SGC INTERNATIONAL

CONFERENCE HANDBOOK

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About SGCI Conferences

SGC International is a nonprofit dedicated to the art of printmaking. We are a volunteer organization that provides conference funding, planning expertise, and an established track record of attendees.

SGCI is the largest print organization in North America. Our biennial conference is the biggest gathering focused on the field of printmaking. Artists from all 50 states and international attendees from Canada, South and Central America, and Europe regularly attend the conference. The conference changes locations, with local academic and printmaking institutions serving as the home

base for conference events—keynotes by distinguished artists, scholars, and advocates; panel presentations, exhibitions, demonstrations, vendors and publishers fairs, and more!

Each year awards are given to highly-regarded artists within the field. Throughout the conference site and in partnering exhibition venues, thousands of prints are on display in our Open Portfolio session, Member's Print Exchange, and Themed Exchange Portfolios. Related programming is always planned to introduce attendees to the host city, bringing contemporary printmaking to the local community and providing opportunities for our members to extend their reach. SGCI conferences are always evolving and endlessly inspiring!

Introduction

The following information is intended to provide basic guidelines for individuals and institutions hosting a biennial SGCI conference. This guide has been compiled with the input of the SGCI Executive Board, the Executive Director, and previous conference hosts. While these guidelines offer a general structure for conference sites to use, they are written with the belief that every conference has its own mission/goals/strengths, and that the structure of the conference should vary from year to year to reflect the resources of the host site.

Benefits of Hosting a Conference

The SGCI Executive Board greatly values the contributions to the organization offered by those hosting conferences. While organizing a conference is a large task, there are significant professional benefits to the supporting institutions, its faculty, and its students. For the institution, it is an opportunity to showcase its programs in not only printmaking, but also other studio areas. For the faculty, it is an opportunity to feature their teaching philosophies, and how this extends to their curriculum. For the students, it presents unique and significant educational and professional experience, through exposure to their future colleagues in the field and direct engagement with the conference content. Full immersion in the international printmaking community on one's home turf is a life-altering educational and professional experience.

The SGCI conference serves to strengthen relationships between the people and the units committed to the visual arts at the site's institutions. For this reason it is important to strive to cultivate a shared decision-making process when organizing a conference, including the students and scholars from the supporting institutions.

Relationship of Host Site and SGCI

The primary burden for the conference rests with the SGCI Board, the Executive Director, and the Steering Committee.

The Steering Committee generally consists of:

1. Conference Chair and/or Co-Chair

And the following subcommittees with one or two individuals each:

1. Awards Committee
2. Exhibitions Committee

3. Communications Committee
4. Special Projects Committee
5. Volunteers Committee
6. Transportations Committee
7. Accessibility & DEIA Committee

Additional subcommittees may be created as needed.

Making a Conference Proposal

Proposals for a SGCI conference should include a general outline of the conference mission and a comprehensive picture of the site institution's physical and financial resources that can be committed to supporting the conference. Letters of support from administrations are encouraged. This proposal may be given to the SGCI President who will present it to the SGCI Executive Board for approval. Conference proposals may also be presented at SGCI Executive Board meetings, and sent via email to admin@sgcinternational.org. Proposals are normally submitted 3-4 years in advance of the projected conference.

Conference Development

Theme

It is important to develop the conference around a theme. Recent conference themes have included:

2027 Pittsburgh: "Confluence"

2025 Puerto Rico: "Puertograbando"

2024 Providence: "Verified by Proof"

2022 Madison: "Our Shared Future"

2019 Dallas: "Texchange"

The conference theme should be focused, but allow for a range of sessions, exhibitions, portfolios, and activities. Along with the theme, the conference organizers should create a consistent visual identity for the conference that can be used in all publicity materials for the conference. Print materials promoting the conference with a call for participation should be prepared at least a year prior to the conference for publication online and promotion at our affiliate organizations such as MAPC, PrintAustin, and Impact.

The Conference Experience

When developing the conference, consider what kinds of proposals you want to encourage. Are you having many or few panels (average is ~8)? Do you want to have a number of themed portfolios or

are you limited in terms of space (average is ~15)? How many formal exhibition spaces do you have access to for openings?

- Don't schedule too many things at once, but do offer choices. Shoot for no more than three events overlapping at any given time. You can direct attendees to locations wisely.
- Craft the conference schedule. Try to build momentum in scheduling panels and talks, so that the theme unfolds over the conference.

