



*In-ter-face: Participate. Illuminate. Celebrate.*

17<sup>TH</sup> INTERNATIONAL SURFACE DESIGN ASSOCIATION  
CONFERENCE  
SAN ANTONIO, TEXAS, USA  
JUNE 6–9, 2013

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## Workshop Proposals

**Proposals are open January 17, 2012.**

**Proposals are closed March 1, 2012 (12:00 midnight, Mountain Standard Time)**

**Digital submission through CaFÉ™ (Call for Entries)  
at <http://www.callforentry.org/> is required.**

Please follow directions on the CaFÉ website. There is a \$15.00 processing fee for each Surface Design Association (SDA) application.

**Conference Sessions: Thursday, June 6—Sunday, June 9, 2013**

**Pre-Conference Workshops: Saturday, June 1—Wednesday, June 5, 2013**

**Post-Conference Workshops: Monday, June 10—Friday, June 14, 2013**

Submissions will include the following:

- Contact information including mailing address, telephone, email address, and website address
- Title of workshop
- Student level (for example: beginner to intermediate)
- Length of workshop (1/2 day to five days)
- Summary of the workshop. Limit to 80 words.
- Bio of the person or persons presenting. Limit to 80 words.
- Detailed description of the workshop and activities. Limit to two pages in Microsoft Word. Transfer into the CaFÉ application, as described at <https://www.callforentry.org/faq.phtml#submitting>.
- Six to eight images typical of the work to be featured in the workshop. This may include two images of student work, if applicable.
- **Images must be formatted to the specifications outlined on the CaFÉ website at ([https://www.callforentry.org/image\\_prep.phtml#resources](https://www.callforentry.org/image_prep.phtml#resources)).** By submitting images of your work, you give permission to SDA to use them for publicity on the organization's websites, digital news publications, press releases and conference publications. If submitting images of students' work these images will only be used in consideration of your proposal and will not be used for publicity purposes.
- Image list numbered to correspond to the portfolio images submitted. Please include full attribution to the artist (if you are including work that is not your own) and photography credits as well as title, dimensions, and description.
- Résumé emphasizing workshop teaching experience. Limited to two pages in Microsoft Word. Transfer into the CaFÉ application, as described at <https://www.callforentry.org/faq.phtml#submitting>.

- Names and contact information for up to three references that the committee members may contact at their discretion.

### **Workshop Formats**

Workshops may be proposed that range in length from one-half day to five days. The detailed description of the workshop and activities, as described above, should justify the selected length. Facilities will be available to accommodate “wet processes” (dyeing, printing, batik, etc.), some digital processes, and standard studio/classroom approaches.

### **Honoraria and expenses for Workshop Instructors:**

#### 5-Day Workshop

- Honorarium of \$1125
- Conference Fee Waiver
- Allowance of six per diems @ \$65. Instructors are responsible for arranging their lodging.
- Travel allowance\*

#### 4-Day Workshop

- Honorarium of \$900
- Conference Fee Waiver
- Allowance of five per diems @ \$65. Instructors are responsible for arranging their lodging.
- Travel allowance\*

#### 3-Day Workshop

- Honorarium of \$675
- Conference Fee Waiver
- Allowance of four per diems @ \$65. Instructors are responsible for arranging their lodging.
- Travel allowance\*

#### 2-Day Workshop

- Honorarium of \$450
- Conference Fee Waiver
- Allowance of three per diems @ \$65. Instructors are responsible for arranging their lodging.
- Travel allowance\*

#### 1-Day Workshop or ½-Day workshop to be presented twice

- Honorarium of \$225
- Conference Fee Waiver
- Allowance of two per diems @ \$65. Instructors are responsible for arranging their lodging.
- Travel allowance\*

### **\* Travel Allowances**

- **100-mile radius from conference site**—expenses capped at \$100.00. Travel allowance may include mileage at the prevailing IRS allowed rate, airfare at economy rates, baggage fees (one bag each way) shuttle, taxi, train, or bus. This allowance may

## 2013 SDA Conference Guidelines for Workshop Proposals

Page 3

be allocated at the discretion of the presenter, but cannot exceed \$100.00. Please provide receipts to be reimbursed.

- **More than 100 miles from conference site**—expenses capped at \$500.00. Travel allowance may include mileage at the prevailing IRS allowed rate, airfare at economy rates, baggage fees (one bag each way) shuttle, taxi, train, or bus. This allowance may be allocated at the discretion of the presenter, but cannot exceed \$500.00. Please provide receipts for reimbursement.

*Please note:* The cost of shipping materials for workshops must be included in the workshop supply fees that will be paid directly to the instructor by the students. Shipping costs may not be included in Travel Allowances.

