THE WRITER'S HOTEL
VIRTUAL "MINI MFA": JUNE 8-15, 2022

Our schedule will run on Eastern Time only. Please note that TWH does not record any sessions, and we do not enable Zoom chat functions during daily sessions. That said, we WILL enable chat during the Faculty Readings and Attendee Readings in our TWH Reading Series, so that writers can cheer each other on.

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VIRTUAL PARTICIPATION GUIDELINES.

Please log into the waiting room five minutes before a Major Workshop, Craft Lab, Lecture, Agent Pitching Session, Lunch with Directors, Reading, Performance/Pitching Lab or Meet and Greet begins. You will most likely be waiting in the Zoom "Waiting Room" until it's exactly time for a session to begin. This is normal; we are simply setting up each instructor. Know that we are working behind the scenes to serve you, and we see your names pop up in the Waiting Room list. Attendees will all gain access at the same time. We also monitor for late attendees and will be sure let you in if you can't make it on time.

Special to the Agent Pitching Sessions: please log into the waiting room five minutes early, and please wait as patiently as possible in the waiting room until we're able to admit you. We will be setting up behind the scenes and we have many agents joining us. Each literary agent will have their own "breakout room". They will take turns hearing pitches one-on-one. When it's a writer's turn, Scott and Shanna will place each writer with the agent they want to pitch with in the breakout room. The breakout room signal will show up on your screen, and when you click on it, your screen will move to the one-on-one with the literary agent, at which point you will introduce yourself and begin your pitch. This is generally a smooth process, especially when writers keep to the allotted pitch time. We will know exactly how many minutes writers will have to pitch on pitching day.

Here is a video the Zoom team created, all about breakout rooms. This is mostly shown from the Zoom host's perspective, but it will help acclimate those who are unfamiliar. https://www.youtube.com/watch?v=jbPpdyn16sY

IMPORTANT: Please make lots of room for each other to speak during all sharing and Q & A. Scott and Shanna will do our best to make sure time is as even as possible for everyone. Please do your part as a member of this special cohort so that all attending writers get their say.

We expect everyone to be courteous and respectful. We also anticipate that working from home can present unforeseen issues—as in, dogs and cats. We trust you to be appropriate and plan well. Scott and Shanna will be assisting in terms of technological issues. In the event of a problem with technology, please be patient. And please feel free to email us at editors@writershotel.com with any concerns—we will be monitoring email very closely. We will also have our program phone on during the conference (number TBA).

A note about privacy. We do expect all participants of The Writer's Hotel program to respect one another's privacy. Please note that TWH is not able to provide contact information of participants or instructors. To that end, we do not collate or distribute attendee email lists. The time for community-building and requesting one another's email will be during our opening Check-in session and final Wrap-Up session. We will facilitate breakout rooms and the cohort will have the chance to talk with one another either in those breakout rooms or in the main room.

We have found that it is most reliable to enter our Zoom meetings in two ways: 1) via the calendar we have set up with clickable Zoom links OR 2) via our Zoom document's clickable links (you will be provided that document on June 1 when our password-protected calendar goes live). Zoom sends out daily digests via email—those don't seem to work as well, sometimes. So we highly recommend saving this Zoom document on your computer desktop. Our TWH online calendar and this document contain all the links, for your convenience.

If you are not familiar with Zoom, please acclimate to Zoom and know the basics by taking their free sessions pre-conference. Zoom is free. Zoom provides free live training sessions: https://support.zoom.us/hc/en- us/articles/360029527911 And Zoom also offers pre-recorded training videos: https://support.zoom.us/hc/en- us/articles/217214286-Watch-Recorded-Training-Sessions