**Proposal Submission gUIDELINES**

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**EGA National Seminar 2027**

**Hosted by Pacific Southwestern Region**

**Loews Ventana Canyon Resort**

**7000 N. Resort Dr.**

**Tucson, Arizona 85750**

**September 15-19, 2027**

**Proposal Submission Guidelines**

**General Information:**

The Embroiderers’ Guild of America 2027 National Seminar will be held in Tucson, Arizona. The dates are September 15-19, 2027and our theme is ***Needles That Inspire***. We invite all teachers to submit proposals. The following information is provided to guide teachers in the preparation and submission of their teaching proposals.

Teachers are expected to arrive in Tucson on Tuesday before the beginning of seminar, depending upon classes selected, unless otherwise advised at the time of selection confirmation. Seminar teaching dates will be Wednesday through Sunday. If selected, the teacher will receive a teaching fee of $450 per class day for 6 hours of class. The seminar will offer four-, three-, two-and one-day classes in person. International teachers will only be considered for virtual classes due to potential visa issues. Virtual classes will be held before or after seminar in coordination with teacher schedules and time differences. The virtual teaching fee for a 2-day class is $55 per student. Lectures may also be submitted for consideration as a speaker. Your contract will include travel, room and per diem as applicable.

**Instructions:**

Instructions must be carefully followed. If information submitted is incomplete or incorrectly prepared, the proposal may not be considered. Set pieces should have a design which is either original, an adaptation which has been modified through significant changes, or an encore.

An encore is defined as a project previously taught at any venue. Encore classes will be considered if enrollment history supports consideration. Prior enrollment documentation must be submitted with the completed Proposal Summary.

Multiple proposals may be submitted for one-day, two-day, three-day, and /or four-day classes so that the faculty selection committee may have a broad selection from which to choose. A limited number of four-day proposals will be considered.

Depending on the selected classes, our seminar format will be two-, three- or four-day classes starting on the first day of seminar, which will be Wednesday, September 15, 2027. The typical format will be two days of teaching followed by a one-day break for tours or one-day classes, resuming three- or four-day classes on Saturday. One-day classes may be offered on Friday, Saturday, or Sunday. Virtual classes may be held either before seminar or after seminar.

All proposals submitted must state whether the class has been taught before or is available for sale as a kit/class on any social media or online platform. Any selected proposal may not be taught or posted for sale on any social media or online platform between contract execution until 30 days after Seminar 2027 unless permission has been granted by the dean of faculty in consultation with EGA’s Director of Education. Consideration will also be given to classes which may be taught face-to-face through an online application, such as Zoom.

At the discretion of the seminar committee, projects designed in collaboration with an outside source may be accepted.

Please specify if the proposed project is part of a series or is very similar to other pieces that you have taught or has been previously published. If so, please include photographs of the previous pieces and indicate when and where they were or will be taught.

A teacher shall be expected to teach the class materials on a one-time basis to a pilot group. If selected to teach, a copy of Procedures for a Pilot Group will be sent with the contract.

**Proposal format for sending electronically shall include:**

1. A cover page with a digital image, line drawing or other visual reproduction of the class. This should be the first page sent with each proposal.
2. Proposal Summary. This is the second page.
3. The class description, objectives and other pertinent information about the class on one or two pages.
4. No more than two pages of biographical information and teaching experience.
5. A list of supplies that students must bring with them.
6. Estimation of any pre-work required for the piece.
7. Description of kit, supplies or equipment provided by the instructor.
8. Kit price within 10-15% of final cost.
9. **All proposals must be submitted by email** and received by the Dean of Faculty no later than 5pm, Pacific time, on January 16, 2026.

Email notification regarding selection or non-selection will occur on or before **February 20, 2026.**

Send proposals to:

Linda Geddes, Faculty2027@egausa.org, 626-298-5524