

MAINE MEDIA

WORKSHOPS

+ COLLEGE

Welcome to the Workshops

Here is important information to help you prepare for your workshop.

You are among a group of creative individuals who will be attending classes in Rockport this summer. To help you prepare for the experience, we have included some basic information on how the Workshops work. Most of your questions should be answered here—if not, please contact us and we will be happy to provide you with the information you seek.

When to arrive

All workshops begin Sunday evening at 8 PM. Please arrive between 3 and 6 PM so you can register, settle into your room and have dinner before the first meeting at 8 PM.

Registration

Registration takes place between 3 PM and 6 PM Sunday in the Registration Office, located in the Ernst Haas Center (Bldg 3 on map), 70 Camden Street, Rockport. Check in first to pick up your Registration packet, which includes the week's schedule, policy information and room assignment, and to pay any remaining balance due.

Late Arrivals

If you arrive after 6 PM on Sunday, you should come to the Ernst Haas Center (Bldg 3 on map), where you will find your late arrival package and room key, if appropriate, in the "Early/Late Arrivals" box adjacent to the front door. ***Please note: if you have been here prior to 2010, this is a NEW location.*** If you are in a van or taxi, the driver will then take you to your housing. Please check-in with our Registration Office, located in the Ernst Haas Center, after 8 AM on Monday to complete your registration and receive course materials.

Early Arrivals

If you arrive on Saturday afternoon or evening, and have arranged accommodations through us, please come to the Ernst Haas Center, where you will find your early arrival package and room key, if appropriate, in the "Early/Late Arrivals" box adjacent to the front door. ***Please note: if you have been here prior to 2010, this is a NEW location.*** If you are in a van or taxi, the driver will then take you to your housing. Please check-in with us on Sunday afternoon between 3 PM and 6 PM. (Please note: the Homestead kitchen is closed Saturday night and Sunday until dinner)

When to depart

One-week, two-week and four-week workshops end Saturday by 11AM. Housing checkout time is 11 AM on Saturday. Please have your belongings packed and set aside in your room in order for our housekeeping staff to prepare for Saturday arrivals.

Saturday Stay Over

If you wish to stay over on a Saturday evening, please make sure you have registered with our Student Services/Registration office. The rate for Saturday night accommodations is \$120 in the Campus Residence. Economy and Standard accommodations are \$95. We are unable to book Saturdays in the Deluxe category. (Please note: the Homestead kitchen is closed after breakfast Saturday until Sunday dinner). We will try to place you in your designated room if you arrive on Saturday, but this is not always possible. You may have to move again Sunday into your regularly assigned room. Sunday checkout time is 10 AM.

Accommodations are Limited

Maine is very popular with tourists in the summer and early fall. Make sure you have confirmed accommodations with us or a local inn, before you arrive.

Travel to Rockport

Getting to Rockport is relatively easy. If you are driving, we are four hours north of Boston, eight hours north of New York City. If you fly, we recommend flying through Portland's Jetport, then taking the van service (approximately a two-hour trip) to Rockport. Cape Air operates a commuter airline connection between Boston and the Rockland Airport, just twelve miles from The Workshops. A taxi can bring you to the Workshops – about a \$25 /20 minute ride. There is also bus service to Rockport from Boston (see below). Local taxis: Joe's Taxi 207.975.3560 Schooner Bay Taxi 207.594.5000

If you plan to sail your boat into Rockport harbor, moorings may be arranged by calling 207-236-9651.

If you fly: Continental, Delta, Jet Blue, Northwest, US Airways, Air Tran, United and Air Canada all service Portland Jetport with several flights daily. Airport van service between the Portland Jetport and Rockport is available (see below). Rental cars are also available in Portland. Bangor (BGR) is also an option and rental cars are available, but no van services. The drive is easy and under 2 hours.

Travel suggestions: Compare ticket prices from your airport to the following: Boston (BOS), Portland (PWM) and Rockland, Maine (RKD). To the ticket price add van, taxi or bus service to Rockport.