Essential Events

- Welcome Event & Awards Ceremony/Closing Party
- Open Portfolio
- Keynote Address(es)
- Lifetime/Outstanding Printmaker Exhibition
- Student Fellows Exhibitions (typically these two shows share a modest space)
- Juried Exhibition (not required but strongly recommended)

Dates

The SGCI conference has traditionally been an annual conference held in the spring. In 2025 the organization is moving to a biennial calendar with a fall conference, the first coming Fall 2027. While some institutions have held the conference during university breaks, it has greater potential to impact the student population if it is held while school is in session, perhaps just before or just after fall break. The conference usually kicks off on Wednesday evening and concludes Saturday night. In recent years recreational activities have also been planned for Sundays. There is also typically a final board meeting on Sunday morning that the Steering Committee and SGCI members are welcome to attend, to debrief and reflect on the conference. Keep in mind holidays, major university sporting events, and annual campus events when scheduling.

Promotion & Communications

The conference organizers should create a consistent visual identity for the conference that can be used in all publicity materials for the conference. Materials promoting the conference with a call for participation should be prepared for distribution at the preceding MAPC conference and through SGCI communication channels. In recent years, Steering Committees have developed a Communications Committee to help with this. The SGCI Social Media Committee will also share and distribute any provided information.

Ideally, basic registration information on the conference would be available in the late summer of the previous year through the SGCI communication channels. As travel budgets are due for many departments then, this will get everyone geared up to come from the start. Coordinate with SGCI admin on social media postings throughout the course of the planning process; an "Announcements

Schedule" is worked out in advance by the SGCI Executive Director and Social Media Committee. It is important to announce the conference by December of the previous year at the latest.

In general, we do not recommend a separate Instagram account, given that we manage ours closely. We are open to discussions on other platforms.

Webpage

The Conference will have a link on the navigation bar of the SGCI website, and can have as many sub-pages as needed. This area of the site should include a logo, and abstract and/or statement on the conference theme, a mission statement, an outline of conference activities and speakers, SGCI Awards information, portfolio exchange guidelines, information on the open portfolio, hotel arrangements, airline discount information, airport shuttle and taxi info, driving and parking information, an area map, information on meals banquet and special events, a listing of the time and place of the SGCI Executive Board Meeting. The more useful information the website includes the less the host will have to respond to prior to the conference. It is important to publish the majority of the conference website roughly six months in advance. This includes publicizing exhibitions, keynotes, vendor fair and open portfolio, and accepted demonstrations, portfolios, panels, and pop-ups. People should have the basic conference calendar information before the end of spring semester.

There will be many moving pieces not settled until much closer to the conference. Major events such as Open Portfolio, keynote addresses, opening and closing parties, and juried and Lifetime/Outstanding Printmaker exhibitions should be locked in by the spring deadline. Dates, times, rosters, and locations for specific panels, demonstrations, and pop-ups & themed portfolios should not be made public until approximately six weeks prior to the conference because those event particulars may shift. Event organizers such as demonstrators, pop-up artists/curators, and panel or Inkubator chairs and participants should know which day their event will take place at least three months in advance so they can make travel arrangements. Avoid providing specific times of day until closer to the event so we don't have to juggle people's travel schedules.

Web pages will be provided for conference event categories (themed portfolios, panels, demonstrations, Inkubators, Pop-ups, and Exhibitions). By the spring deadline the pages will be populated with the event title, organizer's name, abstract/description, and perhaps the day the event will take place. As the steering committee gets specific locations and times secured the pages will be updated. Likewise when event rosters are solidified the pages will be updated. Descriptions and rosters will be the responsibility of the event organizer first, with final copy editing done by select members of the Board and Steering Committee so that designers aren't getting edits from too many voices.

Awards

There is a slate of awards that are presented at every SGCI conference. Please see the Handbook or contact the Awards Coordinator for details on procedure and protocol (under "SGC International Awards Committee"). A list of past SGCI awardees can be found on the website.

Conference Abstract and Call for Participation

The abstract is a brief description of the conference that introduces the theme. The Call for Participation engages members to apply for inclusion in the conference programming. At times, we have combined the two. Examples:

Puertográfico Abstract

> Islands are vessels anchored at sea. Moored between the cultures of two continents, Borikén —the original name of Puerto Rico— has been a center of cultural exchange for centuries, with a rich and complex heritage. From the early engravings on stone, to the intense printmaking production of the 20th Century and the present, Puerto Rican graphic artists have sought cultural interaction with the world by sea and air. PUERTOGRÁFICO will showcase, through artistry, technique and dialogue, one of the strongest callings for our work: the tracing of History.
>
> Welcome aboard.

