



## **2017 PARTICIPANT HANDBOOK**

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## A Note to Participants

Welcome to the Oklahoma Fall Arts Institute at Quartz Mountain! Prepare yourself for an enlightening, enriching weekend of total arts immersion. Against the beautiful, natural setting of Quartz Mountain, this will be an experience like no other.

You can look forward to first-rate instruction by renowned artists from across the United States. The pace of the workshop is accelerated to encourage maximum growth in a brief period of time.

OFAI is a safe environment where you can take risks and try new things. If you approach your workshop with an open mind and a spirit of exploration, this challenging experience will expand your technique, knowledge, and artistic vision while renewing your creativity, self-awareness, focus and enthusiasm. We hope you will leave OFAI having grown as an artist and as a person. Thank you for joining us!

## Quartz Mountain Arts & Conference Center

The Quartz Mountain Arts and Conference Center and Nature Park is a state-owned facility located in southwest Oklahoma, 17 miles north of Altus, on state highway 44A near the town of Lone Wolf. The resort is approximately 4 hours from Tulsa, 2½ hours from Oklahoma City, and 4 hours from Dallas.

Please note that many online mapping services and GPS devices do not have map data that leads to the Lodge. For directions, please visit our website at <https://oaiquartz.org/content/directions-quartz-mountain-area-hotels>.

**DETOUR:** There is a bridge out between Burns Flat and Sentinel on SH-44. **If you are traveling to Quartz Mountain using I-40 West, this may affect your route.** We recommend you take US-183 (exit 66 on I-40 W), rather than SH-44 (exit 53 on I-40 W). See full directions on our website.

## Refund/Cancelation Policies

If you are unable to attend a workshop for any reason, please notify the Oklahoma Arts Institute immediately so that your place may be filled by someone from the waiting list.

If you cancel more than 14 days prior to the first day of the workshop, any fees paid (less the \$30 non-refundable registration fee) will be refunded. If cancelation notice is received after the 14-day deadline, and the workshop space cannot be filled, participants will forfeit the \$30 registration fee and, where applicable, the \$100 deposit. If you do not notify us of your cancelation or cancel less than 72 hours before the start of your workshop without a doctor's note or other evidence of an emergency, the entire cost of your workshop will be forfeited.

In the instance that the Oklahoma Arts Institute is forced to cancel a class, the full deposit, including the \$30 registration fee, will be refunded. The Oklahoma Arts Institute reserves the right to substitute faculty members. In all such cases, an attempt will be made to inform participants of a faculty change as time constraints allow.

## **Housing**

Unless a private room is reserved at an additional cost of \$100, participants will share a room with another OFAI participant. All rooms are equipped with bed linens, pillows, towels, telephone, television, and daily housekeeping services.

## **Meals**

All meals are served buffet style in the Sundance Café. Vegetarian options, a salad bar, and fresh fruits are available at each meal. No cooking facilities are available. All participants will be issued a nametag that should be worn to admit the participant to the café. If you have a severe food allergy, please let us know. You are also encouraged to contact Quartz Mountain Food Services directly at 580.563.2424, and they will do their best to make arrangements for your meals.

## **Guests**

Because the Institute is charged by the lodge for all overnight guests, including those sharing participants' rooms, the Institute office must be notified of all guests. Participants wishing to bring and share a room with a non-participant guest may do so at an additional cost. Participants bringing non-participant guests are responsible for paying the \$100 private room fee plus the necessary guest fees. All guest fees include lodging & meals for the duration of the weekend. If the guest is an adult (18 or over), the fee is an additional \$75; if the guest is a child (ages 3-17), the fee is an additional \$50.

Unattended children are prohibited at OFAI, and children may not attend classes. Guests not staying overnight may dine in the lodge dining room at their own expense; meal tickets are available for purchase at the front desk of the lodge. Although guests are never allowed to attend classes at OFAI, they are welcome to attend faculty presentations and electives outside of class.

## **Telecommunications & Internet**

A small computer lab is available for use by OFAI participants. Wireless internet access is available in guest rooms and the main lodge building at no additional charge. Please note that the internet connection at Quartz Mountain may be slow, and streaming videos or downloading large files may not be possible. A faster internet connection is available in the nearby town of Altus, about 20 minutes south of Quartz Mountain.

