



HGA Leader Application for 2020 Convergence

Part 1: Applicant Information

Welcome to the Handweavers Guild of America, Inc.'s (HGA) Proposal Process for the 2020 Convergence.

Thank you for taking time to submit a Session proposal for HGA's Convergence Conference taking place at the Knoxville Convention Center (<http://www.kccsmg.com/>) in Knoxville, Tennessee July 24-30, 2020. Detailed Proposal Guidelines and Requirements are available and may be downloaded [here](https://weavespindye.z2systems.com/np/viewDocument?orgId=weavespindye&id=4028e4e5658485240165cac884f00155) (<https://weavespindye.z2systems.com/np/viewDocument?orgId=weavespindye&id=4028e4e5658485240165cac884f00155>).

This is Part 1 of your application. For your application to be considered complete, you will also need to submit Part 2: Session Proposal and upload to your HGA account a current headshot.

Application Deadline: December 15, 2018

Contact Information

First Name *

Last Name *

Address *

Address 2	<input type="text"/>
City *	<input type="text"/>
State/Province	<input type="text"/>
Zip/Postal Code	<input type="text"/>
Country *	<input type="text" value="v"/>
Email *	<input type="text"/>
Phone *	<input type="text"/>

Your Online and Social Media Links

Website	<input type="text"/>
Facebook	<input type="text"/>
Twitter	<input type="text"/>
Instagram	<input type="text"/>
YouTube	<input type="text"/>

Applicant Biography.

Provide a brief biography in paragraph format, 50 words or less, about your professional career. This will be used in marketing materials for the 2020 Convergence should your proposal be selected. *

Fiber Arts Teaching History

List the fiber arts classes you have taught during the past year. Include name of class, date and location.

A large, empty rectangular box with a thin black border, intended for the user to list their fiber arts teaching history. The box is currently blank.

Fiber-Arts Related

Appearances/Accomplishments

List your fiber arts-related appearances, accomplishments, including published works. Please begin with the most relevant.

References

1st Ref. Name *

1st Ref. Phone *

1st Ref. Email *

2nd Ref Name *

2nd Ref. Phone *

2nd Ref. Email *

Submit



HGA's 2020 Convergence Leader Application

Part 2: Session Proposal



25th CONVERGENCE®

KNOXVILLE 2020

JULY 24-30

Welcome to the Handweavers Guild of America, Inc.'s (HGA) Proposal Process for the 2020 Convergence.

Thank you for taking time to submit a Session proposal for HGA's Convergence conference taking place at the [Knoxville Convention Center](#) in Knoxville, Tennessee July 24-30, 2020.

Sessions must be educational in nature. It is not acceptable to use a Session to advertise a program, product or service for sale. Detailed Proposal Guidelines and Requirements are available and may be downloaded [here](#).

This is Part 2 of your application. Please complete an application for each Session you are proposing. For your application to be considered complete, you will also need to submit Part 1: Applicant Information and upload your current headshot to your Documents in your HGA Account.

Application Deadline: [December 15, 2018](#)

*** 1. Applicant Contact Information**

First Name

Last Name

Email Address

Phone Number

*** 2. Are you the sole presenter for this Session or do you have a co-presenter?**

Note for Co-presenters: Each presenter must equally contribute to the Session. One cannot serve as an assistant. If your Session is selected, both presenters are required to hold an HGA membership. For HGA's accounting purposes, the name provided in question 1 will be considered primary presenter and the name provided in question 2 will be secondary. Contract and compensation will be issued to the primary presenter.

- Sole-Presenter**
- Co-Presenter with (please specify who)**

*** 3. Session Title:**

*** 4. Session category for which your proposal is being submitted:**

Choices:

- **90-Minute Seminar**
- **3-Hour Seminar**
- **1-Day Workshop**
- **2-Day Workshop**
- **3-Day Workshop**

*** 5. Session Description:**

100 words or less. 3-5 descriptive sentences highlighting what the Session entails. This description will be used in all marketing materials should your proposal be chosen for the 2020 Convergence.

*** 6. Session Relates Primarily to:**

- Basket Making**
- Braiding**
- Cultural/Historical Lecture**
- Design Process**
- Dyeing**
- Felting**
- Inkle**

- Mixed Media**
- Professional Development**
- Rigid Heddle**
- Sewing**
- Spinning**
- Tapestry**
- Weaving**
- Other (please specify):**

* 7. Participant Applicable Skill

Level:

Choices:

- **Beginner (no advance knowledge or skills)**
- **Intermediate (knows how to warp a loom, read a draft, has some computer experience, can coordinate hands and feet to spin)**
- **Advanced (capable of fixing own mistakes)**
- **All**

8. Does this Session require the Participant to have prerequisite experience?

- Must be able to warp a loom**
- Must be able to read a draft**
- Must be able to spin & ply a basic yarn**
- Must be able to operate a sewing machine**
- Must have computer experience**
- Other (please specify):**

Interns

*** 9. Convergence Interns are students enrolled in a fiber arts program at an accredited university. HGA makes every effort to provide an Intern to assist Leaders with their Sessions when the Intern's participation will increase the value of the Session for participants. The Session must have a minimum of 20 participants and must be requested as part of your Session proposal. Do you want a Convergence Intern?**

No

Yes

10. What experience or knowledge must the Convergence Intern have to assist in your Session?

Session Size and Room Requirements

*** 11. How many Participants can you comfortably accept in your Session?**

Maximum Number (must be 12 or more):

Maximum Number with the assistance of a Student Intern?

