



Monday, July 23, 2018

Dear Postgrad Participants,

Three weeks from today, we'll have the pleasure of welcoming you to VCFA to kick off the Conference week. As we enter the home stretch of our preparations, we're sending these critical notes, and ask that you **please read them carefully**.

Workshop Materials: You should have received this all-important email Thursday or Friday last week, providing the PDF(s) with the manuscripts for your group. That message also included instructions for handling the files, and general protocols and suggestions for workshop prep. **If that email somehow did not reach you, or you're having any trouble with the attachments, please contact Jericho ASAP.** 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 our campus food services. If you're on the full meal plan and have medical-level allergies and/or other dietary restrictions, please fill out the **attached Allergy Form** and email it back to Jericho **by this Friday, July 27**. Participants **NOT on the meal plan** will receive a separate email soon about reserving your place for the three special, outdoor dinners we feature during the Conference week. (That form will also give you a place to list your food allergies and restrictions.)

Airport shuttle service: Blazer Transportation is now VCFA's designated provider for transportation between the Burlington, VT airport (BTV) and campus, with pickups 24/7. All trips can be booked online through their website: www.blazercab.com or by calling 802-253-0013. Participants pay directly with cash or credit card. The rate for a single rider is \$80, or \$75 in cash. Group rates (listed below) are available at substantial savings. Please contact Blazer directly if you have any questions about the shuttle service, payment options, etc.

Group Rates: 2 people, \$38/each | 3 people, \$25/each | 4 people, \$19/each | 5 people, \$17/each | 6 people, \$16/each

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 key details, including about timing for our **August 13th arrival day**. 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 27**. Also let her know by that date if you **DO NOT** want your information (name, snail-mail and email addresses) shared in this form. (Unless you *opt out*, our default is including you.)

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 no more than 6 – 8 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 have a couple of chances to share your work aloud with the full Conference community, so definitely 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 has been that basically *everyone reads*. Each writer will have **5 minutes**; please plan accordingly and time your selection.

Po-Jazz 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 prose writers too. See the soon-to-be-released "Notes on Special Events" for more details.

Speaking of soon-to-be-released...: In the coming weeks, we'll add 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/pwc, scrolling down the right-hand column and clicking the document titles below the registration link. 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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