



## Proposal Requirements

### Complex Weavers Seminars 2020

Knoxville, TN • Holiday Inn World's Fair Park  
July 19–22, 2020

### The Conference

- Number of Seminars during the conference: 30 (6 sessions with 5 seminars per session)
- Number of participants in each seminar: Maximum around 40: may be limited or increased at the request of the leader
- Seminar length: 2 hours
- Number of Seminars taught per leader: Maximum 2 different seminars
- Same seminar presented twice by one leader at discretion of committee (counts as teaching 2 seminars)
- Lecture format preferred. Hands-on classes allowed (but not encouraged): familiarize participants with design or technique, rather than a project
- CW will email all participants digital handouts prior to arrival at the conference. Attendees may print out and bring handouts for registered seminars. No notebooks or flash drives will be provided. NOTE: leaders may provide additional handouts in the classroom and may charge small fee if announced in the registration materials, or they may provide the committee with material to be distributed in digital format to all registrants

### Leaders' Remuneration

- Stipend: \$175 per seminar
- Registration fee:
  - Half of fee covered for leading one seminar
  - Fee fully covered when leading two seminars
- Room and board (shared room for 3 nights)

### Proposal Requirements

- Name, address, phone number, e-mail address, Web site (if available)
- Seminar descriptions (between 75–150 words) (proposals may be submitted for as many

different topics as you are willing and qualified to lead; presenters will be selected to lead no more than two seminars)

- Brief bio (between 75–100 words)
- References (two, if you have not previously taught at CW Seminars)
- Topics to be presented at Convergence will not be accepted for CW Seminars
- List seminars that you have taught at CW
- Visuals (encouraged) via digital images (TIFF, JPEG) by e-mail, CD, or DVD for CW web site
- Minimum & maximum # of participants in seminar
- A/V equipment: indicate both required (subject to our approval) and "nice to have" **NOTE: CW will not provide digital projectors.** If you are bringing one and are willing to let another instructor borrow it, please indicate
- List supplies needed by participants (note-taking supplies will be listed for all seminars)
- Materials fee to be charged each participant, if appropriate (e.g., for supplemental handouts, CDs, samples)

### Deadlines

Submission: March 1, 2019

Notification: July 1, 2019

Electronic files for digital distribution: May 1, 2020

### Submitting Proposals

Send one copy via e-mail (preferred method) to:  
cwseminars2020@gmail.com

Or, one CD, or 1 paper copy via postal mail to:

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