

## So You Want To Give a Workshop at the PAOC? (August 21-23, 2009 Goodyear, AZ)

Workshop sessions at the "Performing Artists' Open Conference" (PAOC) are not pre-assigned or juried by a committee.

Offering a workshop at the PAOC is optional. You may attend the PAOC and simply absorb the content. You may contribute informally as the conference progresses. You may choose to make a complete workshop proposal as well. It is up to you.

If you would like to present a workshop, you will first register for the conference. If you register by August 5, 2009- your registration packet will include a "workshop proposal form" that you will need to complete and return to us by August 12, 2009. Your proposal sheet will be included (directly copied) into the packets that will be distributed to every participant at the conference opening. We may also include your proposal online, too, before the conference.

All participants will be able to view a copy of every proposal in their packets once they receive them on Friday. On Friday evening, every person who has submitted a proposal by August 12 will be give three minutes to promote their workshop idea(s) to the large group. This promotion must be done with your words only and if you need a prop, you must be able to hold it or show it yourself. No projections will be allowed in this promotion section. If you go over three minutes, you will be removed from the "stage" and the next person will be invited to speak.

After everyone has promoted their workshop, every conference member will have five voting tokens to express their interest in specific workshops. They could even use all five votes on one workshop with our mostly anonymous voting system. There will be a break after the voting.

After the voting is complete and during the evening reception, our staff will tally the votes. Any participant who wants to help or watch may do so. We will then assign the rooms and time slots for the most popular workshops based on our schedule and meeting room sizes, locations and number of participants.

We will then create the schedule and distribute it to everyone. The first workshop session will begin immediately on Saturday morning!

### Notes:

\*"Workshop" as used here is a generic term referring to any type of presentation. You may propose to do whatever you wish within a workshop session (teach, talk, perform or ??) as long as it is legal. That rules out public nudity or other criminal activities. Due to site restrictions, you may not use, distribute or consume alcoholic beverages as part of your workshop.

- \*PAOC participants are working performing artists, administrators of the arts and those interested in the performing arts. Plan your workshop topic accordingly.
- \*Workshop presenters must be paid participants in the PAOC. There are no refunds of registration fees for any reason after August 7, 2009. This means that you cannot get your money back if your workshop is not chosen.
- \*At no time are the workshop producers responsible for the content of any workshop. If a workshop description offends you, then do not take the workshop.
- \*Each time slot is 75 minutes. You may not go over this time slot for any reason. It is possible that you may take less time, but we ask you to be prepared for 60-75 minutes.
- \*Based on topic, you may be asked to lead an informal round-table session on the afternoon of the second day.
- \*You may not do any activity that damages the meeting location in any way. You will be held responsible for and billed for any damage your workshop causes.
- \*Your workshop may or may not be chosen. Come with a thick skin and a sense of humor about yourself and your workshop. Be ready to present or not to present. Do not take it personally if you are or are not selected.
- \*Your audience ultimately determines if they like your workshop and people vote with their feet once your workshop has begun.
- \*The size of your audience ranges between the entire group to just two people. Be prepared. The meeting room for your presentation may range from a small hotel suite to half of the hotel ballroom. Be ready.
- \*You are responsible for your own handouts. You will probably want to produce handouts for 20 people. If it turns out that you need more, we can refer you to a local quick-print company who can create more handouts at your expense. Our staff will do everything they can to assist you as needed.
- \*Bring what you need to do your own workshop. Each meeting space will have an easel with a large writing pad along with 8 colored markers. We cannot guarantee the availability of computers or projection equipment. Bring your own equipment if you need equipment and do not forget your power cord and outlet strip. Some meeting locations will not allow papers to be secured, by any means, to the walls of the meeting room. Be prepared.
- \*The PAOC will be very near office supply stores, retailers and copy shops should you need any of these items before or after your workshop.

\*Your workshop or performance most likely will be recorded via audio, video, photos or computer. Your workshop will most likely be posted in any of those forms on the Internet for free distribution to participants or others. Your workshop proposal may also be posted on the Internet even if your workshop is not chosen to be presented. Recording and distribution of conferences is not optional. If you do not want to be recorded in these formats, then please do not offer a workshop or performance. You may, of course, use these possible recordings in your own personal websites and promotions.

\*Nearly every workshop session round will have an open room, no-host session where participants may discuss whatever they like. Two "organized" meet/greet/promote sessions for everyone will be part of the schedule.