



## DEAR C2E2 PANELIST,

We are excited that you will be joining us for C2E2 2023 this March 31 – April 2, 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 C2E2.

If you have any questions, please reach out to [panels@reedpop.com](mailto:panels@reedpop.com). Please include C2E2 in the subject line. We are looking forward to seeing you soon!

Sincerely,  
The Content Team

## PANEL SCHEDULE

[www.c2e2.com/en-us/explore/panels](http://www.c2e2.com/en-us/explore/panels)

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.

## MCCORMICK PLACE

Floor plans:

[www.mccormickplace.com/facility-overview/floor-plans](http://www.mccormickplace.com/facility-overview/floor-plans)

## PANELIST BADGES & REGISTRATION

- Panels typically contain **maximum** (6) people. [Five panelists and one 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.
- Panelist Badges are good for all (3) three days of the show.
- Names are **not** printed on Panelists Badges

## PANELIST BADGE PICKUP

Panelist Badge Pickup will be at **Will Call** located on **Level 1 in S100**. 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.

## **PANEL ROOM SEATING & CAPACITY**

*CAPACITY IS APPROXIMATE, NOT EXACT*

### **4<sup>th</sup> Floor:**

- **S401-AB:** 250 Seats
  - Theater style seating
  - Has risers/stage
  - No ramp
- **S401-CD:** 250 Seats
  - Theater style seating
  - Has risers/stage
  - No ramp
- **S402:** 300 Seats
  - Theater style seating
  - Has risers/stage
  - No ramp
- **S403-A:** 120 Seats
  - Theater style seating
  - No risers/stage
- **S403-B:** 120 Seats
  - Theater style seating
  - No risers/stage
- **S404:** 500 Seats
  - Theater style seating
  - Has risers/stage
  - No ramp
- **S405-A:** 150 Seats
  - Theater style seating
  - No risers/stage
- **S405-B:** 150 Seats
  - Theater style seating
  - No risers/stage
- **S406:** 1,500 Seats
  - Theater style seating
  - Has risers/stage
  - Has ramp

### **5<sup>th</sup> Floor:**

- **S502-A:** 72 seated
  - Rounds with 8 chairs each

- **S502-B:** 72 seated
  - Rounds with 8 chairs each
- **S504-BC:** 70 seated
  - Meetup room
  - Round tables, open space for photos
- **S504-A:** 120 people
  - Theater seating
  - No risers/stage

### Show Floor

- **The Yard:** 120 seated
  - Has stage/risers
  - Open area, picnic tables
- **Pop Asia Interactive:** 120 seated
  - An open space for activities and dancing!
  - Has stage/risers
  - No ramp
- **Cosplay Central Panels:** 120 seated
  - Theater style seating
  - Has stage/risers
  - No ramp
- **Cosplay Central Workshops:** 50 seated
  - Rounds tables with power
- **Family HQ Interactive:** 70 seated
  - An open space for activities, stories and dancing!
- **Family HQ Workshop:** 30 seated
  - Classroom style seating
  - No risers/stage

### ARRIVAL, SETUP, TIMING

- It is crucial for panels to start and end on time. If your panel starts late, it still ends on time.
- Each panel is 1 hour in duration. Unless otherwise noted.
- 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

- Laptops are provided.
  - Please bring your presentation on a flash drive.
  - If preferred, you can bring your own laptop.
- Adapters are not provided. Please bring your own HDMI adapter.
  - Example: USB-C to HDMI
- Standard AV setup is wired table microphones, tv screen or projector screen.

- Any podium includes a podium mic.
- Wireless mic(s) available upon request.
- An ELMO – document style camera available upon request.
- 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 C2E2 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 C2E2 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 ticketholders 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 C2E2 official hotels are located only a short distance from the venue.

Learn more and book at: [c2e2.com/en-us/about/hotel-and-travel/hotels](https://c2e2.com/en-us/about/hotel-and-travel/hotels)

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

## PARKING & DIRECTIONS

See below for parking options:

[c2e2.com/en-us/about/hotel-and-travel/parking](https://c2e2.com/en-us/about/hotel-and-travel/parking)

## ADA ASSISTANCE

Special accommodation requests from Panelists can be emailed to the Content Team at [panels@reedpop.com](mailto:panels@reedpop.com).

Please indicate “C2E2” in the subject line. This includes requests for wheelchair accessible ramps and lifts for stages.

For more information about ADA, please visit: [c2e2.com/en-us/about/ada-assistance](https://c2e2.com/en-us/about/ada-assistance)

## HEALTH & SAFETY

Masks are not required but encouraged.

For information about C2E2’s health and safety guidelines, please visit: [c2e2.com/en-us/about/faq-and-policies/safety-security-and-wellness](https://c2e2.com/en-us/about/faq-and-policies/safety-security-and-wellness)

## BRAND GUIDELINES

Media kit and logos here: [c2e2.com/en-us/industry/media/logo-and-brand-guidelines](https://c2e2.com/en-us/industry/media/logo-and-brand-guidelines)

## C2E2 PROGRAMMING HOURS

PANELS & GAMING SHOW FLOOR	PANELS & GAMING 4 <sup>TH</sup> & 5 <sup>TH</sup> FLOORS	AFTER DARK PANELS, EVENTS & GAMING 4 <sup>TH</sup> & 5 <sup>TH</sup> FLOORS
<b>Friday</b> 10:00 AM – 7:00 PM <b>Saturday</b> 10:00 AM – 7:00 PM <b>Sunday</b> 10:00 AM – 5:00 PM	<b>Friday</b> 11:00 AM – 7:00 PM <b>Saturday</b> 11:00 AM – 7:00 PM <b>Sunday</b> 11:00 AM – 5:00 PM	<b>Friday</b> 7:00 PM - 11:00PM <b>Saturday</b> 7:00 PM - 11:00PM <b>Sunday</b> Show ends at 5:00 PM, no After Dark