## **The Institute Office & Store**

The OFAI office at Quartz Mountain will be located in the Business Center of the Lodge and will be open from 8:30 A.M. to 5:30 P.M. daily. The OFAI office functions as the hub of communications and information, and a copy machine is available for class purposes.

The Institute store, located in the OAI office, sells a variety of OAI-related items, including OAI t-shirts and books by OFAI faculty artists. The store also carries some light snacks and bottled water. In addition to cash, the store accepts personal checks, Visa, and MasterCard.

## What to Bring

Dress casually and comfortably. The weather in Oklahoma in the fall is unpredictable, so bring a variety of clothing. Even in warm weather, air conditioned spaces may be quite cool, so it's a good idea to pack a sweater or jacket. You may also want to bring clothing for optional yoga or tai chi classes, rain gear, and a swimsuit (for the pool or hot tub).

Comfortable walking shoes are highly recommended. If you plan to take advantage of the mountain trails, hiking boots will also be helpful.

Quartz Mountain Lodge does not secure valuables for guests, so participants who choose to bring valuables are encouraged to use a locking suitcase.

After dark, pathways at Quartz Mountain can be very dark. Please bring a flashlight to help guide you at night.

Other items you might consider: a laptop computer, sunglasses, bug spray, a small amount of cash, a camera, a journal/notebook, and a backpack or tote bag.

*Bed linens, pillows, and towels are provided.*

## Class Supplies & Studio Fee

Prior to your workshop, you will receive an email with the supply list for your workshop. When the lists are available, they will also be posted on the OAI website. Please review the list carefully to ensure you bring all of the necessary items for your workshop.

Some workshops require more materials than others. Those workshops carry with them a \$30 studio fee, which was charged during your registration. Though you may be asked to bring a few additional items with you, the studio fee covers most supplies for the class, including essential paints, brushes, canvases, paper, photo paper and inks, and other materials and tools. The studio fee also helps with the cost of purchasing and maintaining necessary equipment (e.g., easels, printing presses, computers, software).

Please note that the cost of supplies for most workshops at OFAI typically exceeds \$30/person. This fee is simply intended to offset the cost to OAI of purchasing required materials. Items purchased by OAI are intended to be used at Quartz Mountain only; therefore, any unused supplies purchased by OAI must stay on site for use in future OFAI workshops. The studio fee does *not* permit a participant to take unused materials home with them.

## Arrival & Check-In

Hotel Check-In: Upon arrival, participants may check into their hotel room at the front desk. Please be aware, however, that check-in at the Quartz Mountain Lodge typically occurs at 4:00 p.m. Therefore, your room may not be available when you arrive, and you may need to wait to check into your room until after your first class session. If needed, OAI will be happy to lock your belongings in a safe location.

OFAI Check-In: Additionally, participants must check in with the OAI staff. OFAI check-in occurs Thursday from 11:00 a.m. to 1:15 p.m. and will take place at a table in the lodge lobby. *You must check in with the OAI staff before eating lunch in the Sundance Café.*

Lunch: As part of your stay, a buffet lunch will be provided Thursday from 11:00 a.m. to 1:15 p.m. in the Sundance Café, but you must complete OFAI check-in ahead of time. You will not be permitted to eat in the Café without the proper OFAI identification. (You will receive this at check-in.) *Please note: You are not required to eat lunch at Quartz Mountain that day; you are welcome to eat lunch at your own expense before you arrive if you would prefer.*

## **Tentative Daily Schedule**

The schedule for each weekend will vary slightly. You will receive a detailed schedule at registration, including elective activities, but a general overview of a typical OFAI weekend is listed below.

