

WRITE-TO-PUBLISH CONFERENCE
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Dear Conferee:

Welcome to Write-to-Publish. 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 Evans Hall, park in front of Evans or in the Kennilworth Lot north of Evans and get your room assignment and parking info.

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.

REGISTRATION AND CAMPUS HOUSING: Get your room assignment, key, and registration materials in the lobby of Evans Hall, on Chase Street at University 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 arrive Wednesday or later, check into your campus room at Evans (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, between 8:15 and 9:00 A.M. (9:30 on Wednesday). Use the doors for Barrows Auditorium.

Rooms don't have private bathrooms. Instead, a central bathroom is located on each floor. Both rooms and bathrooms are wheelchair accessible. The building is centrally air-conditioned with controls in each room to adjust air flow and has elevators. Facilities include a refrigerator in the kitchen, vending machines, computer lab, TV in the lower lounge, ironing boards in floor lounges, and irons 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 11:00 A.M.

Saturday, but you may leave your luggage in the lobby until 2:00 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. If you take any medicine or have health problems, carry a printout of this information in case of emergency.

Chrouser Sports 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 and meals package.

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

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 Evans is equipped with Microsoft software and printers.

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 day or two. “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 June 2 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 or dressy (not formal) attire. 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 and Thursday 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.

CONDUCT: By participating in Write-to-Publish, you are expected to live out 1 Peter 1:15, following these guidelines:

- Behave in a Christian manner, treating all individuals with respect and consideration at all times.
- Refrain from any behavior that is threatening, violent, aggressive, or sexually or morally improper.
- Avoid being alone with a member of the opposite gender in a private location.
- Report to Jane or me right away any behavior by others, which you witness, that does not meet these guidelines or if you feel threatened or are made to feel uncomfortable by a conferee or faculty member. Don’t wait until after the conference when we can’t deal with the situation. You understand that if you engage in inappropriate behavior, you may be asked to end your participation in the conference; and you agree to abide by that decision.

BOOKS AND CDS: The conference bookstore in the Billy Graham Center will be stocked with dozens of books on writing and publishing; books by faculty members and conferees; CDs from past conferences; and a large selection of new and used bargain books (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 10:30 P.M.: 847-296-3964 (my cell phone; it will default to voice mail in general sessions); between 10:30 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 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