

Guidelines for Submitting an Application/Proposal for the 2010 Thanatopolis Exhibition at I-Park Program

[4/11/10, revised 5/24/10]

Application Submission Deadline: July 12, 2010

You may wish to get into and acquainted with the application process itself before spending a lot of time with these instructions – they may make more sense to you 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 we will have 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 data 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).

To connect to the I-Park online submission system for the 2010 Thanatopolis Exhibition at I-Park Program, [click here](#).

Application Instructions, Information, Tips

Your Project Proposal

In Step 3, question 1 in the submission process, you will be asked to define your piece as a Physical Project, a Paper Project, Music Composition/Sound Sculpture or Performance Art/Ritual. If you would expect to have your piece realized (built, executed) for the Exhibition, you should select Physical Project. Paper Projects are ideas/proposals for future elements within the Thanatopolis Project. They might consist of photographs, sketches/renderings, maquettes, virtual reality models as well as other forms of digital imagery. Paper Projects accepted by the Selection Committee will be put on public display during the Exhibition.

In Step 3, question 2 you will be asked for your project proposal. Here, you should indicate in brief narrative form what you propose to contribute to the Thanatopolis Exhibition. If your proposal involves a collaborative team, indicate the names and citizenships of the team members as part of your response. The team leader/coordinator should be the person who registered into the online system and this person will be the single point of contact. In addition to a description of your piece, your proposal should address the following issues:

Physical Projects (Sculpture/Visual Arts, Landscape/Garden Design, Architecture, Landscape Architecture): provide a rough estimate of the materials budget, an estimate of how much time you might need on site to install the work, the extent and intensity of the site intervention you are envisioning, what kind of physical support you might require and any other complexities or concerns.

Paper Projects: indicate the format you would use and whether your presentation would require I-Park to provide any special physical or technical support.

Music Composition/Sound Sculpture

• Memorial Composition:

- Define the work's orchestration and any special or unusual performance requirements.
- Explain how your work might need to be modified (if at all) in order for it to be presented effectively in an outdoor setting.
- Indicate whether there are elements of improvisation in your piece or whether it is strictly scored.
- Explain if the piece was a collaborative project as opposed to one where you were the sole creator.
- Indicate if the piece has been published and approximately how often it has been performed and by whom.
- Specify if the work provides for any random or interactive input elements that are not strictly scored and/or if the piece accords wide interpretive latitude to the conductor.
- Indicate if you are submitting a professionally engineered recording, the recording of a live presentation, a digital emulation or something else.

• Tone Sequence, Processional:

- Briefly explain the concept for your piece and indicate the intended instrumentation and method of presentation.
- Define any special technical complexities you might anticipate.

Performance Art/Ritual

- Specify the number of performers you expect would participate.
- Provide a budgetary estimate for props/costumes, etc.
- Indicate any special or unusual performance requirements.

What to Submit?

In step 4 of the application process, you will be asked to Upload Media in support of your application. Follow the online instructions in terms of allowable file types and relevant size restrictions. Also use the Add Titles and Descriptions function when uploading your files.

Physical and Paper Projects

- You should submit between one and three simple concept sketches/graphics for your Physical or Paper Project.
- The credibility of your application will be strengthened by your inclusion of previous projects successfully executed (or proposed). Such documentation might include photographs/video documentation of the finished works, drawings/renderings, specifications, images of models, narratives, etc.
- You may upload up to 6 image files, up to 2 video files (no longer than 5 minutes each) and no more than a single text file (no more than 250 words).

Music Composition/Sound Sculpture

• Memorial Composition:

- Submit one audio file of the musical selection you are proposing (no longer than 12 minutes).
- If possible, though not strictly required, upload a pdf copy of the score for this composition.
- You may also submit a video file (no longer than 5 minutes) if this would be essential for a proper understanding of your piece or if the video element is integral to your practice.

- Do not include your name in the Add Titles & Descriptions function that accompanies your file upload.

• Tone Sequence:

- Submit one audio file (no longer than 2 minutes) with either the completed piece or a 'sketch' or excerpt from your proposed piece.
- You may use the open text field within the Add Titles & Descriptions function for elaboration.
- The credibility of your application will be strengthened by your inclusion of an additional audio file (no more than 10 minutes of audio) that is either similar in style to what you are proposing or is otherwise representative of the type and quality of music/sound sculpture you are presently creating.

• **Processional:** same as Tone Sequence, excepted the audio file should be no longer than 15 minutes.

Performance Art/Ritual

- Submit a simple sketch or storyboard, or utilize some alternative graphic means (not just text), that conveys the sense of your proposed piece (maximum 3 images and/or a single video or audio file no longer than 5 minutes).
- The credibility of your application will be strengthened by your inclusion of previous projects successfully executed (or proposed).
- Submit up to 2 video files, up to 6 image files and up to 2 audio files.

Special Requests on File Uploads

- While we have allowed for a great deal of flexibility in terms of the kinds of material you can submit (though the file sizes as such are strictly limited by the submission software), please do not upload more than the maximum number indicated.
- Do not submit CAD files.
- The recommended, though not required, dimensions for image uploads are 1,024 x 1,024 pixels.

Music Composition/Sound Sculpture

Please use the Add Title & Description field provided with your file upload to indicate the following:

- Title of the piece
- Date Composed
- Composition Category (Memorial Composition, Tone Sequence, Processional)
- You may use the open text field to elaborate further on your piece

Landscape/Garden Design, Landscape Architecture and Architecture

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. Do not send CAD files. All sheets should be clearly labeled with:

- Your Name and Project Title
- Year
- Location
- Built/Un-built/I-Park Proposal
- Project Description (if a collaborative project, be clear about your particular 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 pdf or image file for Step 4. It should read, something to the effect: 'I will be mailing all of the visual materials in place of the 1-9 files that the application form allows. My materials will be mailed to the Plantsville post office box and post-marked prior to the July 5, 2010 application deadline.' If you do not upload this pdf or image (jpeg, gif or png) file, the software will not allow you to complete your online submission. ([Click here](#) for a copy of this proposed file if you'd rather not create it yourself.)

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 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 banner or on your keyboard can cause you to be kicked out of the site. Use the screen options provided within the software for navigating 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. Also, be sure to read the entire instructions. Keep an eye out for a scroll bar to the right. If you see one, that means there's more to read.**
- You can go into 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,' scroll through the tabs (click on '>' located above the 'Next Step' button) and click on 'Complete Submission.' Here, a list of incomplete/missing items will appear that you will need to address.
- Text limit for the following questions is 250 words: Highlights of Formal Education, Highlights of Professional Career and Artist's/Professional Statement. The text limit for the Project Proposal is 400 words. Note: we realize that the Artist's/Professional Statement may not be relevant to your practice so you can simply enter Not Applicable if that's the case. Or, you can submit something of comparable import. **For those submitting a Physical Project, if you will not be submitting any built projects as part of your application, please use the Artist's/Professional Statement field to explain.** Note that this application form is adapted from the one used for the I-Park multidisciplinary residency program. In several cases, you will be asked to skip a step or enter 'Not Applicable.'
- For questions regarding the Thanatopolis program or to report major application processing glitches, send an e-mail to ipark@ureach.com or contact the office at (860) 873-2468.

Other Topics

- **Confirmation:** you will receive an e-mail confirmation upon submission of your package.
- **Application Fee:** the customary application fee has been waived for this program.

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