



**CALL FOR SUBMISSIONS
ITAA Design Exhibition**

**ITAA Annual Meeting – Bellevue, Washington
October 28-31, 2009**

Proposals must be submitted electronically by June 1st at www.ITAAonline.org

The ITAA Design Exhibition is open to all members of ITAA and to graduate and undergraduate students in textiles and apparel related programs. Non-member submissions must be sponsored by an ITAA active, reserve, or emeritus member. Work must have been executed within the last 3 years and not previously shown at an ITAA Annual Meeting. Work must be constructed by the designer(s). It is the responsibility of the ITAA sponsor to screen the entries for quality, completeness, and accuracy and to be actively involved in the submission process. Up to 3 entries per designer or co-designer in any combination of categories may be submitted. A designer whose work is accepted, or the sponsor, must attend the ITAA Annual Meeting and register for the conference by September 18th, allowing the conference organizing committee adequate time to prepare the Conference Program.

The purpose of the ITAA Design Exhibition is to provide an arena for design work to be juried and shown as a form of scholarship. Graduate, undergraduate, and professional designs will be juried as separate categories. If more than one person contributes to a design, the creators will be designated as co-designers. The ITAA Design Exhibition includes a live gallery (static or runway) and a mounted exhibit.

Preparation for Online Submission: If this is the first visit to ITAA’s new submission site, the entrant must CREATE A NEW LOGIN ACCOUNT, regardless of whether they are an ITAA member or not. Any individual who plans to make multiple submissions should create only one account. If the individual has already created an account because they submitted papers in research or other categories, the individual should use the same account to submit design entries. The individual account allows each entrant to receive his or her own email acceptance or rejection letter(s) for each submission.

1. **Select a category** for review and presentation:

Fiber Art – Textile, apparel, or accessory items with emphasis on aesthetics and the use of materials, surface design techniques, and/or couture construction. This category can include apparel or non-wearable two- or three-dimensional designs. If a garment’s stated priority is the surface design or weave structure, a commercial pattern or pattern from another source may be used. The pattern source must be identified. Formats include:

- FALG** – Fiber Art Live Gallery
- FAME** – Fiber Art Mounted Exhibit

Target Market – Garment constructed by the designer from an original pattern, with emphasis on materials, aesthetics, garment structure, and wearability. This category includes designs targeted toward a specific consumer, market group, or function. Formats include:

- TMLG** – Target Market Live Gallery
- TMME** – Target Market Mounted Exhibit

2. **Create a name** or title for your piece (30 word maximum).

3. **Create a folder** on your computer for each entry. Name the folder so you will recognize it; perhaps an abbreviation of the title of your piece. Each folder will hold 4 files.

File 1.PDF	Abstract and Images (Note: you must download and use the design template from the submission site, prepare it following the instructions provided, then upload the completed template when finished.)
File 2.doc	Proceedings
File 3.doc	Program Information
File 4.PDF	Copyright (signed by designer, model and photographer and scanned) Note: you must download the copyright file from the submission site and once complete, upload the form in order for your entry to be complete.

4. **Photograph** images of your design. Take a copy of the copyright agreement with you and obtain signatures of the photographer and, if appropriate, the model. Items should be photographed as they would be used, i.e., apparel must be photographed against a plain background on a live model, mannequin, or dress form. Non-apparel items must be displayed as they would be exhibited. Photograph the following:
 - A. Full front view
 - B. Full back view of apparel items or different angle view of non-apparel items
 - C. Interesting design or construction detail
 - D. Designer's choice
5. **Prepare and preserve originals** of images of your design in TIFF or JPEG format with size set to 5" x 7" with at least 300 dpi resolution. If your design is accepted into the exhibition you will be required to submit these for inclusion in the exhibition catalog and, if your design is a prize winner in the professional category, you have the option of preparing a manuscript about your design for the *Clothing & Textiles Research Journal*. Include only one view of the design in each image. Images should not disclose the identity of the designer or sponsor. For useful suggestions for preparing images, click on the online tutorial by J.R. Campbell titled "Optimizing Photography for ITAA Design Exhibition Submission" on the Calls page at www.ITAAonline.org
6. **Resize images** for downloading to the abstract template to no larger than 2 ½" x 3 1/2" in portrait orientation (50%). You will be required to place each image in the appropriate section of the template. You are responsible for color management, cropping, quality of the images, and proper placement in the template.
7. **Prepare an abstract** about the design describing the purpose of the piece; the design process, including how you implemented the process; the techniques used to create the piece; and the materials used. You have a maximum of 250 words for this section.
8. **Download the design template**, placing the abstract on the left and placing your resized images in the identified location on the right. Save the file as File1.PDF.
9. **Prepare a brief paper** in English (1" margins on all edges, single spaced, 4 page maximum) for the *ITAA Proceedings* in Word.doc format. This may be a reformatting of your statements into paragraph form with comment, or you may use the extra space to elaborate on the development of your design. Use Times New Roman, font size 12, for all text. Your paper must be finished copy and show no editing marks. Use APA or Chicago style for references. The document must be editable. Insert a blank line between each section. Save as File3.doc.
 - **First Section** – title (30 word maximum, capitalizing only the first letter in the first word and major words)
 - **Second Section** – names of all designers/authors and professional affiliations with geographic locations of all designers/authors in order of authorship. It is appropriate for students to invite the instructor or sponsor to be second author on papers discussing research or designs resulting from class assignments or supervised study.
 - **Third Section** – key words (4 maximum, use single words, not phrases)
 - **Fourth Section** – text of paper Save in your folder as File 2.doc

