x chairs. Cloakroom tickets & sellotape.

SATURDAY - ROCKET MAIN BAR LAYOUT - SPONSORS BOOTH MAP



A - GoDaddy

- 1 x trestle table
- 1 x power extension
- 2 x chairs

B - 34SP

- 1 x trestle table
- 1 x power extension
- 2 x chairs

C - WP Engine

- 1 x trestle table
- 1 x power extension
- 2 x chairs

D - Jetpack / Woo

- 2 x trestle table
- 2 x power extension
- 4 x chairs

E - Heart

- 1 x trestle table
- 1 x power extension
- 2 x chairs

F - SiteGround

- 1 x trestle table
- 1 x power extension
- 2 x chairs

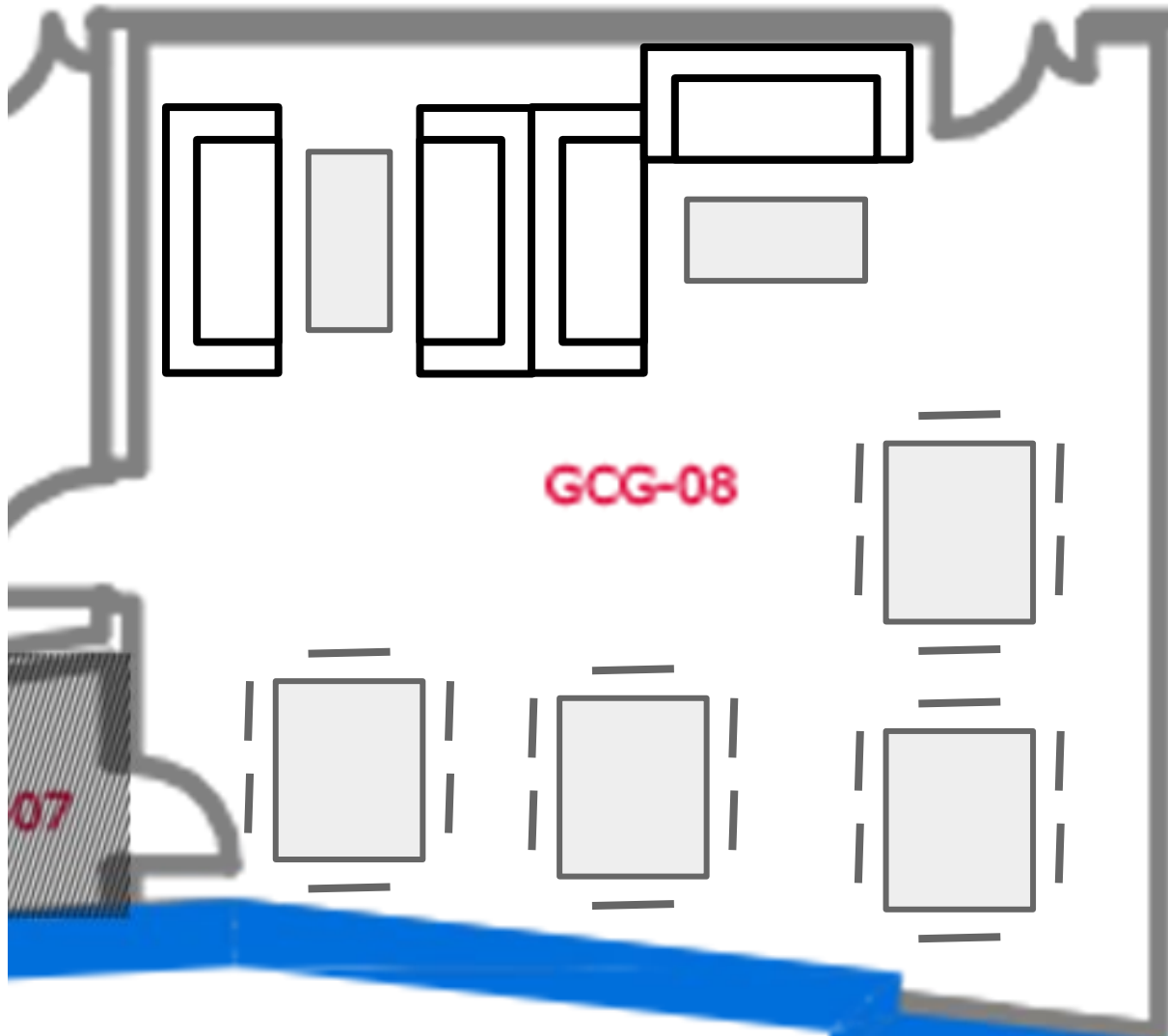
SATURDAY - ROCKET & OUTDOOR - ROOM ALLOCATIONS & REQUIREMENTS CONT.

Room #	Allocation	Equipment Requirements
TR1-04	<p>Great Hall / Track A</p> <p>07:30 - 18:00</p>	<p>Session req: 1 x projector 1 x screen 1 x lapel mic 3 x handheld mic (for MC, time keeper & mic runner)</p> <p>2/4 x TVs with projector relay repeating main screen. Wheelchair access ramp to the stage.</p> <p>STTRs req: set up equipment facing the stage to the right hand of the stage. 1 x projector 1 x screen 1 x power extension 2 x chairs 1 x table</p> <p>Panel session: 5 x chairs to be placed on stage ready for panel session at 17.10. 2 x handheld mics, 1 mic per 2 panelists. Lapel mic to be used by chair.</p> <p>As many chairs as possible, to be arranged in theatre style all facing stage for attendees.</p>
TR1-04	<p>Great Hall / Dining Hall</p> <p>18:00 - 22:30 Uni start breakdown at 22:00 Guests out by 22:30</p>	<p>Banquet style (Bar for vegan and special dietary requirements. Standard meat dishes to be served from raised area at the back of the hall). As many tables & chairs as possible to fit approx 200 people.</p> <p>12 x volunteers to rotate room at 18:00 and 22:00.</p> <p>Food served at 19:30.</p>

SATURDAY - GRAD CENTRE & TOWER BUILDING GROUND FLOOR - ROOM ALLOCATIONS & REQUIREMENTS

Room #	Allocation	Equipment Requirements
GCG-01 Grad ground foyer	Second entrance	Security at this door from 06:30.
GCG-02 Grad Reception	Control desk #2	2nd reception desk & swag station.
GCG-08	Activities Room	Same as Friday: 4 x sofas. 2 x coffee table (ie; low table). 4 sets of tables with 6 chairs around each. Power extensions to each table. 1 x screen with VGA connection. Note : No HDMI in this room See sheet 42 for layout.
GCG-09	Creche	Entire room to be cleared before Friday 14:00. Telephone in the room to be dialled straight out to external lines. Bottled water 2 x gallon.
GCG-10	Lactation Room	Small bottles of water & tissues. Leave tables & chairs in the room as they are.
TG-01	Volunteers breakout Room	Bottles of water. Leave any tables & chairs as they are. If we can have a couple of sofas in here - that would be amazing!
TG-02	Green Room	Bottles of water. Leave tables & chairs as is.
TG-03	Quiet Room	Any tables & chairs already in the room can stay.

SATURDAY - GCG-08 LAYOUT - ACTIVITIES ROOM MAP

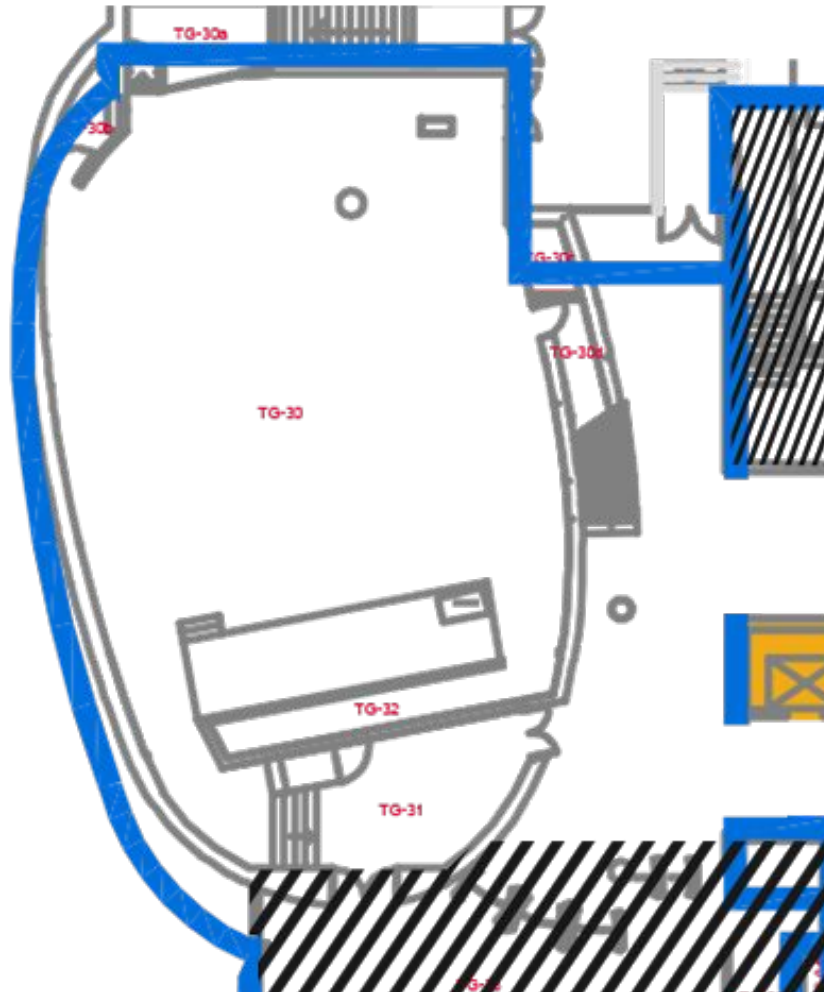


Same as Friday

SATURDAY - GRAD CENTRE & TOWER BUILDING GROUND FLOOR - ROOM ALLOCATIONS & REQUIREMENTS CONT.

