FAQs FOR INTERNAL FRINGE ORGANISERS

Where will my fringe be held?
Your fringe will be allocated to a room based on the predicted number of people attending your session (we will send you an estimated attendance figure by Tuesday 16th February) and this will be indicated on the timetable. Please arrive at your room 10-15 minutes before the session starts, to check that you are happy with the layout and that the technology is working and you have everything you need.

How long is my session?
Fringe sessions are usually 75 minutes long (but please check timetable). Please be very careful not to overrun as this has a knock on effect for subsequent sessions. Please allow 5 minutes to clear the room at the end, so that the next fringe organiser can get in to set up. Conversations with audience members should be continued outside the room once your time is up.

My sessions is ‘members only’. How will that be policed?
Non-members will be wearing distinctive green lanyards and members of the press will be wearing yellow lanyards with the words ‘PRESS/MEDIA’. At the beginning of your session, we would ask you to politely remind the room that this is a members only session and that there are alternatives on the timetable for non-members and journalists.

What equipment will be in the room?
All rooms will have a data projector and screen and a PA system with a handheld mic. There will not be a flip chart and pens unless you specially request it.

The Main Hall will have a projector, screen and PA system. Fixed, handheld and lapel mics are available in this room. Please speak to the technical staff at the back of the room.

All rooms have laptops included (NB You will also need the correct mac adaptor if you are using a mac.)

If you are having problems with the technology, please contact one of the venue’s AV staff using the details on the table.

Can I play a film in a fringe session?
If your laptop has a DVD player, then yes. You will need to connect your laptop to the speaker using the cable provided.

Is there free wi-fi at the venue?
Yes, the ‘HIC’ network will be available to everyone attending the event.

Can I stick things to the walls at the venue?
Yes, blu tac can be used on doors (ideally not walls)
**Are there printing and photocopying facilities at the venue?**
Not at the moment – but we are looking into the possibility.

**How will the room be set up?**
The room will be set up theatre style (chairs in rows facing the front). Feel free to re-arrange them to a style that suits your session, but return them to the original set up at the end.

**How do my speakers get in to Conference?**
Speakers who are non-GP members will be given a visitors badge at the reception desk, which will give them access to the conference for your fringe session.
Please send your speakers the map provided.

**Can members of the public attend?**
Members of the public can buy a £5 taster ticket for one day of conference, which is then refunded if they decide to join. Please feel free to publicise your session to the outside world as this is a great way of attracting new members. If you would like your fringe to be accessible by a special interest group without them having to pay the £5 charge, please contact Louisa to discuss. We may in some circumstances be able to arrange access to that fringe only for pre-arranged groups.

**How do I know how many people to expect?**
When the early bird booking deadline has passed, we send an email to all members who have pre-registered for conference asking them to give a voluntary and unbinding indication of which fringes they think they would attend in each session. This gives us a fairly good idea of attendance for each session, which we then pass on to you for planning purposes.

**Do I have to pay to attend conference?**
Yes, Green Party members are expected to pay to attend conference, even if they are running a fringe. There is an access fund available for those who would have difficulty paying the fees and other costs. Please contact louisa.greenbaum@greenparty.org.uk for an application form.

**I want to have catering at my fringe session. Can I bring my own snacks/drinks?**
Under the terms of the venue-hire contract we are obliged to use the in-house catering and are not permitted to bring in our own drinks and snacks to meetings. If you do wish to order in-house catering, please contact: Nicole.fielding@hicyorkshire.co.uk, Tel. 01423 537325.
TIPS FOR SUCCESSFUL FRINGE SESSIONS

Please follow the guidance below when running your meeting:

- Meetings are 75 minutes with 15 minutes break in between allowing more time to get to and from meetings and for the meetings themselves. While you may want to start no more than 5 minutes late to allow for late arrivals please do not overrun in any circumstances. Don’t stretch out meetings – if it has run its course after 60 minutes just finish, giving people a 30 minute break they may welcome. Please ensure that you keep an eye on the time and do not let your session overrun.
- Going round the room for introductions eats into the meeting time. If that is expanded into people talking at length about why the issue is important to them etc. you could lose half an hour. So please think carefully before including this in your fringe – the committee do not recommend it except where the attendance is small.
- Fringe meetings are interactive discussions, which seek to inform and move the party forward. A non-interactive lecture format will not go down well – please incorporate sufficient time for Q&A during the meeting. The meeting Chair is likely to need the assistance of a second person to identify those who want to speak during the Q&A and/or to take notes which might be circulated to those who leave details on a sign up sheet.
- It is suggested that the Chair outlines clearly how the meeting will run at the start.
- Inclusive Chairing: Please do not refer to people in the audience by name when taking questions, even if you know them. And always refer to people in the room as a person rather than "man" or "woman", for example "the person at the back in the blue jumper" and try to observe gender balance in speakers.
- Please chair the meeting in a way that ensures shy members new to conference have an equal chance to contribute as louder conference veterans who assert themselves or want to butt in. Assertive chairing, only where necessary, to cut people off who speak for too long should help the fringe run successfully for all concerned.
- Please try to avoid jargon and explain any acronyms – try to be as clear as possible.
- Please use the microphones at all times for both presenters and audience, even if you don’t feel this is necessary. This helps people filming sessions as they get a direct sound feed which gives much better sound quality on the video and it also helps those with a hearing difficulty – please also ensure you explain the reason why they are being used.
- Stand when speaking if possible, as seated presenters can’t be easily seen from the back of the room.
- If your sessions is being filmed, please make the audience aware of it at the beginning.

If you have any further questions, please contact:
Louisa Greenbaum, Conferences Co-ordinator, Louisa.greenbaum@greenparty.org.uk