

WRITE-TO-PUBLISH CONFERENCE
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Dear Conferee:

Welcome to Write-to-Publish. I'm looking forward to meeting you, and my team and I have been praying that this conference will be a profitable one for you. For a smooth arrival, please read the following information carefully.

GETTING TO WHEATON COLLEGE: See the information on the Arriving page under Details on the website.

PARKING: If you are driving and staying in Fischer Hall, you may drop off your luggage and get your room assignment and free parking permit before parking in the assigned lot.

If you are commuting, park in the Billy Graham Center east lot and leave your car there for the day; you will not need a permit. Parking is not allowed in other locations on campus and is subject to tickets and/or towing at your expense.

All oversized vehicles must be parked on the far east side of the Billy Graham Center lot. City ordinances and college policy prohibit using any motor vehicle, including RVs and motor homes, for housing while parked on the campus.

CAMPUS HOUSING AND RECREATION: Get your room assignment and key in the lobby of Fischer Hall, 600 E. Harrison Street, on Tuesday from 3:00 to 8:00 P.M. If you arrive before 3:00, leave your luggage in the lobby and explore the campus or hang out in the lobby. Registration will close at 8:00; however, room check-in will be open until 10:00. Allow enough time to get to the campus from the airport if you're flying. If you have a travel delay, you must phone me before 9:45 P.M. (847-296-3964), so I can arrange for your late room check-in. Otherwise, you will need to find a hotel room. Note: The residence hall does not operate like a hotel with 24-hour access.

If you're coming Wednesday or later, check into your campus room at Fischer (the desk is open from 8 A.M. to 10 P.M.) and register in the lobby of Barrows Auditorium in the Billy Graham Center, 500 College Avenue.

The residence hall rooms are arranged in suites with two rooms sharing a bathroom with shower, two sinks, and a toilet. The bathroom doors do not lock, so you'll need to work out a system of knocking with your suitemates.

The building is centrally air-conditioned with controls in each room to adjust air flow and has elevators. Most rooms are not wheelchair accessible, but a limited number of handicapped-accessible bathrooms are available. Email me immediately if you need one. Facilities include a refrigerator in the kitchen, vending machines, TV in the lower lounge, and iron/ironing board at the check-in desk. Bring clothes hangers, tissues, hair dryer, and alarm clock. Furnished linens include pillow, blanket, sheets, pillowcase, two bath towels, two hand towels, and one washcloth. The only bathroom amenities are

soap and drinking cups.

You will need to check out of your room by 10:30 A.M. Sunday, but you may leave your luggage in the lobby if you will leave campus later. Detailed checkout procedures will be posted in the residence hall. No matter when you leave, be sure the student at the desk checks you out on the computer when you leave and takes your room-key card, or you will be billed for extra nights and/or the key card.

Health services are not available on campus. Be sure to bring an adequate supply of medications. If you require medication by injection, you must bring an approved sharps container and remove it before leaving campus.

The Sports and Recreation Complex has a strength and conditioning room, indoor jogging track, and pool. You may buy a pass at the Complex information desk to use the facilities; cost is \$8/day. An outdoor track and lighted tennis courts (bring your own equipment) are also available.

CAMPUS MEALS: If you are staying on campus or paid for meals, you will receive a meal card or tickets at registration. No refunds will be given for missed meals. If you didn't order meal tickets, you must buy them at our registration or cashier table before going to the dining hall.

Tuesday dinner is served from 5:00-6:00 P.M. and is included in the room/meals package.

The breakfast serving line closes at 8:00 A.M. You will need to complete registration first to get your tickets/meal card.

CAMPUS RESTRICTIONS: Smoking, alcohol and nonprescription drugs are prohibited everywhere on campus. College housing is reserved for roommates of the same gender and married couples. Animals are not allowed on campus with the exception of those trained to assist individuals who are physically challenged.

HOTEL: If you want to bring your family or come early/stay later, find nearby hotels on the college's travel portal under Details, Arriving on our website. Reserve a room directly with the hotel. There is no transportation between hotels and the college; you will need to rent a car if you fly in.

INTERNET ACCESS: Free wireless access is available in most places on campus. A computer lab in Fischer is equipped with Microsoft software and printers.

REGISTRATION: If you arrive on Tuesday, complete your registration from 3:00-8:00 P.M. in the lobby of Fischer Hall, 600 E. Harrison Street. On Wednesday through Saturday, go to the registration table in the Billy Graham Center lobby,

500 College Avenue, between 8:15 and 9:00 A.M. (9:30 on Wednesday. Use the doors marked Barrows Auditorium.

When you register, you will receive a name badge that must be worn to all sessions and a registration packet.