### **Thursday**

11 – 1:15 p.m.	Participant Check-In / Lodge Lobby
11 – 1:15 p.m.	Lunch / Sundance Café
1:30 – 2:30 p.m.	Participant Orientation / Ballroom
2:30 – 5:30 p.m.	Classes / Class Locations
5:30 – 11 p.m.	Open Studios
5:45 – 6:15 p.m.	Meet the Artist / Ballroom
6:15 – 6:45 p.m.	Meet the Artist / Ballroom
6:45 – 8:45 p.m.	Dinner / Sundance Café

### **Friday**

6:30 – 9 a.m.	Breakfast / Sundance Café
7 – 9 a.m.	Open Studio
9 a.m. – 12 p.m.	Classes / Class Locations
12 – 2 p.m.	Lunch / Sundance Café
2 – 5:30 p.m.	Classes / Class Locations
5:30 – 11 p.m.	Open Studios
5:45 – 6:15 p.m.	Meet the Artist / Ballroom
6:15 – 6:45 p.m.	Meet the Artist / Ballroom
6:45 – 8:45 p.m.	Dinner / Sundance Café

### **Saturday**

6:30 – 9 a.m.	Breakfast / Sundance Café
7 – 9 a.m.	Open Studios
9 a.m. – 12 p.m.	Classes / Class Locations
12 – 2 p.m.	Lunch / Sundance Café
2 – 5:30 p.m.	Classes / Class Locations
5:30 – 11 p.m.	Open Studios
5:45 – 6:15 p.m.	Meet the Artist / Ballroom
6:15 – 6:45 p.m.	Meet the Artist / Ballroom
6:45 – 8:45 p.m.	Dinner / Sundance Café

## **Sunday**

6:30 – 8:30 a.m.	Breakfast / Sundance Café
7 – 9 a.m.	Open Studios
8:30 – 9:30 a.m.	Classes: Clean Up & Set Up for Walk-Through
9:30 a.m.	Grand Prize Raffle Drawing / Ballroom
9:30 – 10:30 a.m.	Self-Guided Walk-Through / All Class Locations
10:30 – 11 a.m.	Check-Out / Lodge Lobby

## **Faculty Presentations**

Each OFAI faculty artist will give a short “Meet the Artist” presentation. Faculty presentations may consist of a performance, slide show, or audience participation event. Each “Meet the Artist” is approximately 15 minutes long, with a brief Q&A immediately following. These presentations are scheduled at different times throughout the weekend so they don’t interfere with class sessions. Although they are not required, you are strongly encouraged to attend. One of the most beneficial aspects of OFAI is having the chance to learn about many different artistic disciplines. These are once-in-a-lifetime opportunities to learn about various art forms from nationally-renowned artists. You won’t want to miss them!

## **Attendance**

The Fall Arts Institute is an arts immersion experience. Each workshop session builds upon the previous session. Out of respect for the faculty artists, please arrive on time and attend all class sessions. Please keep in mind that organizations, foundations, and individuals have contributed funds to underwrite the cost of OFAI for all participants.

## **Policies**

At OFAI, certain policies and procedures are in place in order to ensure that participants get the most out of their experience. OFAI reserves the right to dismiss any participant who does not follow these policies, and violation of any of these policies may preclude attendance at the Fall Arts Institute in the future.

- 1) If you are unable to attend a workshop for any reason, you must notify the Oklahoma Arts Institute immediately. If you cancel more than 14 days prior to the first day of the workshop, any fees paid (less the \$30 non-refundable registration fee) will be refunded. If cancellation notice is received after the 14-day deadline, and the workshop space cannot be filled, participants will forfeit the \$30 registration fee and, where applicable, the \$100 deposit. If you do not notify us of your cancellation or cancel less than 72 hours before the start of your workshop without a doctor’s note or other evidence of an emergency, the entire cost of your workshop will be forfeited. (Please see Cancellation Policy for Scholarship Recipients below)
- 2) Unattended children are prohibited at Quartz Mountain during the Fall Arts Institute.
- 3) Non-participant guests (adults and children) are never allowed to attend classes during the Fall Arts Institute.

- 4) The Oklahoma Arts Institute and the Quartz Mountain Arts & Conference Center and Nature Park are not responsible for injury, illness, or loss of personal property, by theft or otherwise, which may result from your participation in a Fall Arts Institute workshop.
- 5) You may not be intoxicated in the classroom at any time. As a private institution, the Oklahoma Arts Institute reserves the right to remove any participant, faculty, and/or staff from class if there is cause to believe this policy has been violated.
- 6) Quartz Mountain Arts & Conference Center is a smoke-free facility, and the Oklahoma Arts Institute will not be responsible for charges incurred to the lodge for smoking in the facilities.