Room #	Allocation	Equipment Requirements
TG-30 Henry Thomas Room	Track C	<p>Session req: 1 x projector 1 x screen 1 x lapel mic 2 x handheld mic (for MC & mic runner)</p> <p>STTRs req: set up equipment facing the stage to the right hand of the stage. 1 x TV 1 x power extension 2 x chairs 1 x table</p> <p>Panel session: 5 x chairs to be placed on stage ready for panel session at 17.10. 2 x handheld mics.</p> <p>Tables & chairs to be arranged in theatre style all facing stage. Chairs need tablet arms so please do not remove these!</p>
TG-31 Foyer	Entrance to Track C	1 x screen outside of room to relay Track C video. See sheet 44 for location.

SATURDAY - HENRY THOMAS ROOM MAP



Session req:

- 1 x projector
- 1 x screen
- 1 x lapel mic
- 2 x handheld mic (for MC & mic runner)

STTRs req: set up equipment facing the stage to the right hand of the stage.

- 1 x TV
- 1 x power extension
- 2 x chairs
- 1 x table

Panel session:

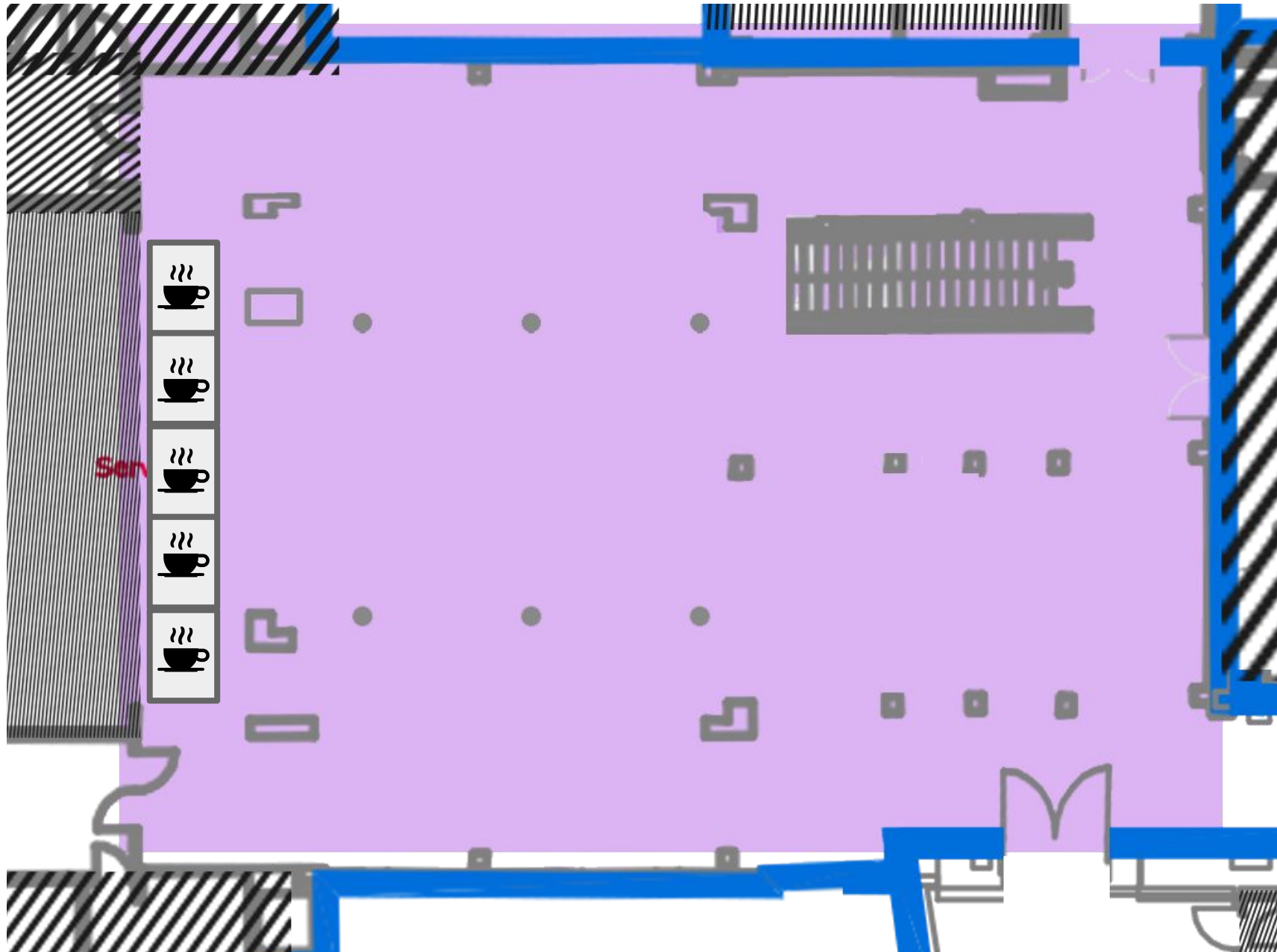
- 5 x chairs to be placed on stage ready for panel session at 17.10.
- 2 x handheld mics.

Tables & chairs to be arranged in theatre style all facing stage.
Chairs need tablet arms so please do not remove these!

SATURDAY - GRAD CENTRE & TOWER BUILDING FIRST FLOOR - ROOM ALLOCATIONS & REQUIREMENTS

Room #	Allocation	Requirements
The Junction	Drinks Station	Leave general furniture as is. 5 x trestle tables for drinks station. See sheet 46 for layout.
TM1-83	Lunch Hall	Five rows of tables serving food. See lunch flow diagrams on sheet 62 for layout. Special dietary req in separate table at back of room. Tensa barrier where line is shown on map (black with red tensa)
TM1-C42	Corridor between Lunch Hall & Extension	Clear corridor. Add bunting.
TM1-14	Lunch Hall Extension	Chairs with tables arranged in circular groups. Extra chairs stacked to the side.
TM1-14 Stairwell	Stairwell to The Rocket	Clear area, Add bunting.
TM1-84	Multifaith Rooms	Leave as is.

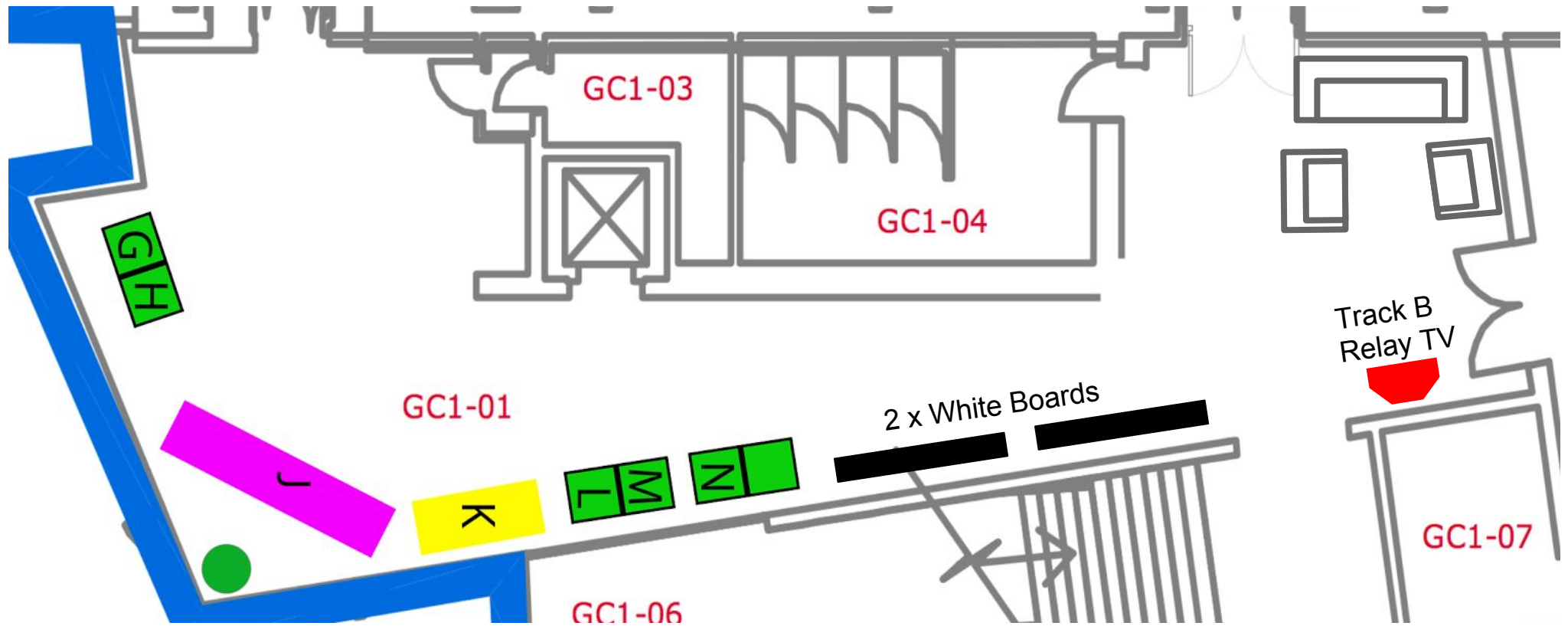
SATURDAY - THE JUNCTION LAYOUT - DRINKS STATION MAP