*******We do not recommend booking non-refundable tickets, as we cannot be responsible should your workshop be cancelled.*******

Bus Service (Concord Coachlines <http://www.concordcoachlines.com/>) from Boston's Logan Airport to Camden/Rockport is \$65 round trip (at time of publication) and a 5-hour ride, Be sure to book the Maine Coastal Route! Bus service (twice daily summer and early fall via Concord Coachlines <http://www.concordcoachlines.com/>) from Portland to Rockport is \$39 roundtrip (at

time of publication). We have a local van meet the bus here in Rockport on Sundays, beginning late May.

Airport Van Service

The Workshops can arrange for airport van service for our students flying into The Portland Jetport. Reservations are necessary and should be made at least two weeks in advance. Please call our office if you need transportation from the Portland Jetport. The costs are \$70 one-way, or \$140 round trip (it is a two-hour trip, so plan flights accordingly).

How to get to Rockport

Rockport is halfway up the Maine coast - Easy to find - just off Route 1, 90 miles north of Portland, between Camden and Rockland. By car, Rockport is less than a two-hour drive from Portland, less than four hours from Boston, eight hours from New York and Montreal, and five hours from Quebec.

Driving Directions

If you are coming from the South, take Interstate 95 north into Maine. Get off at the South Portland Exit (I-295) and follow I-295 through Portland. Continue on I-295 to Route 1 in Brunswick -- Exit 28. Follow Route 1 through Brunswick, Bath, Woolwich, Wiscasset, Damariscotta and Waldoboro to Warren -- about 45 miles, where you will find Route 90 at a blinking yellow light. Take a left onto Route 90 and follow it 11 miles to an intersection where The Market Basket, a green barn-style deli, will be on your right. Turn left onto Route 1. As you come down over the hill, you will see a road, veering off to the right. – Take it – this is Camden Street. Continue up Camden Street. When you approach the stop sign, continue through the intersection. The Campus is about 400 yards ahead – Main Campus on the left, Campus Residence on the right.

If you are driving into Maine on a busy summer weekend, Route 1 may be crowded. Here is an alternate route we sometimes take: Driving north on Interstate 95, continue north, past the Brunswick exit, to the Route 201 exit, approximately 35 miles. Follow 201 East into Gardiner and drive through town and over the bridge -- the second bridge. Turn RIGHT at the far end of the big bridge then the next available LEFT onto Route 226. Follow 226 for about ten miles to Route 17. Turn RIGHT and follow 17 for 30 miles to Route 90 in West Rockport. Turn LEFT and follow Route 90 for three miles until you come to the 2nd stoplight. Turn left onto Route 1. As you come down over the hill, you will see a road, veering off to the right. – Take it – this is Camden Street. Continue up Camden Street. When you approach the stop sign, continue through the intersection. The Campus is about 400 yards ahead – Main Campus on the left, Campus Residence on the right. A Campus map is included at the end of this document.

Getting Around

Most everything at The Workshops is within a mile's radius, so walking is really the preferred means of travel within the village. Bikes are available for rent from Maine Sport, just around the corner. To reserve a bike rental, call Maine Sport 888.236.8797 or 207.236.7120. Rates start at \$20 per day and \$72 per week (at the time of publication). Discounts for longer periods are available. If you do not bring a car (many do not), there is a campus van, which will ferry you between your accommodations, meals and your classes at meal times and after the evening programs. There may be

fellow students with cars with whom you may carpool. If you do drive your car, there is limited parking within Rockport village, but you will find ample parking on The Workshops' Main Campus. If you are enrolled in a workshop that requires fieldwork, location scouting, traveling to nearby towns or the countryside for subject matter, a car will be necessary.

Rental Cars

Avis, National, Budget and Alamo cars can be rented at the Portland Jetport. Budget and Enterprise are available in Rockland.

Additional Expenses

Other expenses you may incur while at the Workshops might include books, supplies & materials, batteries & tapes, weekend meals, drinks and entertainment. You will need cash for personal items, snacks and occasional field trips.

