

2010 Expressiones Guidelines for Submitting an Application to The Artists' Enclave at I-Park

[Revised 12/21/2009]

Submission Deadline: February 28, 2010

We are pleased to be providing an online application submission format for 2010 which you should find to be very user-friendly. However, as this system is new to us and we want to be sure that all is running smoothly, we would appreciate hearing right away should you encounter any serious glitches.

You may wish to get into and peruse the application process itself before spending a lot of time with these instructions – to get yourself oriented – they may make more sense after doing so. However, one important request:

You will be asked to set up an account. Please be very meticulous when you enter your personal information into the Signup/Registration form at the first screen (spelling, punctuation, spacing, etc.). This is the most basic information for your file. The address you enter should be your primary residence, the e-mail address should be your primary point of contact (hotmail addresses are not accepted) and the same applies for the phone number you provide. Should you realize you've made an error or if your information subsequently changes, please go back and update your information in the Account area. After registering, you will receive an activation e-mail. If you do not receive this e-mail, please check your bulk/spam folder or contact SlideRoom (support@slideroom.com).

If you haven't already done so, you should at least scan our FAQ document so you'll have a reasonably good understanding of the residency program and so you can decide if this seems like a good fit for you ([click here](#) for a pdf file).

**To connect to the I-Park online submission system for
the Expressiones program, [click here](#).**

Application Instructions, Information, Tips

Special Requests on File Uploads

- While we allow for some flexibility in terms of the amount of material you can submit (though the file sizes as such are strictly limited), please do not upload more than the maximum amount of material indicated.
- The primary/required type for Visual Arts is an image file (6-10 images) with one optional video file as supplementary. Please upload your files in the following sequence: primary/required file types first and then your optional/supplementary file types. This sequencing will assure the most favorable evaluation of your work and will greatly

facilitate the review process. Please do not submit pdf files instead of the file types clearly indicated in Step 6 instructions.

- The recommended, though not required, dimensions for image uploads are 1,024 x 1,024 pixels.

Support/Assistance/Tips:

- For technical assistance, use the on-screen Help function, contact support@slideroom.com or access the help desk at <http://slideroom.zendesk.com>.
- **Helpful hint:** when working in the submission software, consider going to the Full Screen option or adjust your screen resolution so you don't miss some of the items at the bottom of the page. The software was designed for a minimum screen resolution of 1,024 x 768 pixels. Contact the help desk if you're having viewing problems that you can't resolve.
- **Helpful hint:** using your Back button can kick you out of the site. Use the screen options provided for moving around the site.
- The submission process provides instructions at various points along the way. You'll need to click on "Show," where indicated at the top of most pages, to reveal instructions pertinent to that page or processing step, though you may wish to scan the page before reading the instructions. The instructions for Step 6 are particularly important. Please read them carefully before uploading your files.
- **Helpful hint:** be sure to read the entire instructions at the top of each page/step. Keep an eye out for a scroll bar on the right. If you see one, that means there's more to read.
- **Helpful hint:** you can go in and out of your application form at your leisure and your work will be saved; there's no need to complete and submit the form in one sitting.
- **Helpful hint:** be sure to enter the descriptive details for each of the uploaded items by clicking on the word(s) "Edit" or "Edit Details" located under or beside each upload. A pop-up window will appear where you must enter the information related to each item.
- **Helpful hint:** if you feel you have completed your application in full but are unable to proceed to the "Next Step," you may scroll through the tabs (click on ">" located above the "Next Step" button) and click on "Complete Submission." Here, a list of complete/missing items will appear.
- Text limit for the following questions is 250 words: Highlights of formal education, Highlights of professional career, Artist's Statement, Artist's Proposal.
- For any questions regarding the residency program or to report major processing glitches, e-mail us at ipark@ureach.com or contact the office at (860) 873-2468. Or, for Spanish language support, contact latins@expressiones.net.

Other Topics:

- **Session Requests** (your preferred time frame for a residency): choose from among the rough time frames (months) indicated to get you close and/or use the comment field for specific requests. If accepted, you will be given the opportunity to select a first and second choice for particular sessions. The official session dates are indicated on the [2010 Program Calendar](#).
- **Confirmations:** you will receive a confirmation upon submission of your package.
- **Application Fee:** you can pay either by major credit or major debit card at Step 7.

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