Puertográfico Call for Participation

> Puertográfico 2020 will introduce our organization to a different culture and there will be exciting shifts in the format of our conference as well! This year, the only panels will be a limited number of plenary panels to be presented to all our members at morning conference-wide gatherings. We'll have more Inkubators to encourage dialogue on the discourse of printmaking, inter-cultural exchange, and the evolution of SGC International. All exhibition opportunities will be pop-ups—accepted exhibitions will be only of unframed work, organizers must bring all work with them as they travel to San Juan, and exhibitions will be for one day only with installation occurring in the early morning and deinstallation in the evening. There will be group critiques for students, exhibitions and panels organized from the Open Portfolio, and opportunities to volunteer where it's needed in Puerto Rican communities. We're eager to hear your innovative proposals for low-tech demos, mobile events, and special programming. Did someone say beach events? Bring 'em on! Puertográfico 2020 will be the SGCI conference not to be missed!

Providence Abstract and Call for Participation, combined

> "Verified by Proof " is taken from the broadside "This is a Printing Office", written by Beatrice Warde in 1932. In a high-speed digital age, the phrase gains importance and embraces the meticulous nature of the hand-pulled print. The Verified by Proof steering committee seeks proposals that engage the message of This is a Printing Office—establishing truth, validation through proof/proofing, and the power of the press—and invites you all to celebrate print and its important role in countering the turbulent culture that we all currently face.
>
> Providence is a city that has historically been a refuge for dissidents and a stronghold in the battle for individual freedoms. It is a city where print is celebrated in all its forms, from conceptual art to communication design. Printmaking often intersects with other media in Providence's rich artistic

community, which is host to a variety of creative spaces ranging from traditional academic settings to community shops and maker/DIY spaces. We encourage proposals that embrace this cross pollination and celebrate the broad scope of printmaking, graphic media, and independent publishing.

On the main conference page, work with the Executive Director to be clear about deadlines, contacts, the process of how presenters will be selected. Specify whether or not registration fee waivers and honoraria are available for that year.

See this page for more information on Criteria & Evaluation of the Call for Participation.

The following is a brief description of the protocol for Calls for Participation and publishing events. Please note the specifics for event submission and review may shift from conference to conference as technology and platforms change.

> *On the Administrative side, all applications for the Call for Participation come in through the website. Jurors (usually the Steering Committee) are given a login that gives them access to the Admin side of the SGCI website. From there, they can vote on the applications. The Executive Director notifies applicants of acceptance or rejection, through an automated email.*
>
> *In the Call for Participants, note that individuals may only present on one panel, Inkubator, or demonstration, plus one themed portfolio. SGCI will assist in cross-checking the participant lists. Also, proposals for similar topics may be combined or ask artists to modify their proposals to more closely fit the desired theme.*
>
> *Presenter's bio will be visible on the website and in the program, requested or pulled from the member's self-maintained profile. Event Organizers will be responsible for providing information on their event including the abstract and list of participants, and alerting the Steering Committee or Executive Director of any necessary changes. All information should be finalized by six weeks prior to the conference.*

Assign a volunteer timer for panelists so sessions are timely and programs occur at the times listed. Provide enough time between sessions so that the presenters can check their equipment (computer hookups, microphones, etc.)

Jurying the Call for Participation

The Steering Committee should develop a rubric for evaluating proposals for panels, demonstrations, pop-ups etc. Considerations such as time requested, additional personnel, and facility & equipment requirements should be included in the rubric. Input from the Executive Board during the evaluation process may be requested. Jurying should happen at least 10 months in advance of the conference. Once choices are made, please contact the Executive Director who will be responsible for sending acceptance & rejection notification.

Jurying the Awards

The list of these Awards vary, but typically includes a Lifetime Achievement (now the Outstanding Printmaker to allow granting to midcareer artists), Excellence in Teaching, Graduate and Undergraduate Fellowship. The Printmaking Legacy Award was developed for the 2027 conference

to combine the former Emeritus and Honorary Member of the Council awards, paying tribute to an individual who has made significant contributions to the printmaking field, print education, or SGCI. Additional awards such as Mid-career Printmaker, Emerging Printmaker, and sponsored award winners are possible. The Steering Committee Awards subcommittee and the Executive Board Awards Committee will decide collectively what awards will be available. Emeritus and/or additional local teaching awards are often chosen by the Steering Committee and given to artists associated with the host region to celebrate the local arts community. The Lifetime/Outstanding Printmaker winner is often a significant national or international artist who has a lasting relationship with printmaking, but print isn't necessarily their primary medium. Ideally this figure is from the region or has a deep connection to institutions in the region. This individual is selected by the Steering Committee.

