

28th International Sculpture Conference
October 25 - 28, 2018 / Philadelphia, PA
Call for Conference Panels Guidelines

We invite you to submit a proposal to serve as a panel moderator for the ISC's 28th International Sculpture Conference in Philadelphia.

Please read all guidelines carefully before sending your submission. Incomplete proposals will not be reviewed.

Abstract Proposal Guidelines

1. Individuals wishing to submit a panel proposal for the 28th International Sculpture Conference must submit a 200 word abstract for review by the Conference Advisory Committee. All abstracts must be submitted electronically via the form on the ISC website (www.sculpture.org/philly2018). **The panel proposal submission deadline is March 12, 2018.** Proposals received after the submission deadline will be automatically placed on the waiting list.
2. When submitting your proposal, be sure to include the following:
 - **Panel Moderator Name, Job Title, and Company or Organization** - The author of the submitted proposal is considered the Panel Moderator.
 - **Panel Moderator Email Address and Phone Number**
 - **Proposed Panel Title**
 - **Summary** – 2-3 sentences suitable for inclusion in preliminary marketing materials
 - **Abstract** – 200 word maximum, clear but brief statement of panel objective
 - **List of Proposed Panelists** – List 3 potential panelists who could contribute to your panel discussion. Please include job title or organization and email address with panelist name.
3. All submitted proposals are considered confidential and will only be accessible to Advisory Committee Members. The Advisory Committee reserves the sole right to accept or reject any proposal for any reason. The acceptance of a proposal for presentation is an agreement between the ISC and the person listed as panel moderator that they have read and agree with all guidelines.
4. When drafting your proposal please keep the following in mind:
 - a. **Target Audience** – This conference will include artists and sculptors, arts administrators and directors, public art advocates and planners, educators and students, among many others.
 - b. **Educational Objectives** – Panels should have a learning objective so that those attending come away with information to assist them with their own career.
 - c. **Format** - Individual presentations not accepted. Panels should not exceed 3 panelists plus panel moderator.
 - d. **Length** - Panels will be 75 minutes in length. **Presentations should not exceed 60 minutes, with 15 minutes for audience Q & A.**
5. Applicants will be notified by **May 2018** via email as to the status of their proposal.

Accepted Submissions:

1. Accepted Panel Moderators are responsible for identifying 3 additional panel speakers for their panel. These speakers **must** be approved by the Advisory Committee and alternates may be suggested.

2. All panel moderators will be required to submit a Recording Release and License form for all panelists by **June 4, 2018**. The ISC records its events and programs to allow its programming to be accessible to all. The recordings of these programs are held in the ISC Archive and are posted on the ISC website to be viewed by those who could not attend the event. **This form is required from all speakers involved in any program the ISC holds.**
3. All panelists are asked to submit a photo and bio for conference marketing materials by **June 4, 2018**.
4. All panel moderators are required to submit the panel's digital presentation files in their entirety to ISC staff by **October 1, 2018** by Dropbox. **The panel moderator is responsible for submitting one overall presentation for the entire panel with all speaker segments included, along with collecting and submitting any other files that will be shown to the ISC by October 1, 2018.** Failure to submit digital presentation files in their entirety by October 1, 2018 may result in the panel's removal from the conference.

Digital materials are required to include:

- Overall panel presentation in PowerPoint or PDF format with all panelist segments included, in speaking order.
 - Panel timeline, outlining speaking order and list of all files each speaker will show.
 - Panel checklist including list of all the files which will be shown during the presentation.
 - All video, audio, and other files that will be shown during the presentation.
 - Video files must be submitted in .wmv, .mov, or .mp4 format.
 - Audio files must be submitted in .mp3 or .wav format.
5. All panel moderators and/or panelists are required to attend a review meeting in October 2018 with an A/V staff person at Moore College of Art and Design (located at 1916 Race St, Philadelphia, PA 19103) to review the audio visual component of their presentation.
 - Presentations must be submitted on October 1, 2018 and panelists are able to submit revisions during the in-person review meeting October 2018 only. **Any revisions to the panel presentation must be given to the A/V staff at this review meeting October 2018.**
 - The ISC **will not** edit any presentation files for panel moderators and/or panelists.
 - Revised presentation files must be brought to the review meeting in the proper formats as outlined above (Section 4).
 - Specific appointments for review sessions will be determined in September 2018.
 6. All panel moderators and panelists must register for the conference. In appreciation for participation in a panel, all panelists will receive complimentary conference admission and a one-year membership to the ISC.
 7. ***The International Sculpture Center does not provide financial support to the authors of panel proposals, or to panelists. If accepted, panel moderators and all panelists are responsible for their own travel and hotel accommodations.***
 8. If guidelines are not followed, panelists are subjected to removal from conference programming, at the discretion of the Conference Advisory Committee.