



Monday, July 11, 2016

**Dear Postgrad Participants,**

Four weeks from today, we'll be greeting you to campus and kicking off Conference week! As we enter this next stage of our preparations, we're sending these important notes, and ask that you **please read them carefully**.

**Workshop Materials:** Watch for an email from Jericho **later this week** including the PDF(s) with the manuscripts for your group. That message will also include instructions for handling the files and general protocols and suggestions for workshop prep. If you have NOT received the transmission by this Friday, July 15, please contact Jericho so we can resend the materials. Over the coming weeks, you may also receive a message from your workshop faculty with any group-specific directions.

**Food Allergies:** This is serious business for the New England Culinary Institute (NECI), which provides our main food service at VCFA. If you're on the campus meal plan and have allergies and/or special dietary restrictions, please fill out the **attached Allergy Form** and email it back to Jericho **by next Monday, July 18**. This covers *medical-level* allergies and restrictions only, NOT routine dietary preferences. All NECI meals (and our special catered dinners) include vegetarian and vegan options.

**Airport Shuttle Link:** The dedicated webpage for our airport shuttle service, provided by Vermont Tour & Charter, is now available at <http://www.vermonttourandcharter.com/pwc>. Please use this link to make reservations for your airport transfers to and from campus, and for information about how the service will operate. (See also "Travel Planning" in our documents archive.)

**Other Travel Notes:** If you haven't read the "Travel Planning" bulletin posted in our web archive, or haven't looked at it recently, you might want to review it for important details including about timing for August 8. The **VCFA parking pass with campus map & driving directions** will be posted shortly. If you're driving, you'll want to open and print those pages to bring with you.

**Participant Contact List:** Each year we create a list for distribution to all participants, to facilitate staying in touch with new colleagues after the Conference. If you have any **changes or updates** to the info you entered on your registration form, please email those to Jericho **by July 18**. Also let her know by that date if you DO NOT want your information (name, snail-mail and email addresses) included.

**Books for VCFA store:** In addition to featuring books by PWC and VCFA faculty, our campus store will have a special display of **works by Conference participants**. If you have books, chapbooks or other publications you'd like to offer for sale, do bring them along; you can check them into the store on arrival. Alternately, you can ship them ahead to "VCFA Store/PWC, 36 College St., Montpelier, VT 05602," enclosing an inventory sheet with title(s), #(s) of copies and sale price(s). Shelf space is limited,

so we recommend 5-10 copies per title. Authors will receive 80% of their proceeds, via a check mailed shortly after the Conference, and pick up unsold items before leaving campus.

**Reading Opportunities:** As a participant, you'll have a couple of chances to share your work aloud with the full Conference community, so by all means come with material for these reading slots:

**Participant Readings:** Experiencing the dazzling range and caliber of our participants' work is always a Conference highlight. Each workshop group presents together during one of the sessions in this well-attended afternoon series. While it certainly isn't compulsory, PWC tradition is that basically *everyone reads*. Each writer will have **5 minutes**; please time your selection.

**Po-Jazz Party Open Mic:** Everyone will have another chance to perform a short piece or excerpt at our Thursday night party with Po-Jazz, Vermont's renowned improvisatory ensemble. The "Po" stands for Poetry, but this is for writers in all genres. See the soon-to-be-released "Notes on Special Events" for more details.

**Speaking of soon-to-be-released...:** In the weeks ahead, we'll be adding a number of helpful and frequently requested documents to the web archive, including:

- a detailed memo on dorm living and campus services and amenities, w/ packing tips for the Conference and Vermont August weather;
- a preview of the full Conference schedule;
- a list of faculty classes with brief descriptions;
- "Notes on Special Events" we'll be enjoying during the Conference week.

**Please check for these and other postings** by returning to the Conference webpage, [www.vcfa.edu/writing/pwc](http://www.vcfa.edu/writing/pwc), scrolling down past "ENROLLMENT UPDATE" in the right column and clicking the link that reads "INFORMATION FOR REGISTERED PARTICIPANTS." Also note that except for the driving directions and parking pass, you **don't need to print out these documents**, since we'll have hard copies of everything for you here in your folder of Conference materials.

As always, please let us know if you have any questions, or if we can be of further assistance as we approach your arrival date. Can't wait to see you all!

## Ellen & Jericho

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