

# 2018 - 2019 Guidelines for Workshop Submissions

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The Bead Society of Victoria is committed to improving the level of beading in Australia and the skill of our members and others who attend our events. In order to meet this commitment we run workshops at our monthly meetings in Melbourne, at our annual Melbourne Bead Expo and at our Members' Retreat.

We seek submissions from tutors for workshops in all forms of beadwork, wire work, polymer and precious metal clays and jewellery techniques.

Workshops at the Bead Expo and Retreat are normally three hours, but we do consider full day workshops for the Expo and Retreat. A workshop split over two half day sessions of three hours is also possible at the Retreat, if the project warrants that level of time to cover the techniques in the project. However, students do expect to learn something new in each session, not just spend extra time completing work already learnt. Many often feel they could do that in their own time for free, not wishing to enrol in a more expensive class.

If workshops, for example Metal or alternative medium workshops using multiple techniques require a lot of supervision, we can restrict class numbers to 10 if the tutor requires this.

Monthly meeting workshops are typically two hours and are aimed more at technique only type projects to keep within the time available. These workshops are designed to build confidence to attempt more complicated workshops at a later date at the Expo for example. It is recommended that tutors have a time/progress plan so students know what they are expected to achieve in the time allotted.

## When selecting a project we take into consideration:

- Is it a well thought out design
- Does it demonstrate a high level of craftsmanship
- Has it a striking colour palette
- Does it show innovative use of materials
- Has it adaptable elements that encourage creativity

## What to submit:

All submissions must be your original work. If you have modified or are using someone else's design, this must be acknowledged. Written permission obtained from the original designer must be submitted with the application.

- Send a high resolution 300dpi photo to [president@beadsociety.com.au](mailto:president@beadsociety.com.au)
- OR send piece marked Attention: Workshop Coordinator, Bead Society of Victoria Inc, PO Box 5312, Pinewood, 3149.
- If sending a photo first, the actual piece may be requested for a final decision, so allow time
- Completed Tutor Workshop Application Form.

Keep in mind when designing a piece that some colours/combinations do not photograph well e.g. blacks and some tonal combinations. A mix of matte and shiny beads, with obvious contrasting colours work best for photographic purposes. Ideally if an alternate sample of another kit colour can be provided, it often assists with encouraging more bookings via the website and also for viewing in person.

Items must be suitably packaged containing a list of contents, and application form. Return postage **must be included** if tutor is unable to collect personally. Local tutors may collect from a meeting.

Receipt of your submission will be acknowledged by email or phone.

## If accepted:

The final decision may take a month or two as all projects are considered by the committee at meetings.

You will receive an acceptance letter or email and a contract to sign. If you wish to accept the contract it must be signed and returned along with the following further details about the workshop. Once signed the contract is binding, no negotiations will be entered into.

- **Kit price:** A “kit only” class indicates you wish to supply all material supplies including the instructions as part of the kit. (*Important if the beads or materials used are very specific to the success of the project or the materials used are unusual or difficult to source*)
- **Kit available:** Note: If you are happy to let students choose to provide their own beads instead of providing a kit, you need to provide accurate details of this on the requirements list
- **Requirements list:** Include this with a list any additional tools required – needle, thread, scissors etc.
- **A short tutor CV** and photo 300dpi
- **Source of materials:** Provide if using hard to get components if you haven’t specified Kit Only

These must be supplied promptly or your class will not proceed. Please also send the actual piece if it was not sent originally.

The piece will be retained and photographed for promotional purposes, so make sure you have kept good notes and photos for your own reference. Melbourne tutors would have a further opportunity to have access to their piece in between display times – (*Negotiable with workshop coordinator*)

**Please note: Contract clause states accepted classes cannot be taught for three months either side of the BSV class. The same workshop must also not be taught at a BSV event for a lesser price than the original class as this discourages original bookings and devalues the event. The class project copyright remains with you.**

Projects not selected will be returned in your packaging and Pre-paid bag, with a letter stating why your submission has not been accepted. Prior experience with a particular workshop technique or similar design may give us an indication whether or not a project will be successful and our decision is based on that.

You will be required to supply detailed notes for students attending the workshop. Diagrams or photos should be included, where applicable, to enable your student to complete or replicate the project for their own use after the class.

## Workshop Remuneration:

- Payment of **\$60** per hour for all workshops is payable to tutors
- Interstate tutors will be paid a travel allowance of **\$160**. Travel allowance for tutors living the following distances from the teaching venue will be: 50 – 99km = **\$25.00**, 100 – 199km = **\$60**, 200 - 399km = **\$110**, 400+ km’s = **\$130**. See **NOTE\***
- **\* NOTE:** Registration numbers in workshops with tutors qualifying for travel allowances do need to be higher to cover this additional cost. If those numbers are not met, the committee and tutor may need to negotiate to decide if the workshop goes ahead, and/or a compromise on travel payment is agreed upon
- Accommodation payments are not reimbursed, but accommodation may be provided by a Society member the night before and the night of the class if desired

We look forward to receiving your submissions.

Lorene Wilson  
President  
Bead Society of Victoria  
Email: [president@beadsociety.com.au](mailto:president@beadsociety.com.au)