SATURDAY - GRAD CENTRE & TOWER BUILDING FIRST FLOOR - ROOM ALLOCATIONS & REQUIREMENTS CONT.

Room #	Allocation	Equipment Requirements
GC1-08	Track B	<p>Session req: 1 x projector 1 x screen 1 x lapel mic 3 x handheld mic (for MC, time keeper & mic runner)</p> <p>STTRs req: set up equipment facing the stage to the right hand of the stage. 1 x TV 1 x power extension 2 x chairs 1 x table</p> <p>Tables & chairs with tablet arms to be arranged in theatre style rows all facing the stage.</p> <p>1 x table and 2 chairs for video team behind the concrete wall</p>
First Floor Foyer See sheet 48 for layout.	Sponsors Area Swag table	6 x trestle tables & 10 x chairs. 1 x power extensions per trestle table.
	Entrance to Track B (outside female toilets)	Sofas & 1 x TV screen relaying Track B video . 2 x whiteboards.

SATURDAY GRAD CENTRE - FIRST FLOOR FOYER - SPONSORS BOOTH MAP



- G - Yoast
- H - YIThemes
 - 1 x trestle table
 - 2 x power extension
 - 2 x chairs

- J - Timpani
 - 2 x trestle table
 - 2 x power extension
 - 4 x chairs

- K - Swag Table
- L - Pragmatic
 - 2 x trestle table
 - 1 x power extension
 - 1 x chairs

- M - WPML
- N - London Met University
 - 1 x trestle table
 - 2 x power extension
 - 2 x chairs

SATURDAY
SET UP
STARTING AT 06:30

SATURDAY SET UP - 06:30 - 07:30 (POINT OF CONTACT: ORGANISER ON CONTROL DESK)

SIGN IN AT ROCKET 06:30

ORGANISERS ACCESS AT 06:00

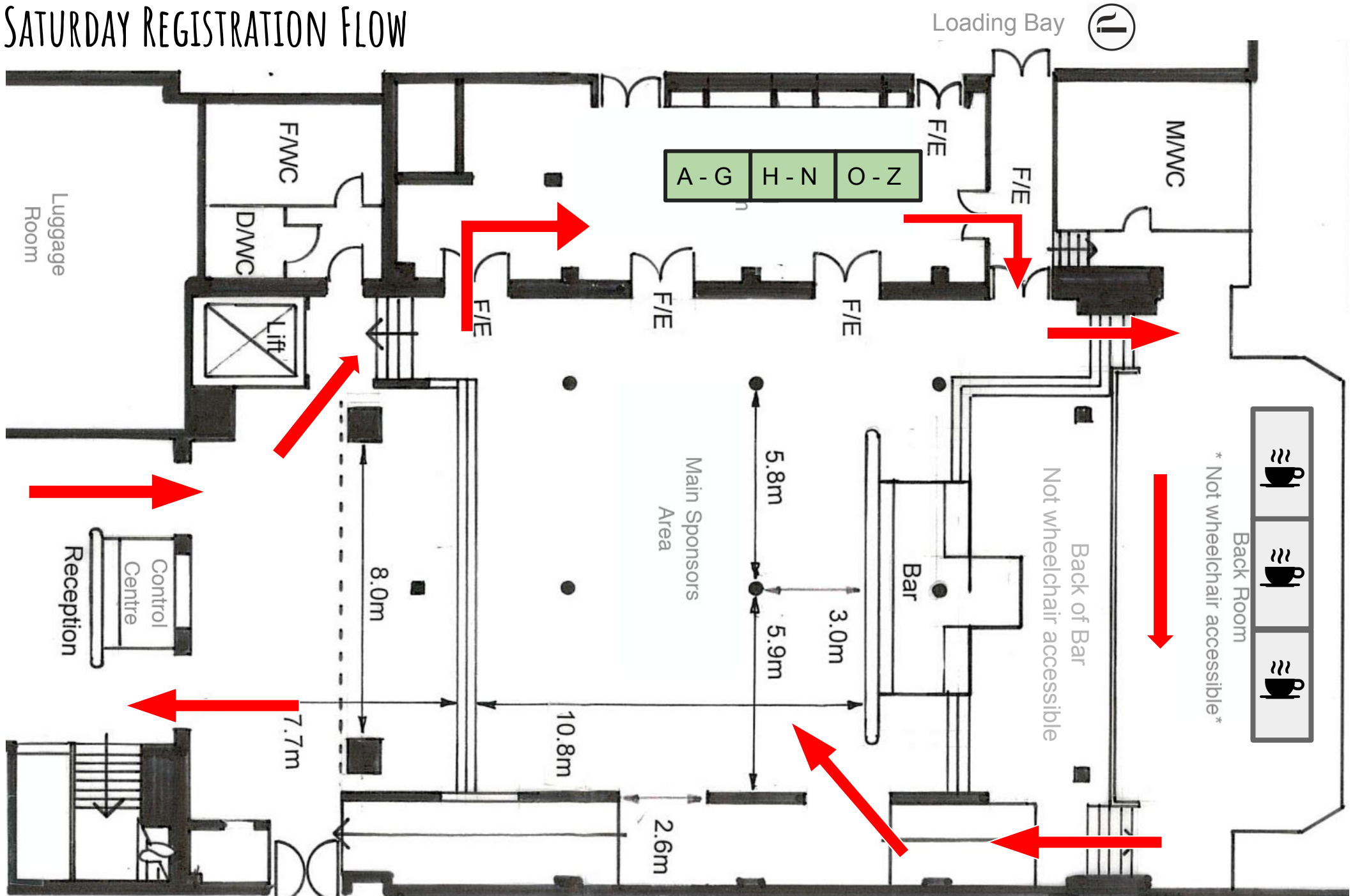
Location	Requirements
Rocket	2 groups of 3 (per group) signage volunteers 6 x volunteers for sponsor set up (plus Matthew & Stef)
Luggage Room	2 x volunteers on luggage room duty
Control Desk #1	2 x volunteers/organisers
Pool Room	4 x volunteers to set up badges & general registration area.
Junction & outside TG-03	3 x signage volunteer covering these areas. Add bunting between HTR & TG-03.
GC1-01	Some sponsors will have set up day before. (Confirm which sponsors) Some may be setting up at this time. If so we need 4 x volunteers to help.
Control Desk #2	2 x volunteers/organisers

SATURDAY
REGISTRATION
07:30 - 09:00

SATURDAY REGISTRATION- 07:30 - 09:00 (POINT OF CONTACT: ORGANISER ON CONTROL DESK)

Location	Requirements
ALL	<p>Volunteer Orientation (for anyone who wasn't there on Friday). Between 07:30 - 08:30. To finish by 09:00 latest.</p> <p>NOTE: Jenny & Ana to use Vol orientation as quality check around building.</p>
Rocket: Pool Room	9 x registration volunteers (3 groups of 3 volunteers)
Luggage Room	<p>2 x luggage room volunteers. (Amend on vols rota)</p> <p>NOTE: Luggage room times: 07:30 - 10:00 & 18:00 - 19:00.</p>
Control Desk #1	1 x organiser / 1 x volunteer.
Rocket area (incl. Main Reception)	6 x floating volunteers to help speakers to Green Room, direct parents to creche, direct STTRs etc. (incl. Diane to meet speakers)
Control Desk #2	1 x volunteer / 1 x organiser

SATURDAY REGISTRATION FLOW



SATURDAY
DAY TIME

SPONSORS SCHEDULE: SATURDAY (POINT OF CONTACT: STEF MATTANA)

