

# 2010 Guidelines for Submitting an Application to The Artists' Enclave at I-Park Landscape/Garden Design Program

[Revised 3/2/10]

**Application Submission Deadline: April 12, 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 (SlideRoom) 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 initially 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](mailto: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 how the residency program functions and so you can decide if this seems like a good fit for you.

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

## Application Instructions, Information, Tips

### What to submit

Please submit documentation on 2 previously built projects that are representative of the current direction of your practice. This documentation could include photographs of the finished works, drawings/renderings (final or sequential), images of models, etc. If this is not possible, submit images of 2 conceptual, theoretical or (as yet) un-built projects. Or, submit images on 1 built project and 1 un-built. Though not required, you may also submit here a single sketch or other graphic on the project you propose to work on during your I-Park residency.

### 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 file type for Landscape/Garden Design is an image file (please submit between 1 and 10 images). You should upload your strongest work samples first. This sequencing will assure the most favorable evaluation of your work and will greatly facilitate the review process. Please do not submit pdf, CAD or any other types of files as the SlideRoom software will not accept such.
- The recommended, though not required, dimensions for image uploads are 1,024 x 1,024 pixels.
- Please be sure to complete the Add Titles and Descriptions segment. In the Description field, please define your role in the project (e.g., sole designer, garden design only, etc.). You may also insert here a brief overview of the project.
- Due to the nature of the landscape/garden design field, you may find it difficult to adequately present your work and capabilities using the digital image file format. If this is the case, you may mail (postmarked prior to the application deadline) supplementary materials to: I-Park, P. O. Box 508, Plantsville, CT 06479. Please limit these supplementary materials to no more than 12 single pages of: plans/drawings, sketches/renderings, specification sheets, narratives. You may submit a PowerPoint presentation instead, but only if it contains no more than 12 screens. Do not send CAD files. All sheets or PowerPoint screens should be clearly labeled with:
  - Project Title
  - Year
  - Location
  - Built/Un-built/I-Park Proposal
  - Project Description (reminder to state your role in the project)
- **If you choose to submit all of your work samples by regular mail (note: all other steps of the application form must nonetheless be completed online), you must, at minimum, submit one image file for Step 6.** It should read, something to the effect: ‘I will be mailing all of the visual materials in place of the 1-10 image files that the application form requires. My materials will be mailed to the Plantsville post office box and post-marked prior to the April 12, 2010 application deadline.’ If you do not upload this image file, the software will not allow you to complete your online submission. ([Click here](#) for a copy of this proposed image file if you’d rather not create one yourself.)
- **Primary and/or supplementary mailed-in materials should consist of paper documents and/or discs that you will not need to have returned to you.**

### **Support/Assistance/Tips:**

- For technical assistance, use the on-screen Help function, contact [support@slideroom.com](mailto: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 adjusting your screen resolution so you don't miss some of the items at the bottom of the page. The actual page length may be longer than what you're seeing on your screen. 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 the regular Back button in your screen header 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.**
- **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:** 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. Note: we realize that the Artist's Statement may not be relevant to your practice, so you may simply enter Not Applicable if that's the case. Or, you can submit something of comparable import. **If you will not be submitting any built projects as part of your application, please use the Artist's Statement field to explain.**
- For any questions regarding the residency program or to report major processing glitches, e-mail us at [ipark@ureach.com](mailto:ipark@ureach.com) or contact the office at (860) 873-2468.

### **Other Topics:**

- **Session Requests** (your preferred time frame for a residency): choose from among the rough time frames (months) indicated to get you close to where you'd like to be and/or use the comment field for specific date requests. If accepted, you will be given another opportunity to select a first and second choice for particular sessions. The official session dates are indicated on the [2010 Program Calendar](#) (pdf version).
- **Note that, because of the timing of the launch of this program, it is highly unlikely that, if invited to participate, you could be scheduled for what we consider the May session (4/21 – 5/17). If this time frame is the only one you are available for, please contact the office to request an expedited review of your submission.**
- **Confirmations:** you will receive a confirmation upon submission of your package.
- **Application Fee of \$25:** you can pay either by major credit or major debit card at Step 7.

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