

Society for Photographic Education: 2004 Formal Portfolio Review Guidelines

PLEASE READ GUIDELINES CAREFULLY AND REGISTER EARLY! THESE PROCEDURES ARE THE SAME AS LAST YEAR IN AUSTIN. THEY ARE DESIGNED TO ELIMINATE SIGNUP LINES.

WHAT: Sign up for 20 minutes of feedback from noted curators, artists, gallery directors and educators.

WHERE: The Portfolio Reviews will take place in the Newport Room on the first floor of the Hyatt Regency in Newport, RI.

WHO: Reviewers meet with artists who are conference attendees to offer a range of potential discussions, including critique of artwork, selection of work for exhibition or publication and information and review for candidates of MFA programs. In the conference catalog, reviewers state their interests and their preference of meeting with student and/or professional (non-student) artists.

HOW: Thursday reviews will be scheduled on a first-come basis. To eliminate lines on Friday and Saturday, we have modified the method for registering for reviews on those days. When you register for the conference, you **MUST** check the box on the form indicating that you would like a review. You will then be assigned a number. The first registrant will be assigned #1, the second, #2 and so on. At the conference this number will be printed on your nametag. Everyone keeps the same number throughout the conference. This means that you must indicate that you want a review when you register. The number assigned then will determine the order in which the preference requests are processed and considered. The earlier you register the better your chances for getting your reviewer of choice! If you neglected to indicate that you want a review when you registered, you can obtain a number at the Review Request Form table in Newport, but it will be a higher number.

To prepare you in advance of the conference, here is a summary of the review scheduling procedures.

Thursday, March 25, 2004:

The sign-up for reviews on Thursday, March 25 will be on a first-come basis beginning at 11:00 am and continuing until all reviews are booked. Sign up at the desk in the Portfolio Review Room (Newport). You can schedule a meeting with two reviewers on Thursday from 1:00-5:15 pm. To ensure that the sign-up line moves along efficiently, we recommend that you come with a ranked list of 15 reviewers. As reviewers' sessions fill up, their names will be announced and posted on the bulletin board. Please keep track of these changes as you wait in line. Many reviewers will be available on Thursday. This is a great opportunity for early conference attendees to show their work.

Friday & Saturday, March 26-27, 2004:

"Review Request Form" System

Fill out Review Request Form(s)

If you want to obtain a review in Newport for Friday or Saturday, fill out the Review Request

Form(s) when you pick up your registration packets in Newport. On the form: provide a list of your 20 preferred reviewers and their time slots. (For example: 1st choice: Jean Caslin 2-4 Friday; 2nd choice: Dennis High 12-2 Friday; etc...). If a reviewer is available at two different sessions on the same day, you may list them twice. (For example: 1st choice: Jean Caslin: 1-3 Friday; 2nd choice: Jean Caslin 3-4 Friday). Please note that there are separate forms (different colors) for students and professionals. Both students and professional turn in one form on Thursday at 5 pm (with preferences for Friday sessions **ONLY**) and one form on Friday at 5 pm (with preferences for Saturday sessions **ONLY**).

An insert in your conference packet as well as posters outside of the Newport Room will announce the scheduled times for each reviewer and publicize additions or cancellations of reviewers. Late changes to the reviewing schedule will be posted outside the Newport Room.

All reviewers have indicated whether they want to meet with students **AND/OR** professionals. An asterisk (*) before the reviewer's name indicates they will be looking at student work only; a double-asterisk (**) indicates that they will be looking at professional artists' work only. No mark indicates that they will look at both student and non-student work. Please pay attention to this information — if you are a student and ask to meet with a reviewer who is only meeting with professionals (or vice versa), this will invalidate one of your responses.

Submitting Forms & Scheduling Reviews

Other than the Thursday morning signup line, reviews will be scheduled twice during the conference:

Thursday, 5 pm:

Review Request Forms will be **due by 5 pm** in the box at registration. This form should only include reviewers/sessions for Friday from 8:30 am - 5:15 pm.

On Thursday evening, volunteers will match conference attendees with their requested reviewers using submitted request forms. For example: Registrant #1 will get his/her first choice, then registrant #2 will get their his/her choice (or highest choice available), and so on. If all registrants get one review session and more remain, a second session will be given in the same order. You do not have to be present for this part of the process. There are many reviews available and we anticipate that even those with high numbers will procure a review.

The schedule for these reviews will be **posted by 8 pm** on Thursday outside the Portfolio Review Room. Registrants will be listed by number. Please check the schedule to find out your review-

Schedule for Portfolio Reviews:

Thursday, March 25, 2004:

Portfolio Sessions: 1:00 - 5:15 pm
Signup begins 11:00 am

Open Portfolio Sharing: 10:30 am - 5:00 pm
No signup necessary

Friday, March 26, 2004:

Portfolio Sessions: 8:30 am - 5:15 pm
Signup by Review Request Form

Saturday, March 27, 2004:

Portfolio Sessions: 8:30 am - 5:15 pm
Signup by Review Request Form

Sunday, March 28, 2004:

Open Portfolio Sharing: 10:00 am - 1:00 pm
No signup necessary

er's name and the meeting time. If you will be unable to attend the review, please contact Robin Assner or Nate Larson asap in the Portfolio Review Room.

Friday, 5 pm:

Review Request Forms will be **due by 5 pm** in the box at registration. This form should only include reviewers/sessions for Saturday from 8:30 am - 5:15 pm.

On Friday evening, volunteers will match conference attendees with their requested reviewers using submitted Request forms. You do not have to be present for this part of the process.

Scheduling for Saturday portfolio review sessions will be facilitated in the same way as Thursday evening for the Friday reviews. When matching conference attendees with their requested reviewer, we will start with the number we ended with on Thursday evening (if scheduling ended with Registrant #320, we will begin scheduling there). You do not have to be present for this part of the process.

The schedule for these reviews will be **posted by 8 pm** on Friday, outside of the Portfolio Review Room and near main registration.

General Guidelines for All Reviews

Individuals who are five minutes late for their appointment to meet with a reviewer will lose their reservation. These engagements and other cancelled slots will be available on a first-come basis to people waiting on "stand by". If you are interested in procuring one of these reviews, please check with the staff at the Portfolio Review desk.

If you have any questions, please contact Portfolio Review Coordinator **Robin Assner** at rhassner@hotmail.com.