Time Start & End	Location	Activity
06:30	Registration & Sponsor Setup	Sponsors should be ready for event at 07:30
07:30 - 09:15	Doors Open	
09:15	Opening Remarks & Sessions Start	
10:20 - 10:50	Break	
12:10 - 12:30	Lunch for Sponsors / Volunteers	We recommend sponsors managing stands to go to lunch at 12:10
12:30 - 14:00	Lunch for Everyone	
14:00 - 14:20	Lunch for Sponsors / Volunteers	Delegates will be in sessions
15:40 - 16:10	Afternoon Break	
17:10 - 18:00	Sponsors Break Down / Retro Game setup	This applies only to Sponsor tables in <u>The Rocket</u> .
18:00 - 23:30	Event Social	

SPEAKERS, MC & STTR SCHEDULE: (POINT OF CONTACT: DIANE WALLACE)

Track A

MC	Time Start & End	Speaker & Presentation
Ant Miller	09:40 - 10:20	Lightning: Wendie Huis in't Veld, Heather Dobson, Marco Calicchia
	10:50 - 11:30	Tom Chute: Tales from the Client Side: How to create and foster loving client relationships
	11:50 - 12:30	Heather Burns: Defensive Web Development
Early lunch for volunteers 12:10 - 12:30	You're free to take lunch whenever you wish, but we have allowed an early and late lunch period for all volunteers (including speakers and MCs) so you can miss the queues and not have to wait around for lunch. Enjoy!	
Lunch for Everyone 12:30 - 14:00		
Late lunch for volunteers 14:00 - 14:20		
Mark Wilkinson	14:00 - 14:40	Chris Weigman: Encrypt all the things: Practical Encryption from SSL to Email and beyond
	15:00 - 15:40	Mik Scarlet: #A11Y and how to Sell it to a client
	16:10 - 16:50	Owen Cutjar: How WordPress Malware Works and How to Clean and Infected Site
	17:10 - 17:50	Panel: How do you build a Custom Theme?

SPEAKERS, MC & STTR SCHEDULE: (POINT OF CONTACT: DIANE WALLACE)

Track B

MC	Time	Speaker & Presentation
Elliot Taylor	09:40 - 10:20	Ilia Markov: Showing ROI: How to Create a Content Marketing Report
	10:50 - 11:30	Aleksander Kuczek: Get your plugin ready for the New WordPress plugin directory
	11:50 - 12:30	Edd Hurst: Migrating Content is Like Moving House
Early lunch for volunteers 12:10 - 12:30	You're free to take lunch whenever you wish, but we have allowed an early and late lunch period for all volunteers (including speakers and MCs) so you can miss the queues and not have to wait around for lunch. Enjoy!	
Lunch for Everyone 12:30 - 14:00		
Late lunch for volunteers 14:00 - 14:20		
Vineeta	14:00 - 14:40	Monique Dubbelman: The Importance of Information Architecture
	15:00 - 15:40	Adrian Roselli: Selfish Accessibility
	16:10 - 16:50	Rachel Dines & Meg Fenn: Website Design Pain Points for Clients
	17:10 - 17:50	Lightning: Vivek Jain, Michael Murdoch, Denise VanDeCruz

SPEAKERS, MC & STTR SCHEDULE: (POINT OF CONTACT: DIANE WALLACE)

Track C

MC	Time	Speaker & Presentation
Sam Miller	09:40 - 10:20	Stewart Ritchie: WordPress Dev Ops for Beginners
	10:50 - 11:30	Crispin Read: Object Oriented User Experience
	11:50 - 12:30	Alain Schlessler: Wrapping a Modern PHP Architecture around a legacy WordPress site
Early lunch for volunteers 12:10 - 12:30	You're free to take lunch whenever you wish, but we have allowed an early and late lunch period for all volunteers (including speakers and MCs) so you can miss the queues and not have to wait around for lunch. Enjoy!	
Lunch for Everyone 12:30 - 14:00		
Late lunch for volunteers 14:00 - 14:20		
Wendie Huis in't Veld	14:00 - 14:40	Tammie Lister: Know your Users
	15:00 - 15:40	Graham Armfield: Designing for Accessibility
	16:10 - 16:50	Alice Still: Making your website more inclusive with tone (workshop)
	17:10 - 17:50	Panel: WordPowerment: Practical Approaches to Diversity & Empowerment

SATURDAY LUNCH FLOW

SATURDAY LUNCH TIMETABLE

Lunch is one of the most overcrowded times.

Please see the maps to understand how the lunch will flow:

Notes

- University to provide hot cups and napkins.
- University to provide deli boxes similar to image on the right. This should stop people from overfilling the food.
- Specials to have a sticker on their badges so they can be fast tracked.
- Lunch time seating areas: Lunch Hall Extension, The Junction, Rocket and outdoor seating aka Courtyard.



Time		Notes
12:10	Early Lunch for sponsors + volunteers + organisers	
12:30	Main Lunch for everyone	Stars - special dietary requirements Rectangle - early & late lunches Circles - Main lunch queue jump for MC, creche, STTR, A/V ONLY
14:00	Late Lunch for sponsors + volunteers + organisers	
14:20	Lunch ends	

ENTRANCE AND EXIT
OF THE LUNCH HALL
 GRADUATE BUILDING
 FIRST FLOOR

- | | |
|--|--|
| <p>Turn Left</p> <p>Back to Junction -
Drinks Station</p> | <p>Turn Right</p> <ul style="list-style-type: none"> - Seating inside Lunch Hall Extension. - Quick route to Rocket (Drinks station), outdoor seating in Court Yard & Loading Bay |
|--|--|

Lunch Hall Extension

Make sure people queue on the right hand side of the corridor

Exit (stairs) to go to :