Proposals for Workshops are **due March 1, 2012.**

### **Workshop Proposal Considerations**

The theme of SDA's 2013 conference is *In-ter-face*.

*In-ter-face*

**Participate. Illuminate. Celebrate.**

### **Workshops**

- The workshop day is 9:00 a.m.–4:00 p.m. Depending on the facility best suited to the workshop needs, workshop hours may be extended at the instructor's discretion.
- The Southwest School of Art is our host for the pre-conference workshops and facilities to be used during the conference. Facilities available for pre-conference workshops are listed below.
- The University of the Incarnate Word will host several post-conference workshops in facilities of their Fashion Management program. Other workshops during the post-conference period will be held in the conference hotel.

**Multiple factors** go into deciding which workshops will be offered as part of the SDA conference. Most importantly, the workshop leader should have an inspiring topic and experience in teaching workshops.

There are also practical considerations to keep in mind.

- Our most successful workshops focus on one particular technique or way of working, going into depth on that subject. Participants like to be “hands-on” and have plenty of work time.
- Workshops appropriate for the available facilities will receive priority consideration. See the available facilities listed below.
- LCD projectors are available at each location. We cannot accommodate 35mm slides.
- Supply fees for selected workshops will be locked in on June 1, 2012. The fee should include all supplies provided by the teacher, shipping these supplies to the conference site, printed materials, and any other supplies required to successfully conduct the class. (*Please note that SDA will not purchase supplies for teachers, and each teacher will be responsible for having the necessary supplies at the conference site by the designated date.*) Further details will be provided later on shipping and available equipment.

## 2013 SDA Conference Guidelines for Workshop Proposals

### Page 4

- We do bring in special equipment for the classes when necessary, but if it is a very rare piece of equipment or it is extremely expensive, your workshop may be passed up. Any necessary equipment rentals will be added to your workshop fee.
- Participants come from all over the world and most are traveling by air. Please take this into consideration when considering your supply list. Include suggestions as to where supplies can be acquired if it isn't obvious. Also suggest mail order sources for supplies, so that students can order materials and arrange to ship them to the conference facility.

Facilities available for pre-conference workshops at Southwest School of Art:

- Full surface design studio. Equipment list available\*
- Lecture halls that can be set up for dry media workshops
- Metals studio. Equipment list available\*
- Papermaking studio. Equipment list available\*
- Sculpture studio with outdoor access
- Drawing and painting studios with sinks. Some are suitable for wet media.

Facilities available for post-conference workshops at the University of the Incarnate Word:

- Sewing studio, equipped with basic home sewing machines
- Computer lab. Equipment list available\*
- Industrial sewing lab. Equipment list available\*

Facilities available for post-conference workshops at Crowne Plaza Hotel

- Standard hotel meeting rooms. Supplemental lighting advised
- Dry media only

\* Equipment lists are available from [conferenceworkshops@surfacedesign.org](mailto:conferenceworkshops@surfacedesign.org).

**Deadline for all submissions: March 1, 2012**

**Notification by May 1, 2012**

**Submitting proposals:**

**All proposals must be submitted digitally through [www.callforentry.org](http://www.callforentry.org).**

If you have submitted proposals for SDA events in previous years, you will note that we are using a different submission service. Technical requirements are slightly different, but you will find good resources for preparing your proposal on the CaFÉ website.

If you have not registered previously with CaFÉ, setting up your portfolio is free of charge. There is a \$15.00 charge for each workshop proposal submitted. Your credit card information will be confirmed at the conclusion of the proposal process. You will also have the option of mailing a check for your application, but the proposal cannot be confirmed until SDA receives your check.

Well before the entry deadlines, **we urge you to review the instructions and tutorials** for entering at <https://www.callforentry.org/faq.phtml>, and especially the instructions for formatting images, <https://www.callforentry.org/faq.phtml#images> and at [https://www.callforentry.org/image\\_prep.phtml](https://www.callforentry.org/image_prep.phtml).

You are able to set up your portfolio at any time, but the actual proposals process will not be accessible until January 17, 2012.

Specific instructions for submitting a proposal to SDA Workshops can be accessed through the CaFÉ home page (<https://www.callforentry.org/>) in the scrolling listings under CaFÉ Listings. Please follow directions carefully.

**Technical Assistance**

For technical assistance with your proposal, please see <https://www.callforentry.org/cafehlp.phtml>, or contact [cafe@westaf.org](mailto:cafe@westaf.org).

**Questions**

For questions about workshop guidelines, please contact Workshops Coordinator Amie Adelman, at [conferenceworkshops@surfacedesign.org](mailto:conferenceworkshops@surfacedesign.org).