

2005 SPE PORTFOLIO REVIEW GUIDELINES

PROCEDURE: Please read guidelines carefully and register early! These procedures have been modified since the Newport conference. They are designed to create equal opportunity for participants and to eliminate sign-up lines.

COORDINATORS:

Robin Assner and Nate Larson

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

WHERE: The Portfolio Reviews will take place in the Council and Forum rooms. Portfolio Review Check-Ins will take place in the Directors Room. All portfolio review rooms are located on the third floor of the Portland Hilton.

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: When you register for the conference, you must check the box on the form indicating that you would like a review. This year, we have limited number of reviews, so registering early will be to your benefit if receiving a review is a high priority. Once the space has been filled, no more reviews will be available. After you register for reviews and receive confirmation that you will be a participant in the reviews, you will be asked to submit your review request form onsite. A lottery element will be introduced at this point in order to create equal opportunity for all participants. Review request forms will be assembled in a random order by which they will be processed.

SCHEDULING PROCEDURE SUMMARY

THURSDAY, MARCH 17, 2005:

The sign-up for reviews on Thursday, March 17 will be on a first-come basis beginning at 11:00 am on Thursday and continuing until all reviews are booked. Sign up at the desk in the Portfolio Review Check-In Room (Directors). You can schedule a meeting with two reviewers on Thursday from 1:00-5:15 pm. To ensure that the sign-up line moves efficiently, we recommend that you come with a ranked list of no less than 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, which provides a great opportunity for early conference attendees to show their work.

FRIDAY & SATURDAY, MARCH 18-19, 2005:

REVIEW REQUEST FORM SYSTEM – FILL OUT REVIEW REQUEST FORM(S)

If you want to obtain a review in Portland on Friday or Saturday, fill out the Review Request Form(s) and turn them in by the 4:00 pm deadline in the box marked Portfolio Review Request Forms near Registration. Forms will be available in the registration area. On the form, provide a list of 20 of your 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 colored forms for students and professionals. Both students and professional turn in one form on Thursday by 4 pm (with preferences for Friday sessions only) and one form on Friday by 4 pm (with preferences for Saturday sessions only).

An insert in your conference packet as well as posters outside of the Council and Forum rooms 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 Council & Forum Rooms. 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 request.

Please read the reviewers' bios before filling out your Review Request Form to make sure your preferences match their guidelines. Please note that if none of your preferred reviewers are available, you will not get a review. We cannot assign reviewers randomly because many reviewers request specific kinds of work. This means that if you only supply three names of reviewers you want to see, you run a high risk of not receiving any reviews at all.

SUBMITTING FORMS & SCHEDULING REVIEWS

Other than the Thursday morning sign-up line, reviews will be scheduled twice during the conference using the Review Request Form System.

FRIDAY, MARCH 18 REVIEWS

(Deadline for Request: Thursday, 4 pm)

Review Request Forms will be due by 4 pm on Thursday in the box near registration. This form should only include reviewers/sessions for Friday from 9:00 am - 3:30 pm. On Thursday evening, volunteers will match conference attendees with

Schedule for Portfolio Reviews:

Thursday, March 17, 2005

Sign-up begins 11:00 am

Portfolio Sessions: 1:00 - 5:15 pm

Sign-up is first come, first serve

Friday, March 18, 2005

Check-in starts at 8:30 am

Portfolio Sessions: 9:00 am - 3:30 pm

Sign-up by Review Request Form

Saturday, March 19, 2005

Check-in starts at 8:30 am

Portfolio Sessions: 9:00 am - 3:30 pm

Sign-up by Review Request Form

their requested reviewers using submitted request forms. Using the new lottery system, everyone has the same opportunity to receive at least one review of his or her choice. 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. If an attendee is unable to submit a Review Request Form, they may ask a friend to do it onsite or contact the Portfolio Review Coordinators for assistance. The schedule for these reviews will be posted by 8 pm on Thursday outside the Portfolio Review Room. Please check the schedule to find out your reviewer'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.

SATURDAY, MARCH 19 REVIEWS

(Deadline for Request: Friday, 4 pm)

Review Request Forms will be due by 4 pm on Friday in the box near registration. This form should only include reviewers/sessions for Saturday from 9:00 am - 3:30 pm. On Friday evening, volunteers will match conference attendees with their requested reviewers using submitted Review 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 the previous day. The schedule for Saturday reviews will be posted by 8 pm on Friday, outside of the Portfolio Review Room.

GENERAL GUIDELINES FOR ALL REVIEWS

Individuals who are five minutes late for their appointment to meet with a reviewer will forfeit their reservation. These reservations and other cancelled slots will be available on a first-come basis to people on a waiting list who are on "stand by". If you are interested in procuring one of these reviews, please direct questions to Portfolio Review Coordinators, Robin Assner and Nate Larson, in the Directors Room on the third floor of the Hilton.