



**OKLAHOMA FALL
ARTS INSTITUTE**
QUARTZ MOUNTAIN



2021 PARTICIPANT HANDBOOK

TABLE OF CONTENTS

A Note to Participants.....	3
Quartz Mountain Arts & Conference Center.....	3
Refund/Cancelation Policies.....	3
Housing & Meals	4
Guests	4
Internet	4
Office & Store	4
What to Bring.....	5
Class Supplies & Studio Fee	5
Contagious Illness Policy.....	5
COVID-19 Requirements.....	6
Arrival & Check-In	7
Tentative Daily Schedule.....	8
Faculty Presentations	9
Attendance	9
Non-Discrimination Policy.....	9
Anti-Harassment Policy	9
Contact Information & Questions.....	9
Other Helpful Information for Educators	10
Housing.....	10
Proof of Employment.....	10
Cancelation Policy for Scholarship Recipients	10
Attendance Policy for Scholarship Recipients	10
Professional Development	10
Evaluations.....	11

A Note to Participants

Welcome to the Oklahoma Fall Arts Institute at Quartz Mountain! Prepare yourself for an enriching weekend of total arts immersion. Against the beautiful, natural setting of Quartz Mountain, this will be an exceptional educational experience.

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 & 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 some online mapping services and GPS devices have incorrect map data. For directions, please visit the OAI website at <https://oaiquartz.org/content/directions-quartz-mountain-area-hotels>.

Refund/Cancelation Policies

If a participant is unable to attend a workshop for any reason, OAI must receive notification immediately so that the workshop place may be filled by an applicant from the waiting list.

PUBLIC EDUCATORS RECEIVING SCHOLARSHIPS: If OAI does not receive notice of cancelation, or if a scholarship recipient cancels fewer than 72 hours before the start of their workshop without a doctor's note or other evidence of an emergency, the scholarship recipient will not be eligible for an OFAI scholarship in the future. Additionally, scholarship recipients who cancel after enrolling in a workshop two years in a row will not be eligible for a scholarship in the future.

ALL OTHER PARTICIPANTS: If a participant cancels more than 14 days before the first day of the workshop, their tuition and \$100 deposit will be refunded. If cancelation notice is received after the 14-day deadline, and the workshop place cannot be filled, participants will forfeit the \$100 deposit. If cancelation notice is received within 72 hours of the beginning of the workshop, the entire cost of the workshop will be forfeited. In the instance that the Oklahoma Arts Institute is forced to cancel a class, the full deposit 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 will allow.

Housing & Meals

Unless otherwise requested, private guestrooms will be provided for all participants. Rooms are equipped with bed linens, pillows, towels, microwave, mini refrigerator, phone, TV, and limited daily housekeeping services.

Meals are served buffet style during OFAI, and all participants will be issued a nametag that should be worn as admission to meals.

Quartz Mountain has contracted with a new catering service, and OFAI menus are still being developed. Therefore, specific food items are not yet confirmed, and participants with limited diets are encouraged to bring snacks to supplement. Participants with food allergies should contact OAI in order to make special accommodations with the caterer: 405.605.7500 x0.

Please note: There is no longer a bar in the hotel restaurant, so alcohol will not be available for purchase at Quartz Mountain. Participants may choose to bring their own alcoholic beverages and store them in their hotel rooms. As always, intoxicated participants are prohibited from all classroom spaces.

Guests

Due to the ongoing pandemic and surge in the COVID-19 Delta variant, participants may not bring guests to any OFAI activities or events, including meals.

Internet

Wireless internet access is available in guest rooms and the main lodge building; however, the internet connection at Quartz Mountain is extremely slow. In order for OAI staff to use the internet for OFAI-related business, **streaming videos or downloading large items is prohibited during OFAI** to prevent the internet from crashing. Therefore, *participants must download any files or videos they need BEFORE they arrive at Quartz Mountain.*

Alternatively, a faster internet connection is available in the nearby town of Altus, about 20 miles south of Quartz Mountain.

Office & Store

The OFAI Office at Quartz Mountain will be open 8:30 a.m. to 5:30 p.m. daily. (The office is closed 12:00-12:30 for lunch.) The OFAI office functions as the hub of communications and information, and a copy machine is available for class purposes.

The OFAI Store 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

Participants should dress casually and comfortably. The weather in Oklahoma in the fall is unpredictable, so a variety of clothing is encouraged. Even in warm weather, air-conditioned spaces may be quite cool, so it's a good idea to pack a sweater or jacket. Participants may also want to bring rain gear and clothing for optional Tai Chi classes.

Comfortable walking shoes are highly recommended. Participants should bring hiking boots if they plan to take advantage of the mountain trails.

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

After sunset, pathways at Quartz Mountain can be very dark, and Quartz Mountain is home to rattlesnakes. A flashlight is recommended to aid with vision at night.