An Open Call will go out for select Conference Awards. The prize attached to the Awards should be settled before the open call is publicized. Applications will be submitted via the SGCI website and forwarded to the Steering Committee's Awards subcommittee for review. The subcommittee will collaborate with the Board Awards Committee to evaluate applications. A rubric should be developed by the team to evaluate the applicants. The Board Awards Coordinator will be responsible for sending acceptance and rejection notification, and for coordinating the distribution of prizes.

Conference Budget Planning

The budgeting for the conference is handled by SGCI. All funds are collected through SGCI, and all revenue is reconciled by our accounting team. SGCI will work closely with the Steering Committee to advise on available funding for each event, and will provide a budget worksheet to the Steering Committee for transparency.

It is important to note that most of the conference revenue comes from the registration fees. The Board must approve the exact registration fee for the conference, including late registration fees in writing. While conference attendance varies, the figure of 750 people is somewhat conservative, and a good place to start developing a budget. In recent years conferences in the eastern part of the country have had from 700 to 1200 people attending. Conferences in Texas and the Western US have traditionally had fewer attendees. Dallas had 1032 attendees, Las Vegas had 933, Atlanta had 1176.

SGCI offers awards funding for the awardees. In some years, there is additional funding for the SGCI-Sponsored Event, the Student Event, and the International Event. Student Fellowships are also paid by SGCI. See Handbook for current amounts for all of these events.

Consider formalizing a grant-seeking subcommittee within the Steering Committee. While there are few funds to support conferences overall, the internal events in the conference are often tailor-made for funding. This might include city or local development grants (you are bringing a large number of visitors and tourists to this location), education projects (try involving a project with a local high school art department) or other special projects. The Boston conference raised over $20,000 for special projects. If there is outside fundraising done by the Steering Committee, the handling of this should be discussed by all parties to ensure correct accounting.

Registration & Waivers

The SGCI Board approves the conference registration fees. In addition to the registration fee, it is mandatory that all conference attendees pay SGCI membership dues.

Summary List of Registration Waivers (subject to funding approval)

- Printmaking Legacy Winner
- Outstanding Printmaker Award Recipient
- Undergraduate and Graduate Fellowship Winners
- All Former Printmaker Emeritus and Lifetime Achievement in Printmaking Award Winners
- Host Institution's Students and Faculty (at the discretion of the conference hosts with approval of the SGCI Board)

Meals

Continental breakfast and coffee breaks are traditionally budgeted in at every conference. The principle of keeping the banquet price low is strongly endorsed. In many years, it has been included in the registration fee. Be sure to accommodate dietary restrictions in your meal plans.

Transportation

The Steering Committee will work with SGCI to develop a schedule for transportation. Drop-off and pick-up points where a number of buses can dock must be identified; a route will be developed after that. As the Steering Committee has local knowledge, this early task will be assigned to them. SGCI will assist with the Request for Proposals from local companies and negotiating the final contracts.

Locations with extensive transportation needs should be conscious of this expense. It is best to keep this cost low through the use of school buses. Charter buses routinely cost upwards of $25000 in the conference budget. Be mindful that moving people from one location to another presents the biggest logistical problem for many conferences. A Transportation Sub-Committee within the Steering Committee is recommended to facilitate logistics and monitor issues of accessibility. An ADA compliant option should be available. It is important to include clear maps in the conference program regarding pick-up and drop-off times and locations. Signs on site and student riders on each bus will also help a great deal. Conferences in larger cities should make use of public transportation multi-day passes. If the conference is not in or near the hotel, provide student volunteer guides to events.

A/V

At the time of application, each presenter and panel chair will provide a list of their audio-visual needs. SGCI will ensure that these technical needs are available in the room assigned to the event. At this time, we are generally only able to provide basic a/v such as projectors, microphones, etc. SGCI will coordinate with the host institution to provide technicians whenever possible to help avoid technical delays and glitches.

Events

Information on the topics below and more can be found on the Conference FAQ page.

Panels

An SGCI panel is a topic of conversation pertaining to anything of interest to printmakers and print enthusiasts. The selected panels are chaired by the person who submits their application in the Round 1 Call for Participation (typically close to a year prior to the conference).

Individuals interested in speaking on one of the selected panels apply during the Round 2 Call for Participation. SGCI encourages the inclusion of student members on panels.

Panels typically consist of four people:

• The Panel Chair, who will introduce each speaker, contextualize their presentations, and lead any Q&A sessions at the end of the panel discussion

• Panelists, who share their own expertise and experience on the topic

Set-up for a Panel discussion is theater-style; the panelists are seated at a table in the front of a room or onstage with microphones, and usually a projector or A/V screen set up next to/behind them.

