

**PROPOSAL SUBMISSION GUIDELINES**

**CAR SEMINAR 2023**

**Clemmons, NC – June 2-4, 2023**

**Class Offerings**

The Carolinas Region (CAR) Seminar, *Crossing the Carolinas 2023,* will be held Friday through Sunday, June 2-4, 2023 at the Village Inn Event Center in Clemmons, NC, 27012.

All classes are two days and are presented in four 3-hour sessions:

* 6:00-9:00 pm Friday
* 9:00 am-12:00 pm Saturday
* 1:30-4:30 pm Saturday
* 9:00 am -12:00 pm Sunday

**Teacher Attendance**

All classes will be held in the Village Inn Event Center. Teachers are expected to arrive between Thursday, June 1, and 3:00 pm on Friday, June 2, 2023, in order to teach on Friday starting at 6:00 pm. Air travel should be arranged to the Greensboro, NC, airport (GSO).

**Proposals**

The teaching proposal must be your own concept. Set-pieces should have a design that is

either original and is solely the creative product of the teacher, or an adaptation which has been inspired by another source and has been modified though significant changes. We encourage you to submit several proposals for classes.

Contracted class projects shall not be taught within CAR for 90 days before or for

90 days following seminar; however, we are happy to consider encore classes (i.e., classes which have previously been taught elsewhere). Please write “Encore” on these submissions.

Each proposal must include the following information:

1. A course description with an overview of the class.

2. A biographical resume of not more than one page, which should include your embroidery education or other qualifications relevant to the proposed course, teaching experience, and areas of specialization.

3. Class length (must be 2-days).

4. Estimated time for any required pre-work.

5. Estimated cost of kit and student supply list, if applicable. Teachers are responsible for the cost of shipping kits and/or class supplies and are encouraged to include any shipping expenses in their kit fees.

1. A detailed drawing, colored illustration, and/or chart is acceptable. However, a finished set-piece, work in progress, or photographs of proposed set-piece(s) is preferred.
2. The type of materials used, such as the background fabric, fabric count/canvas mesh, types of threads/yarns, size and types of beads, etc.
3. Design size
4. Student proficiency level:

* Basic – the stitcher has no experience in the technique being taught.
* Basic intermediate – the stitcher has limited experience in the technique being taught or materials being used.
* Intermediate – the stitcher has knowledge of the basic stitches, the materials, and their use in the given technique.
* Advanced intermediate – the stitcher has some knowledge of more difficult stitches in the technique and a wider variety of materials.
* Advanced – the stitcher has the ability to execute simple and difficult stitches in the technique. The stitcher also has knowledge of color and design, which will allow for exploration and creativity.

1. If a drawing, illustration, or chart is submitted, a worked example of the proposed techniques or an example of the teacher’s work (photographs are acceptable).
2. If the piece is finished in an unusual manner, please indicate if the finishing materials (such as a box or frame) are available for student purchase and if they are included in the estimated cost.

**Proposal Presentation**

Proposal packets must be sent by electronic mail only to [RNOBLE@SC.RR.COM](mailto:RNOBLE@SC.RR.COM)

* **Deadline for submission is June 30, 2022**.
* Dean of Faculty will acknowledge receipt of each teacher’s proposal(s) when received.
* Dean of Faculty will notify teachers of the proposal status on or before July 30, 2022.

• Each teacher must submit a completed **ICNA Standard Proposal Summary Sheet** *for each submission.*

(To download this form: <https://egausa.org/app/uploads/2021/05/ICNA-Proposal-Form.doc>)

• If possible, submit proposals in .pdf format.

• Each page of the proposal should be clearly labeled with the name of the project and the teacher’s name.

**Displayed Selected Class Pieces**

All set-pieces MUST be in their final form and **shipped to the Dean of Faculty** by **August 10, 2022**, to be available for display at the CAR Fall Seminar 2022.

**For questions, please contact:**

CAR 2023 Seminar Dean of Faculty, Janet Noble, at

RNOBLE@SC.RR.COM or

803-429-1060

Janet Noble

1391 Ridge Road

Hopkins, SC 29061