



2016 Postgraduate Writers' Conference Workshop Manuscripts: Please Read These Instructions Carefully

We're pleased to present the PDF file(s) with the submissions for your Conference workshop, attached to this email.

While we distribute these materials electronically, our workshops are still **"paper based."** All participants are expected to **print out the PDF(s)** and bring the pages to VCFA for in-class use at the Conference.

Please don't forget to pack the manuscripts when you come; we will not have extra hard copies.

Printing Details: Most home printers can only produce a one-sided copy. For this reason, we recommend using a professional printing/copy shop, and getting a **two-sided print-out**. (We're working with paper, but we do love the trees. Also, a two-sided copy will be less bulky for packing.) We've set up the documents with extra blank pages as needed so you can separate the individual manuscripts. Most copy places will receive the PDF(s) by email attachment and then print the document(s) out for you; you can also save the file(s) to a thumb drive or disc and bring that into the shop. Consult with your local print shop first about the technology and their preferred practices. Please take care of this ASAP, to avoid any last-minute problems and allow yourself plenty of preparation time.

Preparation: Our small-group workshops rely on serious, in-depth preparation by every participant. Standard protocol has workshop members doing **multiple readings and detailed mark-ups**, and arriving ready to contribute actively and constructively to each discussion. The energy and care you put into this is vital in ensuring an exceptional workshop experience for all our writers. Workshop members often pass manuscripts (sometimes with additional printed responses) back to their authors after discussion time. If your workshop faculty has specific instructions for your group, those will be sent to you by email between now and the Conference.

About your own manuscript: This is the work you have chosen to present to your group, and which your faculty and fellow participants will have read and reflected on. **Please do not ask to substitute alternate or revised pages ahead of your session.** All work is understood to be in-progress; you can verbally update your group about changes you've made since the submission date where appropriate. Remember, everyone is in the same boat; in the interest of fairness we ask that you respect this as a firm policy, with no exceptions. Also, please note that these are the only pages of yours the faculty member will be expected to read and discuss, including for your one-on-one conference. Our Conference teachers are generous and hard-working; please don't take advantage of their good natures by requesting that they read more material.

Workshop Order: Each PDF transmission includes a cover sheet with the workshop roster. This alphabetical list is not necessarily the actual order for in-class discussion. Your faculty member or the Conference office may email you with a specific schedule between now and arrival day. If you don't hear anything, you can assume work will be discussed in the order presented. In any case, all workshop groups will gather briefly on the evening of August 8, as part of our kick-off program. At that point you can confirm which work(s) will be discussed Tuesday morning at your first regular meeting.

Manuscript Rights: As stated on your workshop cover sheet:
These pages are the sole property of their authors, are not considered finished works, and are intended exclusively for the purposes of workshop discussion. They may not be used, shared, reproduced or distributed by any means for any other purpose without the author's permission.

Thanks for your attention to these important notes, and happy reading!