*** 12. How will your Room be Set-Up?**

- Theatre - Chairs Only (Includes 1 Supply table and 1 Projector table)**
- Classroom**
- U-Shape**

*** 13. Table Requests:**

	Number	Preferred Table Width	
How many Participants will be seated per 8' table?	<input type="text"/>	<input type="text"/>	18" or 30" tables
How many 8' tables do you need for samples and supplies?	<input type="text"/>	<input type="text"/>	

Water Requirements

*** 14. Will you require Water for class projects?**

Yes or No

*** 15. Do you need access to a sink/bathroom for rinsing or will you need water brought to your room?**

- Access to sink(s)**
- Water will be brought to room**
- Not Applicable, I don't require water**

Comments:

16. For what will water be used?

- Dye Pots**
- Soaking Reeds**
- Small Amounts (such as for water color paints, setting spun yarn samples, etc.)**
- Other (please specify):**

17. How many containers do you need for water and what gallon size?

*** 18. Does your Session require table protection?**

- No
- Yes - How many tables?

*** 19. Does your Session require floor protection?**

- No
- Yes, Entire Room
- Yes, Under Tables
- Yes, Part of Room. Provide number of square feet:

Leader Equipment and Supplies

20. Indicate the Equipment you would like HGA to provide for your Session:

Equipment must be requested in proposal. Any changes to this equipment request will be the sole responsibility of the Applicant.

	Required?	Quantity?	Amount of Use?
White Board (size varies, limit 1)	<input type="checkbox"/>	<input type="text"/>	Choices: <ul style="list-style-type: none"> • Entire Session • 1st Day Only • 2nd Day Only • 3rd Day Only • 1st and 2nd Day • 2nd and 3rd Day • 1st and 3rd Day • N/A <input type="text"/>
Projection Screen (limit 1 - Applicant is responsible for providing projector and laptop)	Yes or NO <input type="checkbox"/>	<input type="text"/>	<input type="text"/>
Microphone (Option for Sessions with 24 or more participants)	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
Sewing Machines	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
Coffee Pots to Heat water	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
Hot Plates	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
Stainless Steel Pots	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
Aluminum Pots	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>

Other Requests (HGA makes no guarantee of availability):

21. List any additional Equipment you will bring that may require additional floor

space in the classroom (pool, floor loom, etc.):

Participant Equipment and Supplies

*** 22. What Equipment will Session Participants be required to bring or rent?**

- None**
- Frame Loom (specify minimum dimensions)**
- Floor Loom (specify number of shafts, width of reed, and DPI)**
- Table Loom (specify number of shafts, width of reed, and DPI)**
- Rigid Heddle Loom (specify minimum width)**
- Tapestry Loom**
- Inkle Loom**
- Pin Loom**
- Spinning Wheel (specify if a Spindle or E-Spinner may be substituted)**
- Spindle**
- Laptop**

Loom and Spinning Specifications. Be sure to note if in advance to your Session the student

needs to pre-warp their loom or download software.:

23. List Supplies Required by Participant:

Be specific. Include size, shape, etc. Excessive requests for items not used may result in a negative evaluations by participants.

Fees

*** 24. Are you charging Participants a Materials Fee?**

The materials fee should be reasonable for the materials provided and should not exceed the Leaders expense in time and dollars to purchase, package, and ship. This fee is to reimburse the Leader for the cost of materials and handouts that the Leader will supply to Session Participants. HGA does not collect materials fees. The Leader is responsible for collecting these fees from their Session participants in the class.

- No additional fees required**
- Yes, Fee in USD:**

25. If charging a Materials Fee, list all items you will be providing Participants as part of this fee. Be specific.

*** 26. Are you offering an Optional Kit for Participants to purchase and use in your Session?**

- No
- Yes, Fee in USD:

27. If offering an Optional Kit, list all items included in this kit. Be specific.

Supporting Material

If your proposed Session is chosen for the 2020 Convergence these images will be used for marketing and publicity purposes. Images should be representative of your proposed Session (finished product and/or process). Each image must be JPG format, file size no larger than 16MB, and a minimum resolution of 300 PPI (approximately 2000 pixels on the long side). Label the images using your last name followed by the image title. Example: Smith_WeavingBasics.jpg

*** 28. Attachments: Session Images #1**

No file chosen

29. Attachments: Session Images #2

No file chosen

30. Attachments: Session Images #3

Choose File

No file chosen

31. If your Session images are not representative of your proposed Session, indicate clearly how the material differs from what would be taught:

When you click "Done" you will no longer be able to edit or review your Session Proposal. Please carefully check your proposal for errors and completion. Prior to continuing, we recommend printing a copy of this page for your records.

Done

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