2021 Site-Responsive Art Residency Generic Application Instructions
[Revised November 21, 2020]

Introduction

Applications to the 2021 Site-Responsive Art Residency & Biennale program are processed through an online submission system. After reading these instructions, click on the link above or below to get connected. 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 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 your 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 intelligently decide if this program is a good fit for you.

The application fee is $35.00 and payments may be made by major credit or debit card. The fee helps to defray the costs associated with the curatorial and administrative processes.

Project Proposal Form

You will be asked for a Brief Project Recap with a limited number of characters for your response. If you are unable to predict what your project will be at this time, indicate, at minimum, the rough concept or concepts you are considering. In order to assist the Curatorial Panel, you may wish to make reference to the prior work samples you'll be submitting if they relate in any way to your intentions for the 2021 program. Needless to say, the less information you provide on your Brief Project Recap, the more reliance the Curatorial Panelists will place on your previous body of work. In the application form, you will also be offered additional space to elaborate on your project as well as to upload a sketch.

Suggestion for an Effective Submission

In terms of the attitude of a typical Curatorial Panelist, less is more. By all means provide the most important information requested of you but don't feel the need to fill up all the space that the system provides. Keep your submission tight and clearly focused. Your work samples will speak for themselves.

Three Step Selection Process:
- A Preview Round where the Curatorial Panel will only review and score your **Preview Project File** and your **Brief Project Recap**. The Preview Round will yield a list of Finalists.
- A Final Review Round where the panelists will dig deeper into the Finalists' overall submissions, including their **Extended Project Files**.
- A meeting of the Curatorial Panel during which the top Finalists will be evaluated and, taking into account customary curatorial factors, identifying the artists/designers they wish to invite.

Uploading Your Prior Work Samples

The first file you submit in the Media Upload section, your **Preview Project File**, shall be a pdf containing no more than 4 pages of images (you may include text if you wish) OR 4 minutes of

video. In this file, you will showcase one or two prior **realized projects**. It is very important to understand that your **Preview Project File** is the only file that will be reviewed by the Curatorial Panel during the critical Preview Round of the selection process. It should represent your best work as your other work sample file will not be seen by the panel if your score is insufficient in the Preview Round. An audio file may **not** be uploaded as your **Preview Project File**. PLEASE BE CERTAIN TO MAKE THIS YOUR <u>FIRST</u> UPLOAD.

Acceptable file types and limits for the **Preview Project File** (embedded links are not permitted in any of the following files):
- Up to 4 pages in a pdf OR
- Up to 4 minutes of video

The next file you submit will be your **Extended Project File**. This file, allowing for more content, will focus, in depth, on a single project, though it needn't necessarily be a realized project. For example, it could be the dream project you always wanted to build but somehow it never came to pass. PLEASE BE CERTAIN TO MAKE THIS YOUR <u>SECOND</u> UPLOAD.

Acceptable file types and limits for the **Extended Project File** (embedded links are not permitted in any of the following files):
- Up to 6 pages in a pdf OR
- Up to 6 minutes of video OR
- Up to 6 minutes of audio

This file will be carefully reviewed by the Curatorial Panel, but only if you become a Finalist.

Uploading and Labeling Your Media Files

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 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. 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. Finally, as you are permitted to present up to two projects in your Preview Project File, do your best in distinguishing between them – or simply include this information in your pdf file.

- **Date When Work Was Produced:** If you consider the project you are presenting a work in progress/process (not a completed piece), indicate as such rather than entering a date. If you are presenting an unrealized project in your **Extended Project File**, simply enter Not Applicable.
- **Location Where Work Was Installed or Presented:** If you are presenting an unrealized project in your **Extended Project File**, simply enter Not Applicable.
- **Critical Excerpt**: This feature will save you from having to edit down an existing video file that you wish to submit as your **Preview Project File –** or for the audio OR video file you submit for your **Extended Project File**. Your filling out this field will direct the panel's attention to a specific excerpt within your file. If you use the Critical Excerpt function and the excerpt does not exceed the time limitations stated above, you will not be penalized for exceeding the time limitation requirement. In any event, the SlideRoom system has its own

capacity limits and cannot accept very large media files. Also note that you are <u>not</u> allowed to indicate more than one Critical Excerpt for any file.

- **Digital Emulation, Live Performance, Studio Recording** (for audio files only): This is to clarify what type of audio material the panelists are experiencing. You may wish to elaborate in the Description Field if these choices are too limiting, e.g., field recording, interactive audio, etc.

- **Your Role in the Creation of this Work**: This is to describe your personal involvement with the work sample you are submitting, especially relevant in projects produced by a collaborating team. If the work was essentially of your own creation and execution (and only incidentally realized, for example, with installation or research assistance), you can simply enter: Sole Creation.

- **Description Field**: This is a free form field you may use to elaborate on your file, for example: dimensions (please use imperial units of measure: feet, inches), materials/software utilized, detail versus overall view, media/peer recognition garnered, special project challenges. If you have already provided this kind of information in your pdf file, simply state as such here: *See pdf file*.

At the end of the application form is an Optional Survey that will not be shared with the independent Curatorial Panel. We would really appreciate it if you would take a few moments to fill it out.

Eligibility for Return Residencies
If you participated in the 2019 or 2017 Site-Responsive Art Biennale, you are not eligible for the 2021 program.

Assistance with the Instructions, Applying to the Program
In addition to the comprehensive instructions provided at various points within the application, if you need technical assistance relating to the SlideRoom system, use their on-line Applicant Step-by-Step Guides at https://support.slideroom.com. If any of the application instructions are unclear or you have questions or concerns about the residency program or the Biennale, e-mail I-Park directly at 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: <u>Requesting Application Assistance</u>. You may also contact the office at 860-873-2468 from 9:30 am to 5:30 pm (EST), Monday through Friday.