Panels are scheduled for two hour increments, but typically last about an hour and a half. The number of panels change at each conference, depending on the amount of spaces available and/or number of proposals.

Demos

A Demo is a demonstration of a printmaking technique, material, tool or process by an SGCI Member, utilizing the presses, equipment, spaces, and/or materials available at the local conference venues.

Individuals submit an application during the Round 1 Call for Participation. Often, they may need to bring their own specialty supplies or tools. Based on the space, equipment and press availability for the conference venues, the local steering committee makes selections that showcase as much novelty, breadth, beauty and innovation as possible!

Demos can be challenging to access after they begin due to their popularity; therefore it is highly recommended to get to a Demo early for a good spot and commit to the entire demonstration. Handouts and PDF forms may be made available to conference-goers during or after the conference.

Pop-Up Exhibitions

Pop-Up Exhibitions are works by and/or curated by SGCI Members, and are based on the conference's theme. Please note that these are typically ONE-DAY exhibitions. The work will need to be unframed, the exhibition proposer will be responsible for bringing the artwork to be exhibited to the conference, and installing and deinstalling the exhibition on the day of the Pop-Up Exhibition. Available space will vary with each conference, so flexibility within each proposal is encouraged. The

steering committee will be in touch with each Event Organizer about their space in the months leading up to the conference.

In the Round 1 Call for Participation, individuals who are interested in exhibiting or curating a Pop-Up Exhibition are invited to submit an application. Pop-Up Exhibitions are selected based on space availability, applicability and interest. If the Event Organizer is accepting additional participants, they can make their Pop-Up Exhibition open to applicants. Artists who are interested in having their work considered for a particular Pop-Up Exhibition submit an application during the Round 2 Call for Participation.

Inkubators

Inkubators arose out of the desire for more informal, group discussions at the conference. They are set up as round table discussions, moderated by the organizer. Calls for Inkubator topics are requested during the Round 1 Call for Participation. Inkubators are scheduled for two hour increments, but typically last about an hour and a half. Unless otherwise indicated for a specific session, there is no pre-registration required to attend an Inkubator. Drop-ins are welcome.

Mentoring

Mentoring Sessions are one-on-one, and are available for individuals at all stages of their careers – whether you are an undergraduate student thinking about an MFA, a graduate student seeking career advice, an independent artist looking to start a press, or someone in a tenure-track position looking for advice about navigating academia. There are a limited number of spots, so sign ups will be first-come, first-served until sessions are full.

TOPICS: Mentoring Topics include (but are not limited to):

- Artist Portfolio Reviews
- Career Advice for Emerging and Mid-Career Artists
- Tenure and Academic Advancement
- Independent Presses, Non-Profits, and Community-Based Art

SESSION TIMES: Mentor sessions are 20 minutes in duration. Wifi is not guaranteed, so if members plan to show any artwork, documents, etc on their computer or tablet, it is recommended that they download PDF documents or other files that do not require wireless internet to see before they arrive for their session.

COST: Free! There is no cost for any SGCI Member to register for a Career Mentor Session.

MENTORS: Mentors are SGCI Members who are experienced professionals, and want to serve our membership and foster interest in our field. This is a volunteer service that they provide.

Mobile Events

Mobile Events are demo kits, projects, discussions, performances, or talks intended to take place on conference buses while in transit between venues. Flexible and innovative, mobile events vary from year to year and include things like sticker exchanges, zine demos, artist talks, Inkubators, and Pecha Kuchas on-the-go!

Member Print Exchange

An exchange portfolio is organized for those attending the conference each year. This initiative should be a partnership between the Board's Exhibitions Committee and the Steering Committee Exhibitions subcommittee. See the Member Print Exchange Guide for the most up-to-date info. The edition size is 13, with the first ten from the edition being randomly collated for exchange and the last two to three being kept as a complete set, one of which is for the SGCI Archives and the second set is for the host institution. If there is an underwriter for the exchange portfolio, that person or institution may be offered a complete set. The conference host should plan to construct a drop-spine box for these complete sets. Make sure the exchange portfolio prints conform to specific requirements of paper size (currently 11" x 14"), or they will not be accepted. Our website lists the current Member Exchange Portfolio requirements.

A small fee can be charged to cover the cost of printing the title page and making the portfolio covers. Give the task of printing the title page and constructing the portfolio (which should be made of archival materials) to one person, school or group, and work within the budget provided by SGCI. The host institution can add funds if available. In recent years there has been an exchange portfolio coordinator who supervises this entire project. Announce the Member Exchange Portfolio theme (usually the same or close to the conference theme) in the spring before the conference.