- Rocket for drinks station
- Outdoor spaces : Court Yard & Loading Bay

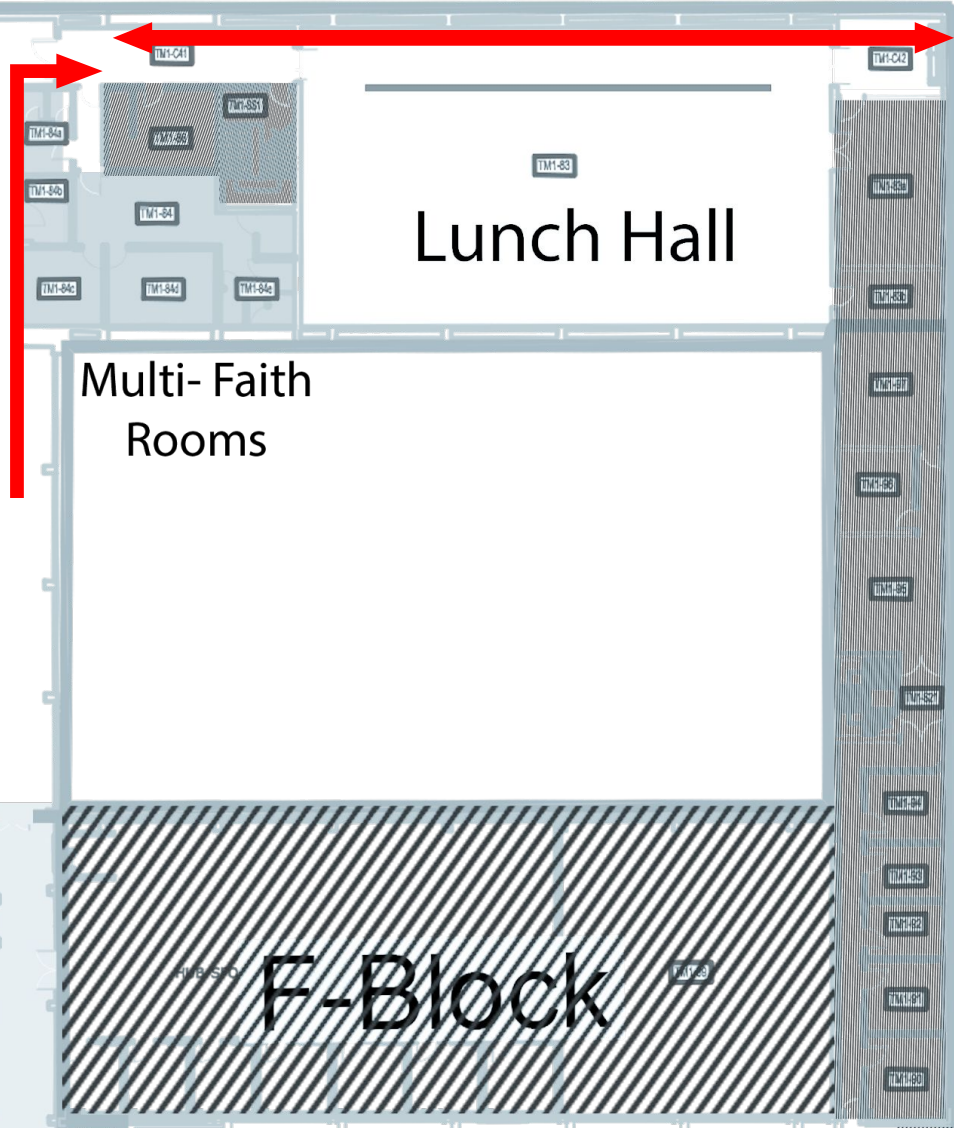
Drinks Station

Plaza

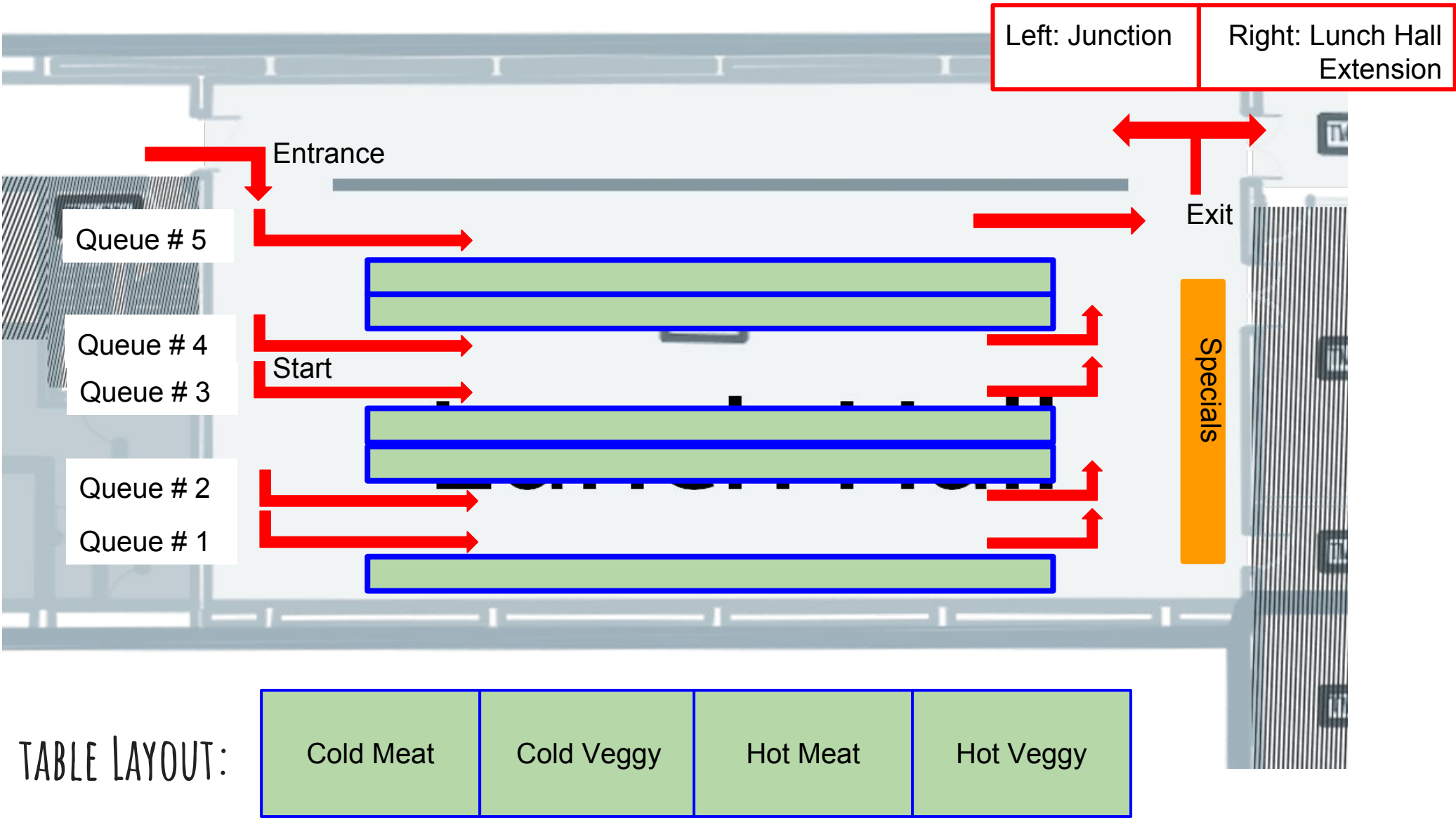
Multi- Faith Rooms

Lunch Hall

F-Block



LUNCH FLOW IN THE LUNCH HALL



SATURDAY
BREAK-DOWN
17:00 - 18:00

SIGNAGE CHANGES

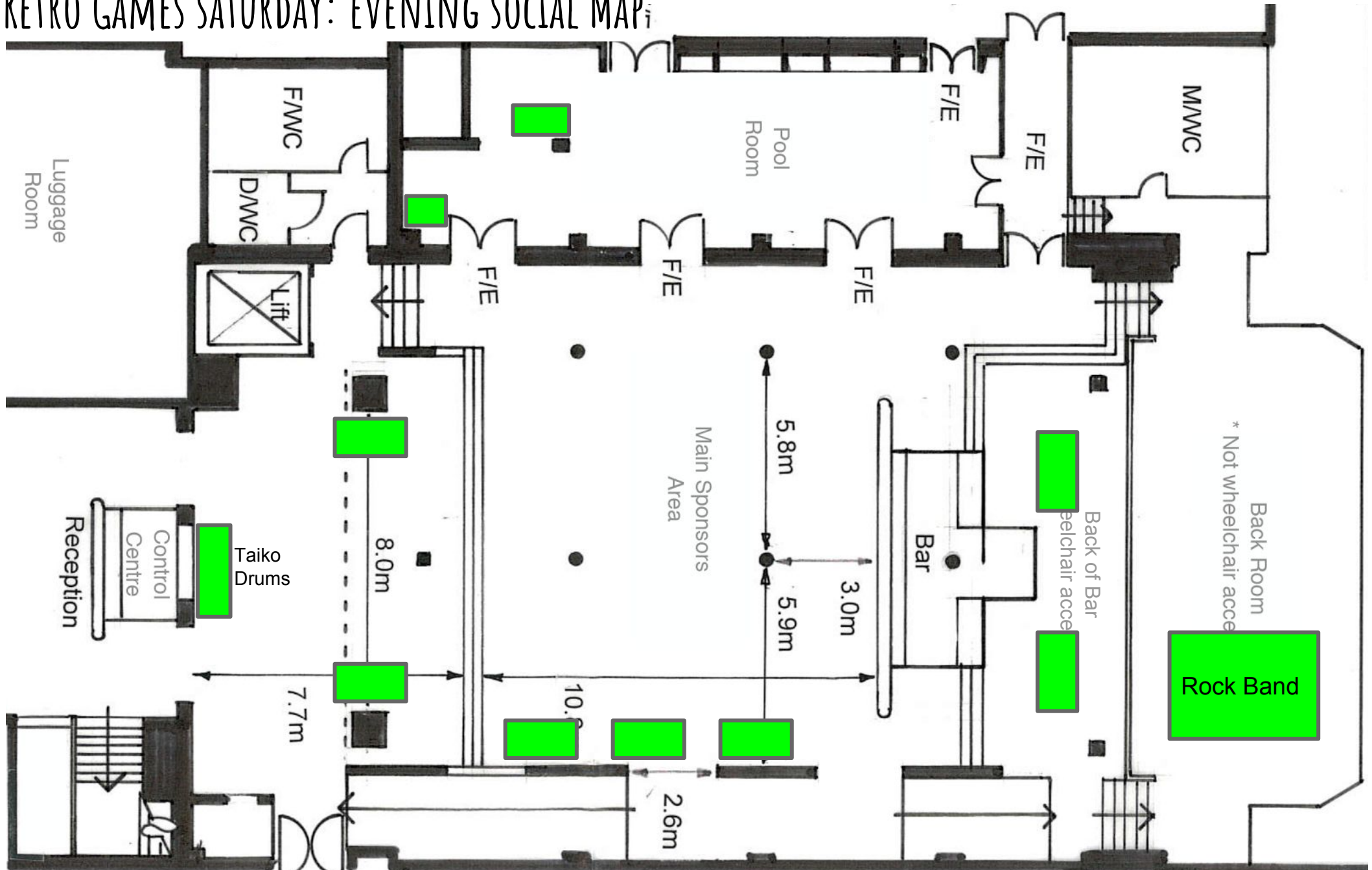
Add social posters into the rocket.

There should be a pile of posters already to go.

SATURDAY BREAKDOWN: VOLUNTEER TODOS

Time	Location	Activity
17:00 -18:00	The Rocket	Supporting sponsors breakdown
		Supporting Retro Games set up

RETRO GAMES SATURDAY: EVENING SOCIAL MAP



SATURDAY
EVENING SOCIAL
18:00-23:30

SATURDAY SOCIAL: VOLUNTEER TODOS

Time	Location	Activity
18:00 - 18:30	Great Hall	Room rotation : Banquet style. <ul style="list-style-type: none"> - Push chairs to the side of the room. - Bring circular tables down from the back of the stage. - Put roughly 10 chairs around each circular table. Aka - as many as humanly possible. - Any excess chairs to be stacked against the wall to the <u>right</u> of the Great Hall when facing the stage. <p>Put ambient music on in the background.</p> <p>Add signage for dietary requirements.</p>
19:30	Great Hall	<p>If we have drinks budget at the end of it: Need 2 volunteers on rotation to give out drinks tokens to people who go and get food.</p>
22:00 - 22:30	Great Hall	Room rotation back to lecture theatre style.



