

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

[Revised 12/21/2009]

Submission Deadline: January 11, 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 and the same applies for the phone number you provide (use the + format for the international code if you don't have a primary U.S. phone number). 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.

Also, 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,
[click here.](#)**

Application Instructions, Information, Tips

Selecting the Correct Discipline: Note that, when you're in the submission software, each of the major disciplines supported by I-Park is considered its own program. In fact, all the programs combined constitute our unified multi-disciplinary residency program. However, each discipline has a totally separate, specialized jury so you'll want to be absolutely certain that you select the correct program so that your materials receive the most fair-minded and intelligent review. Although it will be obvious for most artists, you should be aware of our internal definitions of the disciplines.

- Music Composition: scored music, sound sculpture, soundtrack
- Creative Writing: fiction, non-fiction, poetry, drama
- Visual Arts (this category is for work where the visual images are essentially static): sculpture, two-dimensional work, photography, environmental art, installation, mixed-media
- Environmental Art: this category falls under Visual Arts except for years when we're hosting a special program in this field and presenting the Environment Art Biennale (next one is in 2011) – so if you're an environmental artist, submit under Visual Arts in 2010
- Moving Image (this category is for work where the visual imagery is essentially non-static): video and film art, animation, virtual reality, game/interactive art, documentary
- Landscape Architecture/Garden Design
- Architecture

Especially if you are an inter-disciplinary artist, you need to select the program/discipline that best fits your work product. For example, if you work in digital or new media, it could incorporate elements of our music, visual arts and moving image categories. Think in terms of the major sensibility and thrust of your practice and which jury's expertise would be best suited to understand and evaluate your work samples.

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 upload type** for Writers is pdf, with an optional audio file as a supplementary submission. The primary/required type for Visual Arts is an image file with an optional video file as supplementary. For the Music field, the primary/required type is the audio file with optional pdf scores and a video file as supplementary. For the Moving Image category, only video files are to be submitted. 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.
- Note that each program, except for the visual arts, requires that you submit a separate Media Description Sheet (MDS), for which special instructions are provided as part of Step 6. Upload your MDS as your final file before submitting your application to us. This document provides the format for defining important attributes of the work being submitted. If you'd like to take a look at the MDS for your area before you get started, for Music Composition, [click here](#), for Creative Writing, [click here](#) and for the Moving Image, [click here](#).
- Visual artists: the recommended, though not required, dimensions for image uploads are 1,024 x 1,024 pixels.
- Writers: please submit manuscripts that are double-spaced, have the pages numbered and have your name at the beginning/top of each uploaded file.

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. Here you will find the instructions for completing and uploading your Media Description Sheet (not required for Visual Arts).
- 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.
- Note that these instructions were updated on December 21, 2009. No substantive changes were made, only modifications to improve readability.
- 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.

Other Topics:

- **Active/Inactive Programs:** Not all disciplines/programs will necessarily be active at all times. You will see the active programs indicated on the log-in page and also on your 'dashboard' when you enter the program.
- **Travel Grants:** the application has a request form for this (Step 5). **Note that only non- U.S. citizens are eligible for these grants.** Also, only after the jurors have done their scoring and made their recommendations for invitations does I-Park review grant requests using a separate panel.
- **References:** I-Park does not generally require personal references except for those artists or practitioners being considered for a grant or an 8-week residency, so do not send references at this time. Those particular applicants for whom references may be required will be advised of such at the appropriate time.
- **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, which may or may not be available at this time. Artists requesting sessions other than the high season months of June, July and August are more likely to get their first request.
- **Confirmations:** you will receive a confirmation upon submission of your package.
- **Applying to More Than One Program:** although the software does allow you apply to more than one program (each carries its own application fee), we do not generally permit this. If there are special circumstances, contact the office before you submit so we can discuss.
- **Application Fee:** you can pay either by major credit or major debit card at Step 7.

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