Guidelines and FAQs - Education at Virtual Quilt Festival 2022

Please read this before accepting an invitation to teach.
Answers to many questions about teaching at Virtual Quilt Festival 2022 (VQF22) are included.

2022 Dates to Remember
- **Virtual Quilt Festival, Thursday-Saturday, June 16-18, 2022, 9:30 AM to 6 PM CST**
- **Proposal Due Date: Friday, March 25, 2022**
- **Acceptance Notices Sent: April 8, 2022**

Education
Classes are delivered as webinars on a professional event hub with capacity for up to 10,000 viewers. Virtual classrooms will be hosted and moderated by VQF22 staff. Due to capacity constraints, fewer classes can be offered virtually than at our in-person Quilts Festivals. Classes should educate and inform, avoiding blatant promotion of product or services. Your experience and expertise are the products viewers are excited to see.

- Lectures – 1 hour. Content should be informative and entertaining, similar style as in-person lectures with clear visuals. Audience expects lecture to be driven by content and less by Q&A.

- Forums – 90 minutes. Five 15-minute back-to-back presentations on a specific topic, e.g., machine quilting, appliqué techniques, creative variety. Includes 15 minutes for combined Q&A at the end of the five presentations. All presenters are expected to attend the entire webinar and must provide a one-page handout which will be compiled and available for download by viewers.

- Master Class – 90 minutes. Condensed version of a hands-on class; no kits or materials and no sewing or practice time for viewers. Master classes are more interactive than lectures and should include time for Q&A.

Compensation
Compensation is based on number of paid registrants. Registration is on-demand and will be open until VQF closes on June 18, 2022, at 6:00 PM CST. Number of paid registrants will be

calculated at the close of registration. Payroll checks are mailed within 45 days of the end of VQF22.

- Lectures – $5/paid registrant.

- Forums – $2/paid registrant for each presenter which is $10/paid registrant split evenly between five presenters in each forum.

- Master Class - $10/paid registrant.

Promotion of Classes
Promote, Promote, Promote! Promotion of your presentation(s) via your email, newsletters, and social media will increase the number enrolled, which in turn, increases your pay. We will also promote classes via our website and three social media platforms: Facebook (85.7K followers), Twitter (13.2K followers), and Instagram (15.2K followers). You can also film a short 1-2 minute video promoting and discussing your class for our social media and Festival YouTube channel. A full class catalog with descriptions, photos, and links will be posted to Quilts.com, along with a Faculty list featuring your picture, classes, and link to your website.

Production and Delivery of Classes
Classes will be taught and broadcast via webinars that students will access from VQF22's professional event hub during event hours.

Virtual Quilt Festival 2022 has contracted Cvent to provide the videochat platform, a host/moderator for each class, and the event hub. Teachers provide their own equipment (camera, computer, tablet, microphones, etc.) to produce live and/or pre-recorded content, as well as an internet connection with sufficient speed and bandwidth to transmit without lag or delay.

Presentations
- Presentations can be a combination of live and pre-recorded content. Filming multi-step techniques, sewing at the machine, or close-up hand work can be advantageous. The platform is essentially an input manager allowing you to switch between a live camera on you, a computer or tablet screen (literally anything you can show on your screen can be shown to viewers), a close-up camera at your sewing machine, a pre-recorded video, etc. Video equipment can be as simple as a smartphone with a good camera lens and/or a laptop or tablet camera. Equipment you will need includes camera mounts, good lighting, a good microphone, and a fast, stable internet connection. Good equipment is an investment for future virtual teaching and eventually in-person teaching.
- *Classes should NOT be an off-the-cuff presentation like many Facebook and YouTube Live presentations.* They may be filmed in advance, depending on teacher comfort and ability;

however, teachers are required to participate in the live broadcast of their session even if pre-recorded.

- Time limits for Master Classes, Lectures, and Forums will be strictly enforced.
- The event hub company will host a training webinar for using their platform and describe best practices for virtual teaching. A brief rehearsal with each presenter prior to Virtual Quilt Festival 2022 will be scheduled for a tech-check and to answer any questions.

Recording of Classes

All classes may be recorded and will be available to view by registered students for a short time (TBD) following VQF22. Recordings are solely for use by VQF22 for this purpose and may be deleted thereafter.

Refunds

Virtual Quilt Festival is very strict about class refunds. We do not grant them without personal investigation, nor without good and just cause. However, refunds may be given for a class that has produced multiple complaints. In such an instance, we reserve the right to delete the registrant from the class list and from the teacher's payment schedule.

PROPOSAL LINKS

- Start with a Wantlist (one per teacher)
  https://quilts.formstack.com/forms/international_quilt_festival_2022_virtual_wantlist

- Then proceed to the Class proposal link:
  https://quilts.formstack.com/forms/international_quilt_festival_2022_virtual_master_class_proposal

- Or Lecture proposal link:
  https://quilts.formstack.com/forms/international_quilt_festival_2022_virtual_lecture_proposal

- Or Forum proposal link:
  https://quilts.formstack.com/forms/international_quilt_festival_2022_virtual_forum_proposal

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