SUNDAY

SUNDAY OVERVIEW TIMETABLE

Time	Allocation/Task	Notes
09:00	Setup	Help rocket sponsors set back up. Change over all daily schedules and do a venue walk through. Drinks station should be ready to go at this point.
10:00	Doors Open	First session is at 10:20
11:40	Early Lunch	Recommend all Sponsors and volunteers who can go to this lunch period
12:00	Main Lunch	
13:30	Late Lunch	Sessions start back up. Late lunch finishes at 13:50
15:10	Afternoon Tea Break	
15:30	Tear Down	Break down event for all sponsors + WCLDN stuff.
16:20	Closing Remarks	
17:00	END	

SUNDAY LUNCH TIMETABLE

Lunch is one of the most overcrowded times.

Please see the maps to understand how the lunch will flow:

Notes

- University to provide hot cups and napkins.
- University to provide deli boxes similar to image on the right. This should stop people from overfilling the food.
- Specials to have a sticker on their badges so they can be fast tracked.
- Lunch time seating areas: Lunch Hall Extension, The Junction, Rocket and outdoor seating aka Courtyard.



Time		Notes
11:40	Early Lunch	For sponsors + volunteers + organisers
12:00	Main Lunch for everyone	Stars - special dietary requirements Rectangle - early & late lunches Circle - Main lunch queue jump for MCs, creche, STTRs, A/V ONLY
13:30	Late Lunch	For sponsors + volunteers + organisers
13:50	Lunch ends	

SUNDAY- CATERING

Time	Location	Quantity	Items
09:00	The Back Room	200	Morning Pastries for 200 people - Plain Croissants, Chocolate Muffins + Fruit
09:00 +	The Back Room & Junction	570	Tea, Coffee, Water, Cold Drinks, Fruit - available all day.
11:40 - 13:50	TM1-83 Lunch Hall	570	Selection of wraps, sandwiches, crudites with dips, finger food, bread rolls, salads, extra frittata, veg platters. Note: 11:40 - 12:00 - Early lunch 12:00 - 13:30 - Main lunch 13:30 - 13:50 - Late lunch
15:10 - 15:30	The Back Room & Junction	570	Ginger loaf cake, lemon drizzle cake, scones with jam, cream & strawberries, gluten free sweets & cakes, fruit bowl

SUNDAY

SET-UP

09:00-10:00

SUNDAY SETUP TODO:

Time	Location	Activity
09:00 - 10:00	The Rocket	Supporting sponsors set up : 4 x volunteers
	The Rocket, Great Hall, Grad Centre, Tower Block (HTR)	Signage changes (schedule) 4 x volunteers
	Activities Room / The Pool Room	Revert games back to day time setup

SUNDAY
DAY TIME

SPONSORS SCHEDULE: SUNDAY (POINT OF CONTACT: STEF MATTANA)

Time Start & End	Location	Activity
09:00 - 10:00	Rocket Sponsors Setup	Volunteers will be on hand to help out.
10:00	Doors Open	
10:20	Sessions Start	
11:40 - 12:00	Lunch for Sponsors / Volunteers	Delegates will be in sessions
12:00 - 13:30	Lunch for Everyone	
13:30 - 13:50	Lunch for Sponsors / Volunteers	Delegates will be in sessions
15:10 - 15:30	Afternoon Break	
15:30 - 17:00	Sponsors Break Down	Please note that the closing remarks will be at 16:20 in the Great Hall.
17:00	Building Close	

SPEAKERS, MC & STTR SCHEDULE: (POINT OF CONTACT: DIANE WALLACE)

Track A

MC	Time Start & End	Speaker & Presentation
Elliot Taylor	10:20 - 11:00	John Blackbourn: A deep dive into the roles and capabilities API
	11:20 - 12:00	Jim Bowes: An Introduction to Agile
Early lunch for volunteers 11:40 - 12:00		You're free to take lunch whenever you wish, but we have allowed an early and late lunch period for all volunteers (including speakers and MCs) so you can miss the queues and not have to wait around for lunch. Enjoy!
Lunch for Everyone 12:00 - 13:30		
Late lunch for volunteers 13:30 - 13:50		
Dan Maby	13:30 - 14:10	Lightning: Sami Keijonen, Pascal Birchler, Matt Radford
	14:30 - 15:10	Tim Nash: Who's Afraid of the Big Bad Host?
	15:30 - 16:20	Luke Oatham: Building a Community of Open Source Intranet Users

SPEAKERS, MC & STTR SCHEDULE: (POINT OF CONTACT: DIANE WALLACE)

Track B

MC	Time Start & End	Speaker & Presentation
Mark Wilkinson	10:20 - 11:00	Sarah Semark: The Unbearable Likeness of Design
	11:20 - 12:00	Dave Walker: The WordPress Cartoonist - A User's Perspective
Early lunch for volunteers 11:40 - 12:00		You're free to take lunch whenever you wish, but we have allowed an early and late lunch period for all volunteers (including speakers and MCs) so you can miss the queues and not have to wait around for lunch. Enjoy!
Lunch for Everyone 12:00 - 13:30		
Late lunch for volunteers 13:30 - 13:50		
	13:30 - 14:10	Nevena Tomovic: The Art of Empathy in Custom Marketing
Denise VanDeCruze	14:30 - 15:10	Ronald Ashri: An AI Bot will build and run your next site...
	15:30 - 16:20	Jeffrey McGuire & Chris Jansen: Challenges & Solutions in Getting your Open Source Company to Contribute

SPEAKERS, MC & STTR SCHEDULE: (POINT OF CONTACT: DIANE WALLACE)

Track C

MC	Time Start & End	Speaker & Presentation
Alice Still	10:20 - 11:00	David Lockie: How to Grow from Freelancer to Agency Owner
	11:20 - 12:00	Tom J Nowell: Using Varying Vagrant Vagrants 2
Early lunch for volunteers 11:40 - 12:00		You're free to take lunch whenever you wish, but we have allowed an early and late lunch period for all volunteers (including speakers and MCs) so you can miss the queues and not have to wait around for lunch. Enjoy!
Lunch for Everyone 12:00 - 13:30		
Late lunch for volunteers 13:30 - 13:50		
	13:30 - 14:10	Francesca Marano: Help your readers: format all the things! (workshop)
Sam Miller	14:30 - 15:10	Ross Wintle: Why & How to Use Screencasts to Train Users
	15:30 - 16:20	Nela Dunato: Ending Design Revision Hell

SUNDAY BREAK DOWN

SUNDAY BREAKDOWN: THE ROCKET & GREAT HALL

Time	Location	Activity
15:30 - 16:30	Main Bar Area	4 x volunteers supporting sponsor breakdown. Remove all signage
15:30 - 17:00	Back of Bar	Remove signage bring to Control Desk #1.
15:30 - 16:30	The Pool Room	Break down retro games. Remove signage bring to Control Desk #1.
15:30 - 16:30	The Back Room	Remove signage bring to Control Desk #1.
16:30 - 17:00	Great Hall (Track A)	Remove signage bring to Control Desk #1. Collect all WCLDN property w/inventory
16:00 - 17:00	Reception (Control Desk #1)	Remove all signage. Collect all items from inventory. Bring all items here.
15:30 - 16:30	The Loading Bay	Remove all signage

As well as the breakdown of the room, please ensure you remove all rubbish. There are black bin bags at both Control Desks.

If when removing signage, damage occurs on the walls, please make a note and inform the organising team.

Please bring all materials found in rooms, corridors etc back to the Control Desk #1.

SUNDAY BREAKDOWN: GRADUATE CENTRE

Time	Location	Activity
15:30 - 16:30	Volunteers Room : TG-01 Green Room : TG-02 Quiet Room : TG-03 Lactation Room : GCG-10	Remove all signage and take any WCLDN items to Control Desk #1.
15:30 - 16:30	Activities Room GCG-08	Replay vendor to breakdown retro games. Remove all signage and take any WCLDN items to Control Desk #1.
15:30 - 16:30	Grad 1st floor foyer GC1-01	3 x volunteers supporting sponsors breakdown. All storage is to be taken to the Luggage Room / Control Desk #1
15:30 - 16:30	Control Desk #2 GCG-02	Empty room of all WCLDN property. Take all items to Control Desk #1
16:10 - 16:30	Track B GC1-08	Collect all WCLDN property w/inventory. Remove all signage & take all WCLDN property to Control Desk #1
16:10 - 16:30	GCG-01 Grad Ground Floor Foyer & corridors	2 x volunteers to remove all signage and take any WCLDN items to Control Desk #1.
16:30 - 18:30	GCG-09 Creche	No volunteer action needed.

**As well as the breakdown of the room, please ensure you remove all rubbish.
There are black bin bags at both Control Desks.**

If when removing signage, damage occurs on the walls, please make a note and inform the organising team.

