



Monday, July 14, 2014

**Dear Postgrad Participants,**

Four weeks and counting until Conference kick-off! We're looking forward to greeting all of you here, and busy with final preparations for our week together. As part of that process, we're writing with a fresh batch of items for your attention, and ask that you **please read them carefully**.

**Workshop Materials:** Be on the lookout for an email from Jericho later this week including the PDF file(s) with the manuscripts for your group. That message will also include instructions for handling the PDF(s) and general suggestions for workshop prep. If you have not received this transmission by Friday, July 18, contact Jericho right away so we can resend the materials. Over the coming weeks, you may also receive a note 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 food service at VCFA. If you're on the campus meal plan and have allergies and/or special dietary restrictions, please fill out the **Allergy Form attached** here and email it back to Jericho **by next Monday, July 21**. This covers *medical-level* allergies and restrictions only, NOT routine dietary preferences. All NECI meals 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 scheduling on August 11. (See navigation reminder below.) We will be posting the **VCFA parking pass with campus map & driving directions** shortly. If you're driving to the Conference, you'll want to open and print those pages to bring with you.

**Participant Contact List:** Each year we create an address 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 25**. 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, bring them along, and 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). Space is limited, so we recommend no more than 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 at the Conference, 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 presents as a group 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 gets **5 minutes**; please time your material. Prose writers take heart: unless you’re writing “flash,” you obviously can’t read a whole piece, but *can* effectively deliver a scene or brief section(s) within this allotment.

**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;
- “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” 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** and bring them along with you, 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 in four weeks!

## Ellen & Jericho

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