

## Guidelines for Submitting an Application to the 2015 Environmental Art Program

Submission Deadline: **March 9, 2015**

[1/19/15, revised 2/16/15]

### **Introduction**

Applications to the I-Park Environmental Art Program are processed through an online submission system. By clicking on the link below, you will be connected to the application system. If you are new to this system, you will first be asked to set up an account. Please be certain that the address you enter is your current mailing address and that the e-mail address you enter is for an account that you check regularly. These addresses will be our primary means of contact with you. If you already have an account with this service (SlideRoom), please go to the Account link and check that your information is still current.

Please at least scan the [Frequently Asked Questions \(FAQ\)](#) document before applying so you can decide if this program is a good fit for you.

The entry fee is \$30.00 and payments may be made by major credit or debit card. This fee helps to defray the costs associated with the selection/curatorial process.

Note that the 2015 application form has been simplified as compared to previous years.

### **Project Proposal Form**

If you are unable to precisely predict or describe your project at this time, indicate, at minimum, the rough concept or concepts you are considering. In order to assist the selection panel, you may also wish to make reference to previous works that you have submitted if they relate in any way to your intentions here. Needless to say, the less information you provide on your proposed project, the more reliance the selection panel will place on your previous body of work.

General suggestion for an effective submission: In terms of the attitude of a typical I-Park selection panelist, less is more. Keep your submission tight and clearly focused. All proposed works must be ephemeral in character and intensely site-responsive.

### **Submitting Your Previous Work Samples and Files Relating to Your Project**

You are allowed a fair amount of flexibility in terms of the amount and type of material you may submit. Be aware that all applications will undergo a quick, 'blind' Preview Round and that the panelists will only be looking at your Primary Files at that time. Your Supplementary Files and personal information will only be reviewed in depth if you become a finalist. You should label your files, where indicated, as either Primary or Supplementary and upload them strategically so that your most compelling works are not missed by the jury, which is working under tight time constraints during the Preview Round. The application form provides some tools to help you direct the jury in their review. Also, be sure to label your files, where indicated, as either previous work samples (Former Work) or of content that represents what you are proposing to create during your I-Park residency (I-Park Project Proposal).

### Notes, Suggestions:

- The application form does not explicitly tell you how many files you can label as Preview Files. This is intentional as it depends upon what you're submitting. If you're simply submitting image files, you're welcome to label ALL your files as Preview Files as they can be processed by the panelists relatively quickly. You do, however, want to be more selective when it comes to video, audio and pdf files as these require much more review time. Because of the broad range of disciplines, file formats and types of previous work, and proposed project, samples being evaluated – we can't make rules for every possible circumstance. Use your best judgment – as will the selection panelists.
- The system will not allow you to upload files exceeding certain size limitations. If your file is not accepted by the system, you may need to re-size it to conform to these limits.
- You can embed media into your portfolio from the following external sites: YouTube, Vimeo and SoundCloud.

### **Assistance with Instructions, Applying to the Program**

In addition to the tutorials and comprehensive instructions provided at various points throughout the process, if you need technical assistance when working in the system, use the on-screen Help function or contact [support@slideroom.com](mailto:support@slideroom.com).

If any of the application instructions are unclear or you have questions or concerns about the residency program itself, e-mail I-Park directly at [info@i-park.org](mailto:info@i-park.org), though we would ask that you take a moment to familiarize yourself with the FAQ first. To expedite processing, use the Subject Line: Application Assistance. You may also contact the office at 860-873-2468 from 9:00 am to 5:00 pm (Eastern Standard Time), Monday through Friday.

Note that you will receive an e-mail confirmation upon submission of your package. Contact [support@slideroom.com](mailto:support@slideroom.com) if for some reason this doesn't happen.

**Connect to the I-Park Application Submission System here.**