Please bring all materials found in rooms, corridors etc back to the Control Desk #1.

SUNDAY BREAKDOWN: TOWER BUILDING & HENRY THOMAS ROOM

Time	Location	Activity
13:30 - 14:30	Lunch Hall	Remove all signage, WCLDN items & bunting. Take to Control Desk #1
13:30 - 14:30	Lunch Hall Extension Corridor Stairwell	Remove all signage, WCLDN items & bunting. Take to Control Desk #1
15:30 - 16:30	The Junction	Remove all signage & WCLDN items. Take to Control Desk #1
16:10 - 16:30	HTR Foyer TG-31	Remove all signage & WCLDN items. Take to Control Desk #1
16:10 - 16:30	Henry Thomas Room Track C : TG-30	Collect all WCLDN property w/inventory. Remove all signage & take all WCLDN property to Control Desk #1

**As well as the breakdown of the room, please ensure you remove all rubbish.
There are black bin bags at both Control Desks.**

**If when removing signage, damage occurs on the walls, please make a note and
inform the organising team.**

Please bring all materials found in rooms, corridors etc back to the Control Desk #1.



WALKIE TALKIES /
RADIO COMMS

WALKIE TALKIE QUICK SHEET

	Person / Location	Relation	Radio Name
1	Jenny Wong	Lead organiser	Jenny
2	Ana Silva	Deputy lead organiser	Ana
3	Stef Mattana	Sponsors lead	Stef
4	Diane Wallace	Speakers lead	Diane
5	Control Desk #1	Rocket reception	Alfa Control
6	Control Desk #2	Graduate Centre reception	Bravo Control
7	Track A	Great Hall	Track Alfa
8	Track B	GCG1-08	Track Bravo
9	Track C	Henry Thomas	Track Charlie

Radio User's Language

- **Go Ahead** – Resume transmission
- **Say Again** – Re-transmit your message
- **Stand-by** – Transmission has been acknowledged, but I am unable to respond now.
- **Roger** – Message received and understood.
- **Affirmative** – Yes – Avoid yup, nope, etc.
- **Negative** – No
- **Over** – Transmission finished.
- **Out** – Communication is over and the channel is available for others.

WALKIE TALKIE PROTOCOL

TWO-WAY RADIO PROTOCOL

If you ever need to use a 2-way radio in a real emergency, it is vital that you are clearly understood. To do this it is important to understand the differences between a telephone and a two-way radio. *Two-way radios are not like a telephone.* Telephones and cell phones are "full-duplex" which means you can talk and listen at the same time. Most two way radios are "simplex" which means *you cannot hear anyone while you have the talk button pressed.*

It is extremely important to take turns talking. To help with this, standard radio procedures have been created.

The single **most important mistake people make is failing to identify themselves.** There may be several people using the same channel as you, so it's important to know who you are directing your transmission to.

To call someone, say the *name of the person you want to call, followed by* the words "**THIS IS**", then say your name and "**OVER.**"

Example: "Susan, **THIS IS** John, **OVER.**"

It's important to *say the name of the person you want to contact before saying your name,* as this will get their attention, and they will listen to the rest of your message. The word "OVER" leaves no doubt about whose turn it is to talk and avoids any confusion.

It's important to say "**OVER**", so they know when you are done speaking. Some radios beep when you're done transmitting, in which case you wouldn't need to say "**OVER**", but it is still a good practice.

It's basic "radio etiquette" to establish contact and make sure that you *have the other person's attention before you start your message.* If you hear someone calling you, acknowledge his or her call by saying, "**GO AHEAD**" or "**STAND BY**" This lets the caller know that you heard them. Also remember, it may take someone a while to get to their radio and respond. *Be patient in waiting for a reply.*

Because **only one person can talk at a time,** it is more important to LISTEN on a 2-way radio than to talk!

Control Desk IDs

Those with mobile radios won't necessarily know who is on which control desk at any point, so to contact whoever is sitting there, they should use the names **Alfa Control** (as that's the main control desk in the Rocket, under Track A) and **Bravo Control** (secondary control desk in the Graduate Centre under Track B).

*When your business is finished, the person who started the conversation should end it by saying their name and the word "OUT", which leaves no mistake that contact has ended. Always release the push-to-talk (PTT) button whenever you stop talking. If you forget and keep it pushed down while you are trying to think of something to say, the radio continues to transmit, making your battery run down faster and making "dead air" so that nobody else can speak or be heard. In the least sense, it is impolite. In an emergency, it could prevent someone with vital information from getting through. If you need to collect your thoughts, release the PTT so that somebody else can break in case they have an emergency, additional information or simply wants to join in the conversation. **Leave a second or two between "hand-offs" to give others a chance to break in.***

It is always best to speak in short simple phrases on the radio and toss the conversation back and forth with the word "OVER."

Don't speak immediately when you press the PTT (push to talk), especially with digital radios which among all their benefits have slightly longer delay. Wait 2-3 seconds.

If you speak as soon you press the PTT button, it can chop off your the first syllable or word, making you hard to understand. If that word doesn't make it, you will just have to say it again and run down your batteries faster.

Radio User's Language

- **Go Ahead** – Resume transmission
- **Say Again** – Re-transmit your message
- **Stand-by** – Transmission has been acknowledged, but I am unable to respond now.
- **Roger** – Message received and understood.
- **Affirmative** – Yes – Avoid yup, nope, etc.
- **Negative** – No
- **Over** – Transmission finished.
- **Out** – Communication is over and the channel is available for others.

Sample Dialog

Below is a sample dialog that puts these standards to use.

Ana: Jenny, this is **Ana**. **Over**.

Jenny: Ana, this is **Jenny**, **Stand-by**. **Over**.

...

Jenny: Ana, this is **Jenny**, **Go Ahead**. **Over**.

Ana: Jenny, there is a an issue with X. **Over**.

Jenny: Ana, **Roger**. Where are you? **Over**.

Ana: Jenny, I'm at the Great Hall. **Over**.

Jenny: Ana, I'm coming to the Great Hall. **Over**.

Ana: Jenny, **Roger**. **Out**.

Radio Check

Radio checks are made to check for dead battery or poor signal. The conversation should go like this:

Ana: Alfa Control, this is **Ana**. Radio check. **Over**.

Alfa Control: Ana, this is **Alfa Control**, received loud and clear. **Over**.

Ana: Alfa Control, **Roger**. **Out**.

Radio checks should be done by Alfa Control to each radio user in turn (including Bravo Control) at set times, once in the morning, once in the afternoon i.e. 10am and 3pm. Individuals can do a radio check to Alfa Control any time they think they have a problem. Anyone who doesn't respond should be tried again a few minutes later.

Radio Usage Tips

- Be brief and to the point.
- Stay off the radio unless absolutely necessary.
- Engage your brain before your mouth.
- Think about how best to make yourself understood.
- Listen before you begin your transmission.
- Make sure the channel is clear.
- Wait a full second AFTER you push-to-talk BEFORE you begin to speak. This will ensure the beginning of your message is heard.
- Speak ACROSS the microphone rather than into it to improve intelligibility. Use a natural speaking voice. The only way to overcome loud ambient noise is to shield the microphone from the wind, point it away from the source of noise or wait until the noise passes.
- Hold the radio vertically, at face level, with its antenna in the clear.
- DO NOT shout into the radio. It only distorts your transmission.
- DO NOT turn the volume all the way up. This drains the battery and causes distortion. It also has no effect on outgoing transmission quality. Those not at control desk will have ear pieces anyway.



VOLUNTEERS UNIFORM

VOLUNTEERS UNIFORM

Volunteers are expected to be wearing a volunteers t-shirt when volunteering.

You are free to keep wearing them when you are off duty - but please be aware that people might ask you questions when they see you in the t-shirts.

Each volunteer will receive get 2 t-shirts for the weekend. The 2017 t-shirts are yellow with red print on them.