Exchange portfolio participants work directly with the Archives Coordinator to complete essential paperwork in advance of the conference. Make sure the complete set is exhibited during the conference with a label showing the names of each artist, title and medium. The complete sets should be housed in archival containers, with one set being mailed to the SGCI Archives Coordinator following the conference along with a documentation sheet and release form for each print included.

Open Portfolio Session

It is required to have open portfolio sessions during the conference for everyone to show their prints and books. A large, well-lit room with a lot of tables works very well for this. This is an inexpensive and popular event at every conference. A room or rooms that can accommodate 150+ 6-8 foot folding tables is optimal for this event, depending on the size of the conference. Fewer tables and more sessions is also a possibility depending on spaces available. Budget 3-5 sessions of 90 minutes with a 15 minute gap or more between sessions for artists to pack up and the next round to set up. Conference registration will include a box for people to sign up for this event. If the Open Portfolio is not at the conference hotel, the conference host should try to provide a secured portfolio checkroom area for participants to leave their work the day of Open Portfolio. Table and time slots are now assigned through the conference form. Numbers are assigned randomly. Members cannot request more than one table, or adjoining tables. If they make this inquiry, ask them to please consider signing up for the Vendor Fair.

Vendor Fair

A vendor and publisher fair takes place during no more than two days of the conference and it requires a large room (2,000+ square feet) with tables, lighting, and electricity. Ideally the Fair will be held in the same location as Open Portfolio to attract maximum foot traffic from conference goers.

It is important to hold the product fair in a single location during the conference in a space that can be locked each evening and that is in a good traffic pattern. Shipping and receiving are big questions for this group, since some people bring presses. Make sure you provide good access and

can store at least some items if they arrive early. All Vendors must join SGCI to participate in the conference. The Steering Committee should assign an organizer specifically for the Vendor Fair, who creates a diagram of the tables, communicates information about shipping, load-in, and drop-off, and responds to vendor questions and concerns. This person will have a partner on the Board to help with logistics. SGCI will develop a conference vendor's page where vendors can create a business profile. We can also initiate Vendor Events, where vendors can schedule demos and promotional events, which will appear in the conference program.

Themed Portfolios

Themed Portfolios are conference-theme inspired print exhibitions organized and curated by and for SGCI members, and are based on the conference's theme. Usually around 15 different Themed Portfolios are displayed during the conference. Participants produce an edition of prints with the same number of participants, plus one for the SGCI Archive and one for the conference host. All of the editions are collected and collated into portfolios; each participant receives a portfolio with a full set of prints; one copy of the portfolio is donated to the conference's host institution/s, and one copy is donated to the SGC International Archive at the Zuckerman Museum of Art at Kennesaw State University. Portfolio organizers will be coordinated by the SGCI Archives Coordinator. The Liaison can coordinate with the Steering Committee to confirm exhibition spaces and arrange logistics if organizers are shipping exchanges to the site etc.

These portfolios display a wide range and scope of work from SGCI's ever-growing membership. A current Guide for Themed Portfolios can be found on our website. Please review this for the most up-to-date info on procedures.

Portfolios are a significant part of the conference and will be displayed in designated areas of the host institutions, conference hotel, or other local participating spaces. Applicants may submit some proposed artists for inclusion, but must also accept at least one third of participants through the application process. The goal is to increase the opportunity for more people to be part of the portfolios. A call for participants will go out ideally in early winter, and applicants will email the organizer directly. Organizers make their final decisions by 8-9 months prior to the conference.

Organizers are responsible for bringing one complete portfolio to the conference for exhibition. They will coordinate the hanging of the prints on the designated day. They are also responsible for distribution of the remaining prints among participants, so ask them to make sure the cost of participation covers the portfolio cases and any necessary shipping. To ensure a wide variety of work, we ask that artists do not participate in more than one Themed Portfolio. Prior to the conference organizers must collect Archives Release Forms and Artist's Data Sheets from all artists in their roster to be digitally submitted to the ZMA for approval. Following the conference portfolio organizers will be responsible for shipping a copy of the exchange to the ZMA. Please work with the Archives Coordinator to complete this.

Waiver of Liability and Assumption of Risk

SGC International is not financially responsible for incomplete portfolios, lost editions, completed portfolios, or participation fees. As a condition of participation, participating artists assume the risk and responsibility of shipping editions to the Event Organizer and the Event Organizer assumes the risk of shipping completed portfolios to participants and handling participation fees. SGCI is not liable for any Themed Portfolio editions, completed portfolios, or participation fees.

