

MONTREAL COMICCON PANEL POLICIES & PROCEDURES

Welcome Montréal Comiccon Panel Hosts! We're excited to work with you for your upcoming panels at this year's Montréal Comiccon. If you have any questions regarding the details outlined below, please contact us at programmation@montrealcomiccon.com.

Below is an overview of the policies you agreed to in your panel application. All of these policies must be adhered to by any and all members and support staff involved with your panel. As panel host, it is your responsibility to ensure your entire panel team is informed of all panel and policy information.

There will be a Programming Assistant and an A/V Tech Staff Member in your panel room to help facilitate setup, time limits, and audience turnover. We kindly ask that you follow the instructions of our Programming Assistants, A/V Tech Crew, and any other Montréal Comiccon staff throughout your panel. If you have any concerns regarding safety, accessibility, or other non-technical needs, our Programming Assistants are your first point of contact. Please feel free to approach them as needed. Our team is here to help make your panel experience as smooth as possible.

Code of Conduct & Harassment Policy:

<https://www.montrealcomiccon.com/en/code-of-conduct/>

Terms & Conditions:

<https://www.montrealcomiccon.com/en/terms-and-conditions/>

Large Weapons and Props Rules & Regulations:

<https://www.montrealcomiccon.com/en/weapons-large-props-rules-regulations/>

PANEL STRUCTURE

Panels are **45 minutes long**. You will receive **15 minutes beforehand** for setup. You will not have access to the room prior to your 15-minute setup time. If you show up late, you will not be allowed to extend the length of your panel. Please be courteous to the panelists presenting after you who also need their 15 minutes to set up and prepare. Kindly clean up any debris or belongings prior to the start of their setup time.

PANEL CONTENT REGULATIONS

Panel content guidelines differentiating between general and 18+ audiences are outlined below. Please ensure your content adheres to these parameters, especially regarding general audience panels, to ensure family and younger attendees have the best experiences at your panels.

AI POLICY

Montréal Comiccon has a zero-tolerance policy for generative AI in all forms. Any panels/workshops/screenings/etc. utilizing, supporting, or encouraging AI-generated content or

similar materials, are expressly prohibited. Any participating panel members will be banned indefinitely from all presenting or exhibiting in all future Montréal Comiccon and related events.

General Audiences:

- Depictions or discussions of violence must be kept to a minimum.
- Language cannot include profanity (no swearing).
- Drug use discussions are not permitted.
- No sexual content is permitted.

Mature Audiences (18+):

- Depictions or discussions of moderate or intense violence are permitted. Violence that is both realistic and extreme, graphic, excessive, or persistent should be avoided or kept to a minimum. Explicit gore content is not permitted.
- Profanity should be kept to a minimum or used within a context that fits within the programme.
- Drug use discussions should be kept to a minimum or used within a context that fits within the programme.
- Sexual content should be kept to a minimum or used within a context that fits within the programme. Explicit sexualized or pornographic material, hentai, and full frontal nudity are not permitted.

PANEL ROOM POLICIES & LAYOUT

There is **absolutely no food or drink** in the rooms, with the exception of water in a resealable bottle. This includes any food or drink-related prizes for attendees. Nothing may be affixed to any of the walls or furniture in the room.

Damages

It is the responsibility of the panel host to bring all necessary protective equipment to prevent damages to the room or any convention items within the room. **All room damages**, including but not limited to both furniture on stage and in the audience, walls, carpets, tech equipment, that are a result of panel members and/or audience participation in panel activities are the **responsibility of the panel host. Any fees incurred for the repair/replacement from the damages will be billed to the panel host at their expense.**

Room Layout

Panel rooms are set up in a presentation style with a stage, table, chairs, and microphones at the front alongside a presentation screen. There will also be one audience microphone. The audience seating will have chairs but no tables. We are able to accommodate some changes to the stage setup, such as removing chairs or the table, but beyond that, the setup of the room must remain intact, with the exception in the case of accessibility needs. This is to facilitate the transition between panels.

Accessibility accommodations may be requested in the panel application. Montréal Comiccon will do our best to fulfill panelist accessibility accommodation requests but we cannot guarantee

that all requests can be met. In the event that we cannot provide the accommodations as requested, we will work with the panelists to find alternative solutions.

Changes to the audience seating arrangements, outside of accessibility needs, are not permitted unless arranged and pre-approved with the Montréal Comiccon programming team. We cannot guarantee that we can accommodate such requests.

TECH SETUP

We provide electrical power, an HDMI connection, and a projector or presentation screen/TV, in addition to microphones, for your presentation. We **do not provide HDMI adaptors** or any other specific connections. If you do not have a computer with a conventional HDMI connection (such as a Mac), you are obliged to **bring your own HDMI adaptors**.

If you have indicated additional tech or setup needs on your application form, please understand that we will do our best, but we may not be able to accommodate your requests.

Ensure that your presentation is downloaded to your device before arriving on site. There is no Wi-Fi available for the panels. We are **not able to provide internet access** for your presentation. You are responsible for preparing all of your files ahead of time or providing your own hot-spot/internet connection.

We will have A/V Techs on site to assist with basic tech setup such as screen connections and mic checks. Only Montréal Comiccon Tech staff are authorized to operate our equipment and soundboards; do not adjust or interfere with any AV equipment. If you need assistance, please speak with the Tech in your room.

BADGES

Panelist badges are issued to the panel host and the listed panelists in the panel application. There is a **maximum of 3 additional panelists**, excluding the panel host, for a total of 4 panelists per panel. This total includes any support or tech staff for your panel, except any accessibility assistants.

Panelist Names

You can change the names but not the number of panelists after you submit your application. We require the **legal name** of each panelist receiving a badge. It must match their official photo ID. For the purpose of badge pickup, we are unable to accept chosen names unless they match the panelist's photo ID. However, we will honour any chosen name requests, excluding stage/performance aliases, in all other forms of internal documentation and communication. Rest assured that we do not publish panelist names in any of our materials unless you have written them into your panel description. You are welcome to utilize your professional brand aliases or stage names within your panel content, titles, and descriptions.

Exhibitors & Media

If you or any of your panel team is an exhibitor or media badge holder, please advise us as soon as possible to avoid any complications.

Panelist Badge Access

Your panelist badge may only be used by the assigned panelist for the duration of the event. Use of any panelist badge by anyone other than the assigned panelist will lead to revocation of the badge and removal of both the badge holder and the panelist.

Panelist badges grant Montréal Comiccon access equivalent to a **3-day general admission** ticket. Panelist badges do not include:

- VIP or Deluxe access
- Line priority to any events
- Autographs or Photo Ops
- Access to any special ticket events

Montréal Comiccon Ticket Refunds

There are **no refunds** if a panelist has purchased a ticket prior to being accepted as a panelist and receiving a panelist badge. Panelists may gift their purchased ticket to someone else, but there will be no refunds under any circumstances.