Other items to consider: a reusable water bottle, travel coffee mug, a laptop computer, sunglasses, bug spray, a small amount of cash, a journal/notebook, and a backpack or tote bag.

Bed linens, pillows, and towels are provided.

Class Supplies & Studio Fee

Workshop supply lists are posted on the OAI website at <https://oaiquartz.org/OFAI/participant-information>. Participants should review the list carefully to ensure they have the necessary items.

Some workshops require more materials than others. These workshops carry with them a \$30 studio fee (built into the cost of tuition for non-scholarship participants), which was charged during registration. Though participants may be asked to bring a few additional items from home, 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 exceeds \$30/person. This fee is simply intended to offset the cost to OAI of purchasing required materials. Items purchased by OAI are meant 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.

Contagious Illness Policy

Due to the continued prevalence of the COVID-19 virus and current surge of the Delta variant in Oklahoma, and because OFAI occurs as flu season begins, it's especially important that all OFAI participants take precautions to prevent the spread of contagious disease while at OFAI.

The COVID-19 virus spreads between people who are in close contact with one another and through respiratory droplets produced when an infected person coughs or sneezes. It may also be possible that a person can get COVID-19 by touching a surface or object that has the virus on it and then touching their own mouth, nose, or eyes. To avoid the spread of COVID-19 and other contagious illnesses, all participants should follow standard precautions during OFAI:

- The COVID-19 and flu vaccines are very effective for preventing the spread of these illnesses, and participants are highly encouraged to receive these vaccines prior to the Institute.
- Participants should avoid touching their eyes, nose, or mouth.
- Participants should avoid close contact with people who are sick.
- Participants should keep their hands clean by washing frequently with soap and water. When soap and water are not available, use an alcohol-based hand sanitizer.
- Participants should cover their mouth and nose with a tissue or the crook of their elbow when they sneeze and immediately dispose of used tissues in a trash receptacle.

If a participant becomes sick while at Quartz Mountain, OAI staff must be notified immediately. Participants who have a fever or exhibit other signs or symptoms of contagious illness will not be allowed to participate in OFAI classes or events. The OAI staff will assist participants in obtaining necessary medical treatment and making arrangements to return home.

COVID-19 Requirements

COVID-19 and its variants (“COVID-19”) are highly contagious and are spread mainly from person to person. Although OAI has put into place the following preventative measures to help reduce the spread of COVID-19:

- Each participant will be required to wear a face mask that covers their mouth and nose in all indoor spaces, including classrooms and studios (with the exception of meal times and individual hotel rooms). Any participant without a face mask will not be permitted to attend OFAI classes or events.
- OAI reserves the right to remove and/or dismiss any participant for COVID-19 reasons and to take all reasonable steps to maintain and protect their health and wellbeing, as well as that of the entire OFAI community.
- If a participant tests positive for COVID-19, they will be unable to participate in OFAI. Additionally, for participants who test positive prior to the Institute, in order to be eligible for a full refund, OAI must be notified immediately so another participant can take their place.
- Pursuant to CDC guidelines, any unvaccinated individual who comes in close contact with someone who has COVID-19 will be unable to participate in OFAI. In order to be eligible for a full refund, OAI must be notified immediately so another participant can take their place.

- Prior to or upon arrival at Quartz Mountain, participants will be required to submit or show ONE of the following:
 - Copy of their CDC COVID-19 Vaccination Record Card *OR*
 - A laboratory record showing a negative COVID-19 test result received within 48 hours of arrival. Laboratory results must show the **name** of the participant, the **date** the test was administered, and a **negative result**. *OR*
 - If a participant is unable to upload or present one of these forms of documentation, a rapid test will be provided upon arrival at Quartz Mountain. Participants who don't have the required documentation will be required to self-administer the rapid test and receive a negative test result before they can continue with the check-in process.

Participants should have received an email with a link to an online form through which they can upload documentation in advance. Otherwise, documentation must be presented upon arrival at Quartz Mountain.

Arrival & Check-In

To expedite the check-in process, participants are assigned check-in times by proximity to Quartz Mountain. The check-in process will begin before entering the Lodge parking lot. Upon arrival, participants will be directed by car to the first check-in point at Quartz Mountain where they will be able to show COVID documentation (if it hasn't already been uploaded) or verify that they will need to take a rapid test.

Participants should check in during the following times:

- **11 a.m. to 11:30 a.m.**—Check-in for participants who live **less than 150 miles** from Quartz Mountain.
- **11:30 a.m. to 12 p.m.**—Check-in for participants who live **150-200 miles** from Quartz Mountain.
- **12 p.m. to 12:30 p.m.**—Check-in for participants who live **more than 200 miles** from Quartz Mountain.

Orientation: Participant orientation will begin at 1:30 p.m. in the Lodge ballroom.