### **Contagious Illness Policy**

Because OFAI occurs as flu season begins, please take precautions to prevent the spread of this contagious disease while at Quartz Mountain. Influenza spreads mainly from person to person through coughing or sneezing by infected persons. People may also become infected by touching something – such as a surface or object – with flu viruses on it and then touching their mouth or nose. To avoid the spread of influenza, we ask that all participants follow standard precautions while at Quartz Mountain:

- If your doctor advises, consider getting the flu vaccine well before coming to Quartz Mountain.
- Keep your hands clean by washing frequently with soap and water. Use an alcohol-based cleaner when soap and water are not available.
- Cover your mouth and nose with the crook of your elbow or a tissue when you sneeze and immediately dispose of used tissues in a trash receptacle.
- Avoid touching your eyes, nose or mouth.

***If you become sick while at Quartz Mountain, please notify the OAI staff immediately.*** The OAI staff will assist you in obtaining any necessary medical treatment and in making arrangements to return home. **Participants who have a fever or who exhibit other signs or symptoms of contagious illness will not be allowed to participate in OFAI classes or programs. Please note that OAI cannot provide a refund for participants who must leave early due to medical illness.**

### **Public Relations Activities**

The Oklahoma Arts Institute conducts an active publicity campaign before and during the Fall Institute. Members of the media tour classes and interview faculty and participants, and staff photographers document OFAI activities. All public relations activities will be conducted as unobtrusively as possible, and your cooperation is appreciated.



## **Contact Information & Questions**

The OFAI office at Quartz Mountain is located adjacent to the lodge lobby. Office hours are 8:30 a.m. to 5:30 p.m. daily. (The office is closed 12:00-12:30 for lunch.)

The office phone number is 405.605.7500. The front desk at the Quartz Mountain Arts and Conference Center is staffed 24 hours a day. You may call the hotel with questions about the facilities or in the event of an emergency at 580.563.2424. The hotel fax number is 580.563.2422.

## **OTHER HELPFUL INFORMATION FOR EDUCATORS**

The following information summarizes some of the points most important to educators and/or those attending on scholarship. Please read the entire handbook, not just this section—there is a lot of important information you will need to know in order to ensure your experience is successful!

### **Proof of Employment**

Educators receiving a scholarship or 50% discount will need to bring a valid school I.D. card, pay stub, or other proof of employment. You will be asked to show this proof of employment when you arrive at check-in on Thursday afternoon.

### **Cancelation Policy for Scholarship Recipients**

If you cancel less than 72 hours before the start of your workshop without a doctor's note or other evidence of an emergency *or* do not notify us of your cancelation, you will not be eligible for an OFAI scholarship in the future.

Furthermore, scholarship recipients who cancel after enrolling in a workshop two years in a row will not be eligible for a scholarship in the future.

### **Attendance Policy for Scholarship Recipients**

Because scholarships are generously provided by the Oklahoma State Department of Education and private donors, educators are expected to attend all class sessions, partake in learning activities as requested by the instructor, and remain at Quartz Mountain until check-out on Sunday. Significant attendance issues will preclude you from receiving a scholarship or discount in the future.

### **Professional Development**

Participant educators (regardless of scholarship status) may receive 18 hours of professional development credit for OFAI attendance. In order to be eligible for professional development credits, participants are expected to attend all class sessions, partake in learning activities as requested by the instructor, and remain at Quartz Mountain until check-out on Sunday. Participants who do not fulfill these requirements will forfeit all professional development credits; development credits will not be prorated.

The Oklahoma Arts Institute reserves the right to refuse credit to anyone who arrives late, leaves early, is absent from any class session, declines to participate in learning exercises, and/or is excessively tardy during the OFAI weekend.

## **Evaluations**

After each OFAI weekend, participants and faculty evaluate the program. Evaluations are an important tool we rely on for guidance in our efforts to continually adapt and improve OFAI programs. Scholarship recipients are required to complete an evaluation. Online evaluations will be available beginning Saturday afternoon of your workshop weekend. All participants will receive an email with a link to the online evaluation and will be asked to complete it by November 1.

### ***DON'T FORGET!***

***Educators receiving a scholarship or 50% discount will need to bring a valid school I.D. card or other proof of employment.***