Supplies

Please review the recommendations for specific class needs. A few weeks before your workshop you will receive, if appropriate, a list of materials and texts required or recommended by your instructor. Please note that many instructors have no specific recommendations.

B&H Photo Video Pro Audio has designated The Workshops as an "Official Training Partner." Students may purchase equipment and materials at competitive prices through the B&H EDU Advantage Program found here: <http://www.bhphotovideo.com/find/eduRootPage.jsp?edu>
A "B&H Hotline" phone located in the lobby area of the Registration Office in the Haas Building connects directly to B&H's Educational Sales Department in New York City.

How to Dress

In May, June and September, the days are apt to be cool, the evenings chilly and some days wet. Bring warm clothes, foul weather gear (a raincoat), good shoes for walking, a hat and sunglasses. In July and August, the weather is warm, and often hot, so bring shorts—even a bathing suit is handy—the ocean is cold but the nearby lakes are great for swimming. Bring mosquito repellent and sun block in the summer. Everything here is informal.

Phone, FAX, Mail & Email

Many of you will be receiving mail and phone calls while you are here. Have letters sent to you:

Maine Media Workshops
Attn: YOUR NAME
PO Box 200
Rockport, ME 04856

UPS and FED-EX packages must be addressed to you:

Maine Media Workshops
Attn: YOUR NAME
70 Camden Street
Rockport, ME 04856

Fax

You may use our fax for incoming and outgoing messages. There is a small charge for this service. Fax number is 207.236.2558

Mail and Messages

Mail is delivered daily (Monday through Friday) and placed in student mailboxes in the Ernst Haas Center. It is your responsibility to check there daily for mail and phone messages. You may use The Workshops' phone number to receive personal and business messages. The number is 207-236-8581.

Email & Internet

There is an onsite Internet lounge available for students to check their private email accounts. The Campus is also Wi-Fi friendly. You will not be able to "hardwire" your computer into the network.

Getting the Most Out of Your Workshop

Here are a few tips on how to prepare for your upcoming workshop experience. If you are feeling a little apprehensive, a little excited about your upcoming workshop, that's fine—it's to be expected and actually beneficial. This will be a very important week in your career, your art and your life. It will be a week that you will remember the rest of your life. To help you prepare for the experience, here are a few tips.

Attitude: The most important thing about a workshop is your attitude. Most people who come to a workshop in Rockport are excited and eager to learn new ways to do what they love doing the most.

Set Goals: Before you leave home, spend some time thinking about why you feel taking a workshop will be valuable to your life. Write down a list of six things that you wish to achieve during your workshop. That list might include an honest critique of your work, new techniques to free your creative spirit, new ways to work, a better understanding of the medium and your place in it—all these are good reasons. Can you add more? Bring that list with you to class the first day - your instructor may ask you to share those goals with the class.

Suspend Expectations: This may sound contradictory to what we have just said, but it is also important that you come with an open mind. Do not hold your expectations too closely—allow things to happen. We guarantee you will leave with far more than you expected, although perhaps not exactly what you expected. If you spend your time worrying about not getting what you think you came for, you will miss what goes on. A workshop is an adventure, a journey of discovery, as well as a process of gaining new technical knowledge. Take pleasure in the process.

Participate: Roll up your sleeves and get to work. Plunge into each assignment, each exercise, immerse yourself totally. The only risk here is not risking enough. There are no failures here, so what do you have to lose? It is only a week or two out of your life, and you can afford to indulge yourself

Making Friends

You will find making friends at The Workshops an easy matter. Here people who share your love and energy for images and stories will surround you. Getting to know other creative people who share your interests is one of the most important aspects of a workshop. Go to lunch and dinner with others whom you want to know. We will provide a contact list of everyone in your class by the time you leave. Feel free to chat with members of the faculty at meal times, including those teaching other classes.

Come Rested

Come well rested, alert and full of energy. Be prepared to work from early morning to late at night. Above all, come ready to work. We are here to assist and help you derive the most from your workshop.