Lunch: OFAI meals begin with dinner on Thursday and extend through breakfast on Sunday, so lunch on arrival day is not included in the OFAI meal plan. Participants must bring/eat lunch before check-in on Thursday. (Please note: The Quartz Mountain restaurant may not be open at that time, so participants are encouraged to make other plans for lunch.)

Tentative Daily Schedule

The schedule for each weekend will vary slightly. Participants will receive a detailed schedule at check-in, but a general overview of a typical OFAI weekend is listed below.

Thursday

11 – 12:30 p.m.	OFAI Registration & Hotel Check-In
1:30 – 2:30 p.m.	Orientation
2:30 – 5:30 p.m.	Classes
5:30 – 7:30 p.m.	Dinner
5:30 – 10 p.m.	Open Studios
6:30 – 8 p.m.	Screenprinting Social

Friday

6:30 – 9 a.m.	Breakfast
7 – 7:45 a.m.	Tai Chi
7 – 9 a.m.	Open Studios
9 a.m. – 12 p.m.	Classes
12 – 2 p.m.	Lunch
2 – 5:30 p.m.	Classes
5:30 – 7:30 p.m.	Dinner
5:30 – 10 p.m.	Open Studios
8 p.m.	Meet the Artists

Saturday

6:30 – 9 a.m.	Breakfast
7 – 7:45 a.m.	Tai Chi
7 – 9 a.m.	Open Studios
9 a.m. – 12 p.m.	Classes
12 – 2 p.m.	Lunch
2 – 5:30 p.m.	Classes
5:30 – 7:30 p.m.	Dinner
5:30 – 10 p.m.	Open Studios
8 – 10 p.m.	Guided Stargazing

Sunday

6:30 – 8:30 a.m.	Breakfast
7 – 8:30 a.m.	Open Studios
8:30 – 9:30 a.m.	Classes: Clean Up & Set Up for Walk-Through
9:30 – 10:30 a.m.	Self-Guided Walk-Through
10:30 – 11 a.m.	Check-Out

Faculty Presentations

Each lead faculty artist will give a short “Meet the Artist” presentation in the outdoor amphitheater on Friday evening, beginning at 8pm. Faculty presentations may consist of a performance, slide show, or audience participation event. Each “Meet the Artist” is approximately 10 minutes long. Although it is not required, participants are strongly encouraged to attend. Not only are these once-in-a-lifetime opportunities to learn from nationally-renowned artists, but one of the most beneficial aspects of OFAI is having the chance to learn about many different artistic disciplines.

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.

Non-Discrimination Policy

Diversity is one of the strengths of our organization and its programs. OAI is committed to maintaining employment, recruitment, hiring, and educational settings that are culturally, racially, and ethnically non-discriminatory and all-inclusive. Respecting differences is one of OAI’s core values.

OAI does not discriminate or permit discrimination against any person employed by, applying for, attending, or associated with OAI’s programs, based on the person’s race, color, age, religion, political beliefs, national origin, disability, familial status, sex, sexual orientation, gender identity, or gender expression.

Anti-Harassment Policy

OAI strives to create and maintain an environment in which all are treated with decency, dignity, and respect. Harassment, whether verbal, written or physical, is a form of discrimination. Harassment includes all types of bullying, intimidation, direct insults, malicious gossip, and victimization. OAI’s Anti-Harassment Policy will be strictly enforced and may lead to disciplinary action, including dismissal from a program or employment.

Contact Information & Questions

The OFAI office phone number is 405.605.7500. The Quartz Mountain Arts & Conference Center front desk is staffed 24 hours a day. Participants may call the hotel with questions about the facilities or in the event of an emergency at 580.563.9174.

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 all participants need to know in order to ensure the experience is beneficial.

Housing

Unless otherwise requested, private guestrooms will be included in the scholarship and tuition costs for all participants.

Proof of Employment

Educators receiving a discount or scholarship must bring a valid school I.D. card, pay stub, or other proof of employment for the current school year. Educators will be asked to show this proof of employment upon arrival at check-in on Thursday afternoon.

Cancelation Policy for Scholarship Recipients

Educators who do not give cancelation notice or who cancel fewer than 72 hours before the start of their workshop without a doctor's note or other evidence of an emergency will not be eligible for an OFAI scholarship in the future.

Additionally, 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 and remain at Quartz Mountain until check-out on Sunday. Additionally, educators must participate in all classroom activities including studio demonstrations. Significant attendance issues will preclude educators from receiving a scholarship or discount in the future.

Professional Development

Participant educators (regardless of scholarship status) are eligible to obtain 18 hours of professional development credit for OFAI attendance. In order to receive professional development credits, participants must attend all class sessions, participate in classroom 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 OAI staff relies on for guidance in order to continually adapt and improve OFAI programs. Scholarship recipients are required to complete an evaluation. Online evaluations will be available during the 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 discount or scholarship will need to bring a valid school I.D. card or other proof of employment for the current school year.