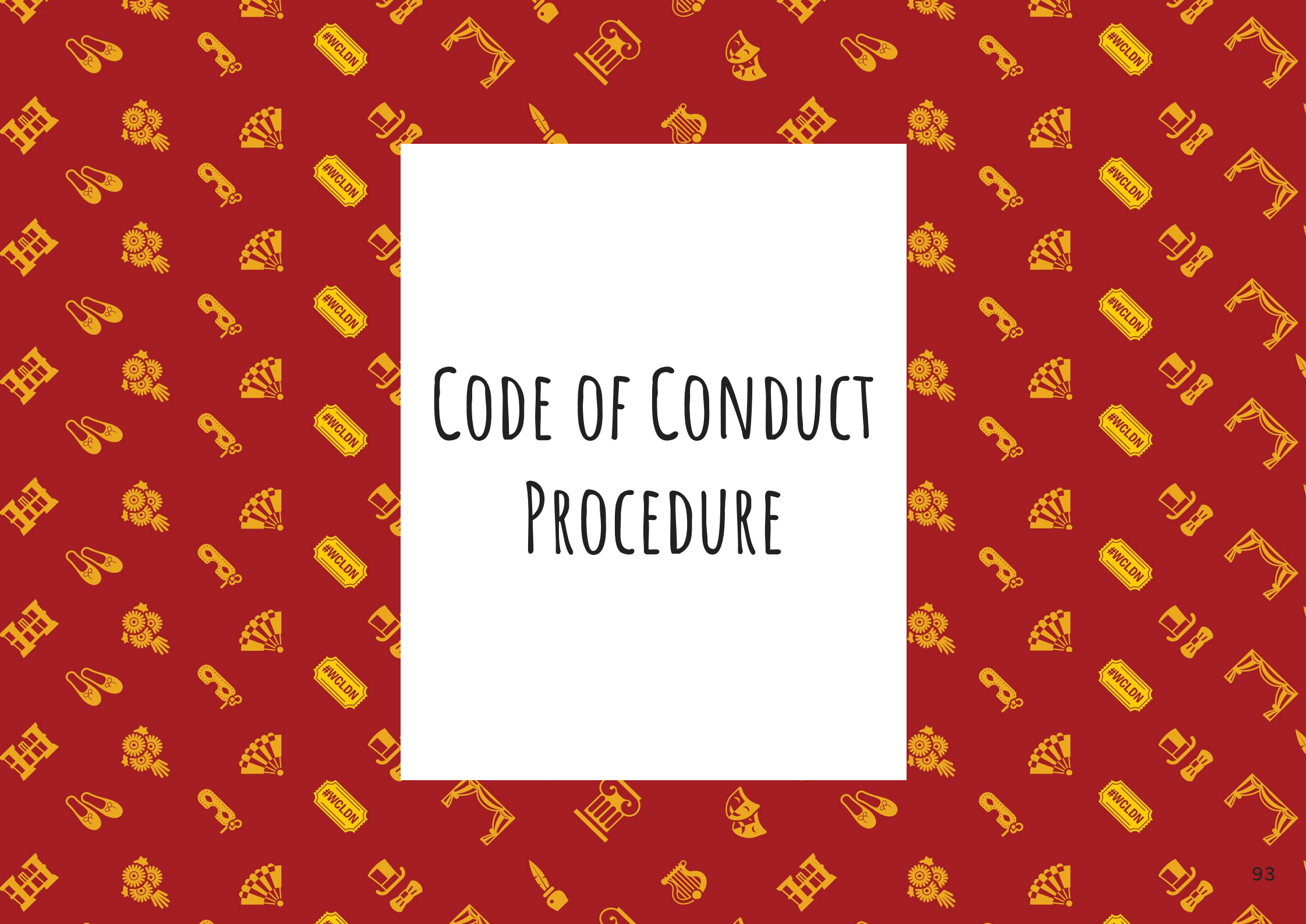
We will distribute volunteer t-shirts during the Volunteers Dinner and first thing on Saturday morning.

For the ladies:

The t shirts for the volunteers are fitted rather than the medium fit of 2016. We have ordered more of the larger sizes in the hope that we can accommodate everyone. If you want to play it safe with the t-shirt size and have a yellow top in your wardrobe, please consider bringing it with you.

We also recommend wearing nude colour underwear.





CODE OF CONDUCT PROCEDURE

CODE OF CONDUCT REPORTS TODO:

WordCamp London's Code of Conduct is available to see here:

<https://2017.london.wordcamp.org/code-of-conduct/>

WordCamp London forbids harassment. If an attendee reports any type of harassment to you, or you witness or experience harassment please report this to Jenny or Ana immediately. You can reach Jenny or Ana on the radio through **channel X** and ask her to meet you where you are.

Taking reports: http://geekfeminism.wikia.com/wiki/Conference_anti-harassment/Responding_to_reports



FIRST AID

FIRST AID:

A first aider will be on site during the event.

If you need to reach a first aider, please approach the closest security personnel and let them know the exact location where a first aider is required.

If you're not near a security personnel, please radio through to Control Desk #1 or @channel in the #wcldn-volunteers Slack channel.

Consistent security personnel locations will include:

- Rocket Entrance
- Graduate Centre Entrance
- Tower Reception



WHAT TO DO IN AN EMERGENCY

EMERGENCY TODO

If there is an emergency or urgent action required wherever you are, your first point of call is Jenny or Ana on the radio. If you cannot get through to either person on the radio, please call our mobile numbers which are both listed in the Playbook Extension. For any emergency to do with the venue please contact Alex/James on the radio.

Emergency/Fire Evacuation

London Metropolitan University has a Fire Evacuation route and procedure. In case of any fire or emergency evacuation please follow the steps below:

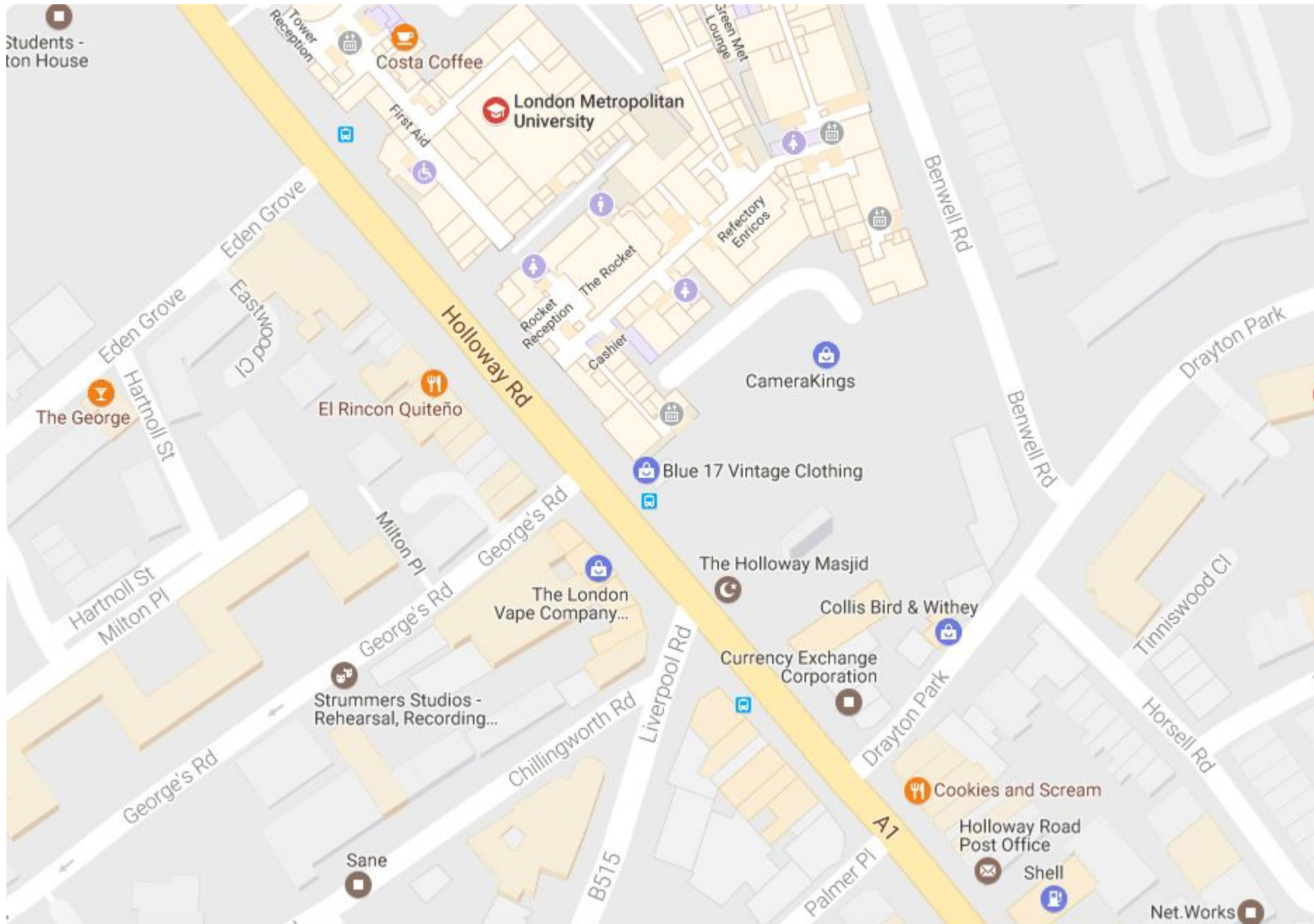
Instructions:

- Take a **left outside The Rocket reception** (or Graduate Centre Reception) and walk straight down Holloway Road
- Take the first road on your left, **Drayton Park**
- Line up in single file down Drayton Park Road

Please see the following two slides with a map of the area, and a map with the specific evacuation route.

ALL ORGANISERS are official Fire Marshals for the event, so if you are unsure about what you need to do in an emergency, please ask Jenny or Ana.

EMERGENCY EVACUATION MAP (ROUTE SPECIFIED ON THE FOLLOWING MAP)



EMERGENCY EVACUATION MAP (ROUTE SPECIFIED)