SGCI–Sponsored Events

SGCI Event

Every conference SGCI programs a 90-minute SGCI–Sponsored Event (this used to be known as the "Education Panel"). The SGCI President selects the panel chair and the panel chair selects the theme and participants. This is an opportunity for SGCI to bring programming to the conference that members have specifically asked for, or that the board feels is important.

Student Event

The Student Representative coordinates the Student Event and must work closely with the conference host one year in advance regarding the event. This may include but is not limited to a juried panel, lecture, or demonstration. The program should be consistent with the conference theme. SGCI will financially sponsor the student event at the biennial conference (see Handbook for details). The chair of the panel determines how to disperse the funds. The Student Representative is responsible for organizing the event and determining the participants.

International Event

Every conference SGCI sponsors a public activity organized by the International Representative in cooperation with the conference host. This may include but is not limited to a juried panel, lecture, or demonstration. The program should be consistent with the conference theme. In recognition of the financial burden international travel may cause, subject to available funds, SGCI will provide a budget for those participating in the presentation, in addition to any honorarium offered to presenters by the conference host (see Handbook for details).

Other SGCI Items to Include in Schedule

- SGCI Membership Meeting (Thursday or Friday, make sure to schedule this conveniently)
    - The next conference host presentation
    - Proposals for future conferences
- Executive Board Meetings (Wednesday afternoon and Sunday morning; Coordinate this with the SGCI President.)
- Juried Members' Exhibition
- Outstanding Printmaker Awardee Events (show and keynote)
- Awards Ceremony & Final Party

Sample Attendance Numbers

We have compiled a few documents regarding attendance numbers in previous years:

Past Conference Event Participant Numbers

Previous Years Conferences General Info

Additional Suggested Exhibitions and Events

Exhibitions by Presenters

It is a good thing to have a curated group exhibition organized around the conference theme or to mount a show of work by conference presenters.

National Juried Shows

Several conferences have included National Juried Student Printmaking Exhibitions. These shows generate a lot of interest from both student and regular members. Student shows like this are strongly encouraged. If one is undertaken, advertise the competition heavily.

Satellite Exhibitions

Organize and invite local galleries and organizations to show prints during the conference, and provide a list of these events to attendees. It really raises the profile of the discipline! Liaise with the President of SGCI for assistance with letters.

Capstone Events

Consider having a session at the conclusion of the conference, which serves as a "capstone" to the program. You could invite distinguished people on the program to facilitate discussion of the themes as issues, which were covered during the previous sessions, lectures and exhibitions. This will ensure that people make an effort to experience much of the program, and work to help the attendees consider the connections between the different aspects of the conference program.

Open Portfolio Juried Awards

> *"The printmaking world doesn't just need artists and educators—it needs writers, gallerists, and curators."*--Rob Swainston and Casey Hooper, 2019

For the 2025 conference, the SGCI Executive Board chose to bring added attention and prestige to the Open Portfolio. The Board attended sessions and identified artists in a few categories (eg late career, mid-career, grad school, and undergraduate) who would be recognized with a group exhibition in Graphic Impressions, the SGCI journal. The Steering Committee would be welcome to participate in the jurying process as well.

Timeline for Conference Planning

This is excerpted from a document authored by Beauvais Lyons, based on prior conference planning experience, and reflects the timeline used for the 2015 SGC International Conference in Knoxville. The timeline below involves a two-stage submissions process to ensure broad participation and shared review of programming decisions.

Three + Years in Advance

Prospective host(s) holds individual and group meetings with interested parties (universities, museums, galleries, community art centers). Support from local government and visitor's bureau is recommended. A proposal is sent to SGCI Board (formatted as a PDF, slideshow, or similar) for approval at the next Board meeting. This document gets filed for SGCI record keeping. Conference Acceptance Form is signed by both SGCI and the host institution with Chairs

defined. Once approved, conference location reserved, hotel block reserved, major exhibition venues reserved, etc.

36 Months in Advance

Steering Committee formed and has met. Outstanding Printmaker prospects selected. Museum or other site confirmed to host Outstanding Printmaker exhibition and Juried Members' Exhibition. Additional sites and partners identified. SC should begin meeting every 2-3 months.

24 Months in Advance

Conference theme set. Exhibition planning and design of conference identity completed. Additional meeting held with interested parties, including universities, museums, and other arts organizations.

