



GUIDELINES FOR SEMINAR PROPOSALS—INTERNATIONAL QUILT MARKET 2024/HOUSTON PLEASE READ CAREFULLY!

Please read this sheet. Answers for many questions about teaching at International Quilt Market are included.

2024 DATES TO REMEMBER:

- **International Quilt Market/Houston seminars:** **October 25- October 28, 2024**
- **Due Date for submissions:** **April 29, 2024**
- **Acceptance Notification Date:** **June 10, 2024**

LOCATIONS & TIMES:

- All Market Seminars will be held on the 3rd floor of the George R. Brown Convention Center in Houston, Texas.
- Seminars will begin on the hour throughout the day during Quilt Market hours.
- Seminars are 50-minutes or 110-minutes.

SEMINARS:

- Your Market Seminar should be geared towards those who are currently in the industry.

FEE STRUCTURE:

- Seminar presenters will be paid \$9.50 per student for one-hour sessions and \$19 per student for two-hour sessions as indicated on the class roster (less refunds) and 100% of materials fees (less refunds).
- Presenters pay for their own travel, hotel, and food expenses with the exception of complimentary tickets for selected Market events.
- The materials fee should reflect no more than retail value of items supplied to students.
- Payroll checks are mailed within 45 days of the end of Market and include any material fees.

AUDIO-VISUAL EQUIPMENT:

Please plan to use a visual presentation **ONLY** if you are **TOTALLY** self-sufficient in the setup/operation of **YOUR** laptop/iPad and all communications between that and the projector provided by Quilts, Inc. Should additional A/V equipment be necessary, an equipment fee can be charged to students to cover those special equipment costs.

REFUNDS:

International Quilt Market is strict about class refunds. We do not grant them without personal investigation, nor without good and just cause. However, refunds **are** granted for emergencies or for serious dissatisfaction with a class that has produced multiple complaints. In such an instance, we reserve the right to delete the person(s) from the class roster and from the presenter's payment schedule.

TO SUBMIT PROPOSALS:

- Please gather necessary information before beginning so that you may submit complete proposals.

You will begin by entering your contact information and biography, uploading a jpeg format headshot, and then specifying scheduling preferences. Note that all teachers' headshot photos will be cropped to a square size, 500px X 500px at 72dpi in order to fit our online catalog specs. Please keep this in mind when submitting visual images.

- Once this is complete, you may proceed to the presentation section of the proposal form.
- **You may propose up to six seminar topics per submission.**
- **Review your proposal carefully before you submit!** You cannot access the proposal for changes after it has been submitted. You may use the save and resume button at the bottom of the form at any time if you find that you are not ready to submit. Once you have submitted your proposal, you will receive a confirmation e-mail containing all the information you entered.
- If you have any questions, please contact Jill Benge at jillb@quilts.com. If you have technical questions about the on-line system or need to make changes to your proposal after submission, contact Barbara Cline at barbarac@quilts.com.
- Market Seminar link:

[https://quilts.formstack.com/forms/houston quilt market seminars](https://quilts.formstack.com/forms/houston_quilt_market_seminars)