Images – Image 1 (full front view) must be referenced in the text of the paper. Images will be captured from those submitted for the exhibition catalog and inserted in the paper by the ITAA editorial staff. Indicate appropriate placement of the image in the text of the paper with "Insert Image 1 about here."
10. **Prepare information** in English (Word.doc format) for the conference programs, and save as File 3.doc. Include:
 - Title of the paper (30 word maximum, capitalizing only the first letter in major words)

- Names and professional affiliations of all designers in order of authorship.

11. **Scan the signed copyright** agreement and store as File 4.PDF for uploading with your submission.
12. **Plan for payment** of review fee (\$20 per submission). Once you have submitted your design or designs, you must immediately follow the link provided in these instructions and submit payment for your entry or entries. Failure to submit payment prior to the final date for submission will result in the deletion of your submission. There are two buttons on the submission site – one is SAVE and the other is SUBMIT. Use only the SAVE button until such time as you are confident that all of your files have been uploaded and that you have paid your design entry fees. Once you are ready, click on the SUBMIT button. No changes to your entry can be made once you have clicked on the SUBMIT button. The link to pay fees can be found at www.eventready.com/itaaipplan/events/ITAA2009Designs.
13. **Upload files** at www.itaaonline.org. The online submission program works best with Internet Explorer or Firefox as your browser. If you use Safari and encounter difficulties, switch to Firefox.. Be sure you have all signatures on the copyright form and that it is properly uploaded. Be sure all files have been uploaded and that the final submit button has been clicked before the cutoff date. Once the final submit button has been clicked, you may no longer evaluate this submission.

Review Process: Each submission will be reviewed by a jury. The jury will view the Abstract and Images submission and evaluate each entry based on: (1) Statement of purpose; (2) Implementation of purpose or process; (3) Aesthetics and visual impact; (4) Quality of technique and execution; and (5) Innovation of design. Acceptance or rejection for the ITAA Design Exhibition will be based on the jury's scores. The Proceedings file will be used for inclusion in *ITAA Proceedings* if your design is accepted.

An on-site review by a set of judges based on a physical inspection of each submission will determine award recipients. Entries may be disqualified at any level of the review process. Entries may be disqualified if a design is not delivered on time or by the carrier stipulated in the acceptance email **with the appropriate return postage**. Designs may also be disqualified if the submitter (or the submitter's sponsor) has not registered for conference on or before September 18, 2009. If the overall construction is judged to be poor during the on-site review, or if an apparel design is not easily donned or doffed, the entry may be disqualified. The minimum openings in non-stretchable fabrics are: neckline 22"; waistline 37"; and pant hem circumference 12". Knee-length or longer slim-fit skirts must have a vent, slit, or flare to allow adequate runway walking ease. Submitters are responsible for all customs fees and charges.

Follow Up: Entrants and their sponsors, if applicable, will be notified via email of the outcome of the jury review, and designers of accepted entries will be emailed guidelines for the delivery of their piece(s) to the annual meeting site where awards will be determined. Sponsors must be able to deliver and retrieve sponsored designs. Items selected for the Mounted Exhibit will need to be delivered or shipped to the exhibit site and must remain on exhibit until the exhibit closes.

Non-Liability: Reasonable care will be taken in handling and displaying accepted items. Neither ITAA nor the facility hosting the exhibit assumes responsibility for loss, liability, or damages incurred before, during or after the ITAA Design Exhibition.

Questions?

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