PAUL/TIMOTHY MENTOR PROGRAM: This program pairs conference alumni and first-timers to help new conferees feel welcome and more comfortable in the first couple of days and to give alumni opportunities to mentor and share their wisdom. Even if you have attended only one conference, you have valuable experience to offer.

How it works: “Pauls” and “Timothys” will be assigned before the conference, so you may make initial contact before arriving. Once the conference begins, the two of you will eat lunch together the first day and stay in touch throughout the first couple of days. “Pauls” will help “Timothys” with questions about classes, appointments, critique groups, etc. Hopefully, both sets will benefit from the personal connections.

How to get involved: Contact Letitia Suk, the chaplain, at Letitia.Suk@gmail.com by May 31 to let her know you want to be involved. State whether you are a “Paul” (alumnus) or a “Timothy” (first-timer) and whether you are a man or woman (some names are not obvious). Letitia will match you and be available during the conference for any additional assistance.

WARDROBE: You may wear casual slacks, jeans, or walking shorts, as well as business attire, to any of the sessions. Banquet dress is business attire.

The temperature usually is in the 70s during the day but is unpredictable, and air conditioning may be cold in the classrooms. Bring a coat, sweater, umbrella, and comfortable walking shoes.

APPOINTMENTS WITH FACULTY MEMBERS: In order to make these times profitable for you and editors and agents, please don’t sign up for an individual appointment with editors or agents unless you have ideas, manuscripts, or questions targeted for their publishing houses or agencies. Freelance writers will be available for appointments if you want general help or a quick evaluation of a manuscript.

Appointment schedules will be posted on the walls in the lobby of the Billy Graham Center. You may sign up for appointments (two if attending the full conference, one for partial attendance) beginning Wednesday at 8:00 A.M. If there are open times on Wednesday’s schedule, you may sign up for one of those after lunch. After Wednesday, you may sign up for one more if there are open times within two hours away (e.g., sign at 1:00 for a 3:00 appointment). Appointments run all day.

See the Manuscripts page on the website for a link to “How to Sell Your Manuscripts at Write-to-Publish.” This article offers tips on using appointment times wisely and pitching your ideas/manuscripts to editors with whom you may not get an appointment.

FACULTY/CLASS UPDATES: Check the website and Facebook page regularly for faculty and class changes.

MANUSCRIPTS: The conference fee includes one free

manuscript evaluation; one additional evaluation is \$25. Maximum total submissions is two. ***Manuscripts must be received by May 26; we will not accept any at the conference.*** However, individual appointments and critique groups provide opportunities for feedback from editors and other writers. See the Manuscripts page on the website for guidelines and emailing instructions, as well as the more thorough Manuscript Makeovers critiques for an extra fee.

CRITIQUE GROUPS: On Thursday and Friday afternoons and Wednesday through Friday evenings, faculty members and published conferees will facilitate informal critique groups. Bring your manuscripts to get valuable feedback.

If you are a published author with critique-group experience and would like to lead a critique session, please email me with days, times, and genres.

BOOKS AND CDS: The conference bookstore in the Billy Graham Center will be stocked with dozens of books on writing and publishing; books and CDs by faculty members and conferees; CDs from past conferences; and a large selection of new and used bargain books, music, and DVDs (great for presents). Christian Audio Tapes will sell CDs and MP3s of conference sessions.

See the Details, More Information page on the website for instructions on selling your items at the conference and the Registration page for the consignment sheet that must be filled out before you come.

WHAT TO BRING: Money/credit card for books and CDs; shopping bag for magazine samples, book catalogs, writers guidelines, and other freebies; manuscripts you’re working on; business cards; notebook and pen.

MESSAGES AND MAIL: Emergency numbers: between 7 A.M. and 11:00 P.M.: 847-296-3964 (my cell phone; it will default to voice mail when I’m in general sessions); between 11:00 P.M. and 7:00 A.M.: 630-752-5911 (campus Public Safety).

If it is *necessary* to receive mail while you are here, have it addressed to you, c/o Write-to-Publish Conference, Wheaton College, BGC Lobby, 501 College Ave., Wheaton, IL 60187.

PAYMENT BY CREDIT CARD: Credit card charges will show as WordPro Communications, not Write-to-Publish.

FACEBOOK: Go to facebook.com/WritetoPublish Conference, and like it. Check it for updates, post questions, tell about your publication as a result of attending WTP, etc.

QUESTIONS? If so, please email me.

Cordially,



Lin Johnson, Director