Payment, Refunds and Other Policies

Payments

Payment is due 30 days prior to course start. All fees payable in U.S. funds. Acceptable forms of payment include cash, checks, bank draft, approved company purchase orders, VISA, MasterCard and Discover.

Refund Policy

Enrollment in all courses is limited, so once you have enrolled your participation is important to us and to the entire class. We are counting on you to attend. If you find you are unable to attend, please notify us at once by phone. We will refund your deposit and/or fees based on the following policy:

Withdraw more than 30 days prior to the first day of class and we will refund all money paid, less the \$55 application fee.

Withdraw less than 30 days before the start of class and we will refund all money paid, less the \$300 deposit and the \$55 application fee.

No Refunds for:

- We do not refund deposits if you fail to arrive for a class.
- We do not give refunds for unused meals.
- We do not give refunds for unused accommodations.
- We do not reimburse participants for penalties on airline tickets as the result of a cancelled workshop.
- We do not refund unused van reservations.
- Once a workshop has started, if you withdraw by Tuesday at Noon and feel a refund is justified, you must complete a Refund Request Form, available in our Registration Office. These forms detail your reasons for requesting the refund and are helpful for us in future planning. No refunds will be made for withdrawal after Tuesday at Noon.

Instructor Replacement

It is the nature of our business that the professionals who teach here are sometimes unable to lead a specific workshop because of last minute professional engagements. In such cases, we make every attempt to find a suitable replacement with equal credentials. We will attempt to notify all those registered for the class, but since replacements are often made only a few days before a class begins, notification may be impossible.

We understand that it is disappointing to arrive and find a substituted instructor, but sometimes it is beyond our control.

Course Cancellation

Occasionally we must cancel a workshop, usually because of insufficient enrollment. Or, an instructor has been called away and we are unable to find a suitable replacement. In such cases, we will contact you and discuss your options for alternate workshops. If another workshop is not acceptable, we will refund all fees paid, including the application fee. While we do not like to cancel workshops, occasionally it is unavoidable. In such cases, we will do everything we can to

accommodate you in another workshop.

Liability

In the event that we cancel your workshop, the extent of The Workshops' liability is limited to the return of all fees paid. The Workshops will not be responsible for reimbursement of non-refundable airline tickets due to cancellation of a course or replacement of an instructor. The Workshops reserves the right to substitute instructors, and will inform students as far in advance as possible. Occasionally substitutions are last minute and we are unable to notify students. Substitution of an instructor, except in the case of Master Classes, is not sufficient cause for withdrawal.

Corporate Employees

Many companies sponsor their employees' attendance at workshops. A certificate of completion is provided automatically to all participants at the end of each workshop.

College Credit

Most all of our summer workshops and courses are available for college credit. If you want credit, there is a \$35 per course fee due, in addition to the tuition for the workshop or course. You must register and pay the fee prior to beginning any course, in order to receive credit from The Workshops. After attending, we can only provide a statement of completion. The cost for additional transcripts is \$5 each, and must be requested in writing, under Federal privacy laws. Include the name of the institution to which the transcript is to be sent, your date of birth and social security number.

Campus Map

A campus map may be downloaded at

http://www.mainemedia.edu/sites/default/files/downloads/MMW/MMW%2BC_Campus_Map.pdf

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Phone 212/239-7500

Fax 212/239-7746

T H E P R O F E S S I O N A L ' S S O U R C E

Dear Maine Media Workshop Attendee,

B&H Photo, Video and Pro-Audio wishes you a productive and exciting time during your workshop. B&H has been a proud and committed Sponsor of The Workshops and their students since 1999. There are several benefits you can take advantage of as an attendee of The Workshops;

B&H EDU Advantage- A groundbreaking student discount purchase program. As a member of "**EDU Advantage**" you will receive educational discounts, a dedicated website (bhphotovideo.com/edu) and unlimited access to an EDU Hotline featuring B&H premier product specialists (866-276-1435). This free membership program can be yours by filling out one simple form and submitting your student documentation. Once your application is approved, you will be enrolled in EDU Advantage for one year. This same form also eliminates manufacturer-by-manufacturer discount applications and multi-week processing protocols – *an industry first*. Merchandise is shipped from our vast inventory. We sincerely hope you will take advantage of EDU Advantage. Visit bhphotovideo.com/edu to sign-up!

