

## Generic Application Instructions for the 2019 General Residency Program

Submission Deadline: **Thursday, February 28, 2019**

**Please read these instructions before proceeding to the application portal!**

[2/1/19]

### Introduction

Applications to the I-Park residency program are processed through the SlideRoom online submission system. By clicking on the link below, you will be connected to the application forms and the screen for uploading your work samples. 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. We will use these addresses to communicate with you. If you already have an account with 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 ([click here](#) for a printable version). That way, you can determine if the I-Park program is a good fit for you.

The application fee is \$35.00 and payments may be made by major credit or debit card. This fee helps to defray the cost of the independent selection panels.

**Suggestion – time saver:** Especially if you are a first-time applicant to I-Park, it may be helpful to log-in to the system at this time to get familiar with its structure. This small upfront investment could save you time in the long run. Note that there are many instructions and tips within the application form itself – when and where you need them – to guide you along your way. **Although the system guides you to fill out your forms first and then proceed to the Media Upload section, you are urged to at least spend a few minutes in the Media Upload section before filling out your Upload Details Form. The Upload Details Form will make a lot more sense to you if you do.** If you choose to preview the submission software at this time, please do come back and read the remainder of this document carefully before beginning the application process.

### Selecting the Correct Program/Discipline

**Important – meaning of the term ‘program:’** Each of the disciplines supported by I-Park will appear as a separate program. In fact, there is but one multi-disciplinary residency “program” (General Residency Program). Artists from among the various disciplines share the facility during each residency session. However, each discipline/program has its own customized application form and submission requirements – and the work samples are adjudicated by separate selection panels. Please be certain to select the appropriate discipline/program so that your materials will receive the most informed, fair-minded evaluation. For 2019, I-Park has assembled juries for the following disciplines: Visual Arts, Creative Writing, Moving Image, Music Composition/Sound Art and Architecture/Landscape Design.

Inter- and cross-disciplinary artists are welcome to apply to the General Residency Program. You should select the discipline/program that best captures the sensibility and thrust of your creative practice. Be thinking in terms of which jury’s expertise would be best suited to an informed evaluation of your work samples. Or, you may wish to refer to the FAQ (Discipline-Specific Commentary, toward the end) for an alternative approach. Feel free to contact the I-Park office if you are at all conflicted as to which discipline/program to apply under.

## Submitting Your Sample Materials

Submitting your work samples occurs in two steps. First, in the Forms area (Upload Details Form), you will provide detailed information on the files you intend to submit. Later, you will upload the files themselves in the Media section.

**Important – Preview File(s):** You are required to submit what is referred to as a Preview File (or Files, in the case of Visual Arts). The first, Preview Round of the selection process will involve a review of your Preview File(s) only and there are specific rules for the types and amount of material you may provide. As this will be the selection panel’s introduction to your materials, your Preview File(s) should represent your most compelling work.

For those submitting image files, you may include more than one image within a single file (compound image). However, please do not show images of different works within a single file. Bear in mind though that, for all visual content, the selection panelists will be viewing your materials on a computer screen – so compound images may or may not ‘read’ well at that scale.

Note that in Media area, there are important instructions at the top of the page. Please be sure to read them carefully before uploading your files. You may need to click on Show Instructions at the top of the screen if this information is not appearing.

## Labeling Your Media Files – Important

As soon as you upload a file, a link will appear at the bottom directing you to Continue to Label Media. The screen that comes up will ask for certain information that will further describe the particular content of your file (most fields, those with an \*, in fact require a response). The space provided for your responses is quite limited. If you find yourself without enough space to answer a question, you may instead enter all or part of it in the more spacious Description field in the same section. But to fulfill the need for a response in a required field, simply say See Description Field. Also, you may find the following definitions helpful in the Label Media Files section.

- **Title:** Carefully follow the instructions that direct you to title your works consistently throughout the application process. This is important.
- **Medium, Media:** This applies to Visual and Moving Image Artists only.
- **Physical Dimensions:** This applies to Visual Artists only. Please use imperial units of measure (feet, inches).
- **Year Completed:** If you consider yours a work in progress/process (not a completed piece), indicate as such rather than entering a date.
- **Critical Excerpt:** This field allows you to identify a specific excerpt within your (video, audio or pdf text) file that you wish to direct the jury’s attention to. Please double-check that the length of the Critical Excerpt you designate (number of minutes or pages) does not exceed the number of minutes or pages allocated for the jurors’ review of that file. Note that you are not allowed to indicate more than one Critical Excerpt within any particular file.
- **Complete Piece or Excerpt?:** Here, you will indicate if the file you have submitted is of an entire work, beginning to end, or is an excerpt from a larger piece.
- **Digital Emulation, Live Performance, Studio Recording?:** This is to clarify what type of audio material the jurors are experiencing. You may wish to elaborate in the Description Field if these choices are too limiting.
- **Authorship: Your role(s) in the creation of this work:** This is to describe your creative involvement with the work sample you have submitted, especially relevant in projects traditionally produced by collaborating teams, e.g., concept development, screenwriter, director, camera work, talent, narrator, musician, conductor, arranger, project manager.
- **Description Field:** This is a free form field that you may use to elaborate on your selection.

### **Eligibility for Return Residencies**

I-Park fellows are welcome to apply for return residencies. However, fellows should carefully read the [FAQ](#) (page 2) for current eligibility guidelines before beginning the application process.

**Suggestion for an effective submission:** In terms of the attitude of a typical I-Park selection panelist, less is more. Don't feel the need to fill up all the space that the system provides. Keep your submission tight and clearly focused.

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

In addition to the tutorials and comprehensive instructions provided at various points in SlideRoom, if you need technical assistance when working in the system, use their on-line Applicant Step-by-Step Guides at <https://support.slideroom.com> or contact them using their [online e-mail form](#). 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 (EST), Monday through Friday.

**APPLY HERE - 2**