

## **PROPOSAL SUBMISSION GUIDELINES**

### **Heartland Region Seminar 2024 Springfield, IL – May 3 -5, 2024**

#### **Class Offerings**

Heartland Region of EGA is hosting the Heartland Region (HR) Seminar Friday through Sunday, May 3 - 5, 2024 at the Northfield Inn Springfield, IL. The teaching opportunities are two days, one day, and two ½ day.

#### **Teacher Attendance**

All classes will be held in the Northfield Inn and Conference Center. Teachers will be expected to arrive no later than Thursday, May 2, 2024 unless otherwise advised at the time of selection confirmation.

#### **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 through significant changes. We encourage you to submit several proposals for each class length for which you would like to be considered so the Faculty Selection Committee has adequate choices. Please submit a total of no more than four (4) proposals for each class length.

Contracted class projects shall not be taught within **HR** for 90 days preceding seminar or for 90 days following seminar.

#### **Each proposal must include the following information:**

1. A course description with an overview of the class similar to that required for a seminar brochure, which includes class goals.
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 (2-day, 1-day or 1/2 -day).
4. Estimated time for any required pre-work.
5. Estimated cost of kit and student supply list or lab fee, if applicable.
6. 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 possesses 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.

#### **For a set-piece:**

- 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.
- The type of materials used, such as the background fabric, fabric count/canvas mesh, types of threads/yarns, size and types of beads, etc.
- Design size
- 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).
- 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 are included in the estimated cost.

#### **For a notebook, color and/or design class, or other course:**

- A page layout
- Photograph of a sample.

#### **Proposal Presentation**

Proposal packets are to be sent by electronic mail only. Teachers will be notified of the proposal status on or before November 11, 2022.

#### **Submission via Electronic Mail**

- Each teacher must submit a completed **Proposal Item Submission Sheet** summarizing all submissions.
- Number each proposal to match its number on the **Proposal Item Submission Sheet**
- Submit proposals only by email in as many emails as necessary so as not to exceed Gmail 25 MB limit. Please submit all proposals saved as a PDF.
- Each page of the proposal should be clearly labeled with the individual project and page number and be identified with the teacher's name. Each proposal must have the completed **ICNA Proposal Summary Sheet** included as the first page..
- All proposals shall be submitted on the same day.
- The HR Seminar Faculty Committee will acknowledge receipt of the teacher's proposal(s) as listed on her/his **Proposal Item Submission Sheet**.

- Proposals must be received no later than **November 11, 2022**.

### **Displayed Selected Class Pieces**

All set-pieces **MUST** be in their final form and available for display at the HR Seminar 2023 in Cedar Rapids, IA June 8-11, 2023.

**Please send electronic proposals to:** Kristine McGuire, Dean of Faculty Heartland Region, 2024 Seminar at: [Pat1kris2@aol.com](mailto:Pat1kris2@aol.com) The subject line should read: 2024 Regional Seminar Proposal.