To ensure receiving your discounts during your time attending the workshops, sign up for EDU Advantage before your arrive. **For school I.D., a driver's license is fine and a copy of your invoice is acceptable.**

Red Phone Hotline- If you need to speak to a B&H dedicated representative immediately, we have a dedicated hotline in the foyer of the Hass Building. Just pick it up and it automatically dials B&H and connects you to an educational sales specialist. You can also use our toll free education number: 866.276.1435.

We look forward to providing the professional service that B&H is known for. You will find that B&H, long known as the Professional's Source is also the Student's Source. Once again, have a great workshop and transformational experience.

Warm Regards,

The B&H Education Team

MAINE MEDIA

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Preparing for your Multimedia, Design or Book Arts Workshop

What to Bring

Each program has its own recommendations for equipment that students should bring to their workshops. Students should look to the specific programs listed on this document in order to determine what equipment they will need to bring.

Additionally, workshop instructors may have recommendations for preparation before you come. If so, the suggestions will be sent out in a letter or email from the instructor prior to the class.

We do recommend that all students bring a camera with them to photograph the area, or make images to use for in-class exercises. The Digital Service Department has a variety of Canon and Olympus Digital SLR cameras and lenses for students to check out and use for the week.

Students should bring a notebook for class notes.

Sharing Work

The Workshops is a wonderful place for sharing and discussing work. Students are welcome and encouraged to bring a selection of 20 photos in digital or print form, and multimedia projects as DVDs or QuickTime files. Small samples of multimedia or photographic works hosted on websites are also encouraged.

Multimedia Workshops

The Workshops has a significant repository of photographic, audio and video equipment that is available to students during the week. However, it is important that students learn to use the equipment they might already own. For this reason, students are encouraged to bring any equipment already available to them that fit the description of their workshop. Students in an introductory level multimedia workshop should bring a digital SLR camera and, if available, a digital audio recorder. Intermediate and advanced multimedia students should bring a digital SLR camera and, if available, a digital video camera and digital audio recorder. For workshops specific to video and audio, participants should consider bringing a digital video camera or digital audio recorder. With the exception of the website production workshops, all multimedia workshop participants should plan to bring over-the-ear headphones.

Students enrolled in the Multimedia Production workshop should bring photos, video and audio recordings as digital files with them to use for their in-class projects.

All students should bring an external hard drive. We recommend a Firewire 800 drive with at least 500GB of storage.

Please check the course descriptions for specific equipment needs. A letter outlining specific course preparation and recommendations may be sent by the faculty prior to each workshop.

Music

The Workshops has a licensing agreement with American Music Company (AMC) (<http://www.americanmusicco.com/>) and the music in their collection is freely available for students' use in workshops projects. Work including AMC music can be presented by the Workshops for in-house, non-broadcast, student project, in-classroom presentation, public exhibition, local broadcast purposes and via web sites owned by Maine Media Workshops. Students wishing to submit work containing tracks licensed by (AMC) to film festivals or other media outlets must contract with AMC directly.

Additionally, royalty-free music tracks are included on editing workstations in Soundtrack Pro. Students are encouraged to bring self-authored or licensed music with them if they have it. They may also purchase licensed music from online sources such as Revostock (<http://www.revostock.com/>).

Maine Media Workshops discourages the use of non-licensed music in multimedia and film projects as neither the student nor Maine Media Workshops may lawfully publish works containing non-licensed music.

Book Arts & Design Workshops

There are no specific materials or equipment required for most of these workshops. Please check the course description for specific equipment/supply needs. Each workshop instructor may have recommendations for preparation before you come. If so, the suggestions and other preparations will be sent prior to the class.