



# FESTIVAL PARTICIPATION



## A FEW HELPFUL SUGGESTIONS:

To ensure a positive experience for all of our participants, including presenters, moderators, and other audience members, the HSFOTB asks those in the audience to adhere to the following guidelines:

- Arrive before the presentation's scheduled time to ensure a good seat and to avoid disruption of presenters and audience members.
- Please silence cell phones and other devices.
- Refrain from side conversations while panel is in session.
- Consider taking notes during the presentation to use when formulating your questions.
- Listen to other audience questions to avoid repeating what has been asked.
- When the moderator opens to the audience for questions, focus your question on the topic of the presentation.
- Avoid giving away key details of any book. Other audience members might not have read the book(s) yet.
- Show your appreciation with applause at the presentation's conclusion.
- Before exiting the room, check to see that the area around your seat is free of debris or trash.
- Fill out the session survey before exiting, including any suggestions.
- Plan to attend the All-Author Book Signing & Happy Hour on Saturday from 5:00-7:00 p.m. at Holy Childhood to ask presenters any follow-up questions and to have your books signed and personalized.

*Thank you for attending the fourth annual Harbor Springs Festival of the Book. We look forward to your input and seeing you again next year.*

## FESTIVAL CODE OF CONDUCT

The Harbor Springs Festival of the Book strives to create a safe environment for presenters, attendees, students, volunteers, and employees. All who participate in Festival events must abide by the following code of conduct regarding harassment and minors:

**1** Harassment will not be tolerated. Harassment includes offensive verbal comments, deliberate intimidation, stalking, following, unwelcome photography or recording, sustained disruption of talks or other events, inappropriate physical contact, and unwelcome attention. Participants asked to stop any harassing behavior are expected to comply immediately.

**2** Because of our mission to introduce children and youth to books, authors, and literacy, The Harbor Springs Festival of the Book invites our creators of books for children and teens into schools and libraries to share their work. In order to promote the safety of our children and youth, at no time will an author be permitted to meet with minors without a Festival-approved escort, teacher, parent, or guardian. Additionally, we expect that a teacher, parent, or guardian will always accompany children and youth during Festival events.

**3** If an individual is harassed, notices that someone else is being harassed, or has similar concerns, they should contact a Festival venue captain, Festival staff member or volunteer immediately. All staff and volunteers will have a list of procedures they will follow, including but not limited to contacting the Festival Executive Director (231-838-2725). Complaints will be addressed quickly and fairly.

**4** If an individual engages in harassing behavior or violates the code of conduct as it relates to minors, the Festival organizers may take any lawful action deemed appropriate, including but not limited to warning the offender, removing the offender from the panel or session, barring the offender from Festival events, and assisting in the contacting of Law Enforcement.

We value a safe and enjoyable Festival environment for all participants. Thank you for joining us as we inspire readers of all ages and celebrate the culture of books in a beautiful part of the world.



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