



## DEAR EMERALD CITY COMIC CON PANELIST,

We are excited that you will be joining us for Emerald City Comic Con's 20<sup>th</sup> Anniversary this March 2-5, 2023! We want to make sure that you have a great experience at the show. Please use this manual as a guide for all the essential details that you need to know for your panel at ECCC.

If you have any questions, please reach out to [panels@reedpop.com](mailto:panels@reedpop.com). Please include ECCC in the subject line. We are looking forward to seeing you soon!

Sincerely,  
The Content Team

## PANEL SCHEDULE

ReedPop will schedule your panel based on availability and needs of the show. Panelists may request specific days and times. All requests will be considered, but final scheduling will be at ReedPop's sole discretion. Please be advised that panel schedules may change. Panel organizers will be notified of required schedule changes.

## SEATTLE CONVENTION CENTER: SUMMIT BUILDING

ECCC 2023 will be hosted in the new building expansion to the Seattle Convention Center called the Summit. The entirety of our event will be in one building. The convention center preliminary floor plans, capacities, and dimensions are located [here](#).

Show branded maps with panel room locations be available soon.

## PANELIST BADGES & REGISTRATION

- Panelist Badge Registration is located [here](#). Every panel organizer must fill out this registration form.
- Panels typically contain **maximum** (5) five Panelists and (1) Moderator. ReedPop does not supply Moderators, unless it has been discussed on a case-by-case basis with the Content Team. If your panel consists of more than (6) six total participants, please communicate this with the Content Team.
- Approved Panels receive up to (6) six Panelist Badges. Panelist Badges are good for all (4) four days of the show.

## BADGE PICKUP & PANELIST ENTRANCE

Registration and Badge Pickup will be located in the Summit Lobby on the first floor of the convention center. If arriving on the day of your panel, it is highly recommended that you arrive at least 1 hour early or more to ensure enough time to pick up badges and locate your panel room.

After badges have been picked up, Panelists may enter the Seattle Convention Center Summit building from any entrance. For quicker access, we recommend Panelists use their dedicated entrance on Pine Street near Boren Avenue.

## PANEL ROOM SEATING

- Panels:
  - Theater style seating for fans. (Chairs facing the stage.)
- Family HQ Workshops/Demos:
  - Classroom style seating for fans. (Rectangle tables, with chairs, facing the front.)
- Cosplay Central and Pop Asia Workshops/Demos:
  - Round banquet tables with seating for fans.

## ARRIVAL, SETUP, TIMING

- It is crucial panels to start and end on time. If your panel starts late, it still ends on time.
- Each panel is 1 hour in duration.
- Arrive to your Panel Room at least 15 minutes in advance of your start time to ensure a smooth setup and tech check.
- There are 15-30 min breaks in between each panel.
- As soon as the panel before yours concludes, you may begin setting up for your Panel.

## AV / TECH

- An ELMO – document style camera is available upon request.
- Laptops are **NOT** provided.
  - Bring your own laptop and presentation/assets on a backup USB flash-drive.
- An HDMI cord will be provided to plug into your laptop.
  - Adapters are not provided. Bring your own USB adapter.
    - Example: USB-C to HDMI
- (5-6) six wired microphones, tv screen or projector screen.
  - Wireless mic is available per request.
  - Any podium includes a podium mic.
  - Wireless mics are available on request **before** the show.
- If you have any tech issues, please identify a crew member or AV technician in the room/area.

## HELP

Have an emergency on-site? Tech issue? Panelist Badge Issue? Stuck in line before your panel? Please don't hesitate to contact (475) 266-6191. Inquiries made to this phone number will **only** be accepted on-site during show days and load-in and load-out. Inquiries are preferred via text message and **may** have a delayed response time. However, a quick response is the priority. Inquiries pre-show **must** be made by email to [panels@reedpop.com](mailto:panels@reedpop.com). Please include ECCC in the subject line.

## TECH CHECKS

In between each panel there are 15-30 minute breaks that we have scheduled. This provides ample time to set up your laptop and start your panel on time. **If** you feel like you need more time to test your presentation, we have limited/first-come, first-served availability to schedule tech checks before the event starts. If you would like to request a tech check, please contact the Content Team at [panels@reedpop.com](mailto:panels@reedpop.com) and include ECCC in the subject line.