18 Months in Advance

Basic information is launched on the SGCI conference webpages (please note that this is not a separate site, but a section of the SGCI which is styled to match the conference branding). Call for Participants for panel sessions, portfolios, exhibitions, demonstrations, and special projects is issued through the all SGCI communication channels, in addition to printmaking list serves, CAA news, MAPC Newsletter, etc. Possible conference hotels contacted and blocks secured (block links won't be live until 12 months prior to conference).

16 Months In Advance

Call for Participants Round 1: Deadline for panels, themed portfolios, demonstrations, Inkubators, mobile events (optional), pop-up exhibitions (optional), and special projects (optional) is announced by SGCI. Members apply through the website, and events are juried through the website by the Steering Committee. Applicants receive an automated email telling them of acceptance or rejection (the email is administered by Executive Director). A detailed explanation of the Call for Participation can be found here.

14 Months in Advance

Conference host screens all proposals and contacts those both accepted and not accepted.

Round 1 Accepted Events get listed on a "Conference Events" webpage. Event Organizers update their individual event listing with information about how to apply to their event; they can do so through coordination with Executive Director. Event Organizers can use these pages to apply for institutional travel support; they will also have a certificate, formatted with their name and event, available for download from the Board.
Round 2 Opens. Please visit this page for details.

13 Months in Advance

Call for nominations for SGCI Awards (Student Fellows, Excellence in Teaching, Emerging Printmaker and Mid-career Printmaker) with submissions due in October prior to conference. Award winners

voted on by membership and alerted by end of the calendar year. Note: conference host gets to nominate the Outstanding Printmaker Award and select any host-defined awards.

12 Months Prior to Conference

Round 2 closes. Event Organizers update the Steering Committee of their participant list. Event Organizers update their event page on the website, removing info on how to apply, and replacing it with participant lists.

Call for nominations for student fellowships and SGCI Awards. Winners should be resolved no later than 10 months prior.

Conference host Vendor Team begins to work with the Vendors Fair to reach out to prospective attendees and ensure their needs are addressed. This could be done as early as 18 months prior.

Nine Months Prior to Conference

Conference schedule finalized for presenters (finer details can be confirmed later) so that they can secure funding and make travel arrangements. Conference registration portal goes live. Vendor Fair registration goes live. SGCI Board Meeting.

Six Months Prior to Conference

Early Registration deadline (~April 15).

Deadline for hotel conference rate.

Regular Registration deadline (about six weeks before the conference)

Four Months Prior to Conference

Travel and hotel confirmed for Award winners and Board

Two Months Prior to Conference

Conference program published online and paper version in the works to be printed (final edits no more than one month out)

September or October

Conference takes place, Wednesday evening – Saturday. On-site and late registration.

December/January

Conference host sends a final report to SGCI Board.

General Conference Suggestions

- Be creative. We have repeat events that attendees count upon (open portfolio, mentoring, themed portfolios), but each conference should be shaped and tailored to its unique location.
- Delegate as much as possible and remember to give people credit for their work.
- Make sure all key people have appropriate cell phone numbers during the conference.
- Consider ordering lunches for the hosts and staff of the conference if your budget allows.
- Find out what your local convention bureau can do for you. In the past they have staffed the registration desk for two days and provided other free support services.
- Try to provide opportunities for conference attendees to go back to exhibition venues to see shows a second time.
- Make every effort to provide free breakfast for conference attendees.
- Try to organize the flow of people. One of the great things about an SGCI conference (as opposed to larger conferences) is that the dialogue can unfold in a unified way. It is good to have everyone together for the most part the first day. It gives the conference a sense of unity.
- Use the event to cement your various administrators' commitments to your program. Remind them that the benefits will impact not just prints, but the whole program. Get your own faculty and students to show off their accomplishments. Plan to have your Dean, Provost and Chancellor welcome the attendees to speak about their commitment to the arts on your campus. Invite local dignitaries.
- Most of the work takes place during the final nine months before the conference. Try to get some release time (one course) from teaching for the primary conference organizer to work on the conference.
- Design and print tote bags to hold conference swag. T-shirts and aprons are also recommended. It is great to have something to record the conference for both you and those who attend. An eye-popping t-shirt design can be a revenue generator for the conference. Other forms of ephemera associated with the conference are also beneficial.
- Release your students from assignments so they can work on the conference.
- Make sure you include activities, which allow students from different institutions to meet and network. A session devoted to student work is one option, though it is also good to integrate students into panels. Consider using the SGCI Student Representative Executive Board Member as a resource for this purpose.
- Involve students as volunteers, panel timers, and guides. It increases contact with the conference attendees. They learn a lot from these activities.