## STREAMING & POPVERSE

Panels **may** be filmed/recorded for ReedPop and Popverse purposes only. Panelists cannot make requests to have ReedPop film/record their panels. The decision on which panels are filmed is the sole decision of ReedPop and Popverse. Filmed/recorded panels are to be published on the Popverse website, YouTube, and social media pages at its discretion, and some of which may be for paid Popverse members/con digital ticket-holders only. Popverse has exclusivity rights of filmed/recorded panels for up to 90 days from the date of the panel.

### What is Popverse?

Popverse is a comics + pop culture entertainment website focusing on that delectable media people come to conventions for, with breaking news, expert commentary, and engrossing conversations with people behind the things we all love. Popverse is the exclusive home for filmed panels from New York Comic Con, Emerald City Comic Con, C2E2, MCM Comic Con, and other ReedPop shows. For more information about Popverse, [click here](#).

### What is a Popverse Membership?

The paid Popverse Membership is a way for you to turn your living room into the Main Stage or amplify your in-person convention experiences. You can sign up for a Popverse Membership for first access to tickets to our events (like MCM Comic Con and New York Comic Con), photo ops and autographing tickets, and paid digital experiences; exclusive access to video content and celebrity panels, a limited edition gift, and access to exclusive show merchandise online. For the cost of a 1-day live event ticket, your Popverse Membership virtually takes you to every day of ALL four major ReedPop shows.

## HOTELS & TRAVEL

Want to view discounted rates for all the hotels we have to offer? Find the perfect room and rate for you. All of our ECCC official hotels are located only a short distance from the venue.

Reservation Deadline is February 5, 2023\*

Learn more and book at:

[emeraldcitycomiccon.com/en-us/about/hotels-parking/official-hotels](https://emeraldcitycomiccon.com/en-us/about/hotels-parking/official-hotels)

*\*ReedPop does not pay for Panelist lodging, transportation, meals, etc.*

## PARKING & DIRECTIONS

[emeraldcitycomiccon.com/en-us/about/hotels-parking/parking](https://emeraldcitycomiccon.com/en-us/about/hotels-parking/parking)

<https://seattleconventioncenter.com/parking-garage-information>

## ADA ASSISTANCE

Only fans can request ASL Interpretation and fan requests must be made **no later than two weeks** before the event to allow for sufficient processing time.

Special accommodation requests from Panelists can be emailed to the Content Team at [panels@reedpop.com](mailto:panels@reedpop.com). Please indicate "ECCC" in the subject line. This includes requests for wheelchair accessible ramps and lifts for stages.

For more information about ADA, please visit: [emeraldcitycomiccon.com/en-us/about/ada-assistance-program](https://emeraldcitycomiccon.com/en-us/about/ada-assistance-program)

## HEALTH & SAFETY

Masks are not required but encouraged.

For information about ECCC's health and safety guidelines, please visit: [emeraldcitycomiccon.com/en-us/safety-guidelines](https://emeraldcitycomiccon.com/en-us/safety-guidelines)

## BRAND GUIDELINES

Media kit and logos here: [emeraldcitycomiccon.com/en-us/industry/media/brand-guide](https://emeraldcitycomiccon.com/en-us/industry/media/brand-guide)

## ECCC HOURS

SHOW FLOOR, ARTIST ALLEY, WRITER'S BLOCK	PANELS	GAMING & AFTER HOURS
Thursday: 10:00 AM – 7:00 PM Friday: 10:00 AM – 7:00 PM Saturday: 10:00 AM – 7:00 PM Sunday: 10:00 AM – 5:00 PM	Thursday: 11:00 AM – 9:00 PM Friday: 11:00 AM – 9:00 PM Saturday: 11:00 AM – 9:00 PM Sunday: 11:00 AM – 5:00 PM	Thursday: 10:00 AM – 12:00 AM Friday: 10:00 AM – 12:00 AM Saturday: 10:00 AM – 12:00 AM Sunday: 10:00 AM – 5:00 PM

