

Annual Conference Committee

Creative Scholarship Coordinator

Creative Scholarship provides for selection, award, and recognition of IDEC members and others engaged in creative projects. Creative Scholarship is managed by the Creative Scholarship Coordinator, Chairs for each Creative Scholarship (CS) category (design as art, design as idea, and design as interior), and the jury members.

Appointment & Term of Service

Appointed by the IDEC President

Term: Responsibilities begin May 1 of the appropriate year and run until April 30; 2 year appointment

Committee Members: The Creative Scholarship Coordinator appoints a Chair for each CS category and selects a jury composed of prominent designers, artists, craftspeople, or other suitable professionals, overseeing their respective category.

The jury members serve a one-year appointment to provide a diversity of individual viewpoints and a variety of creative experience and recognition.

Time Commitment: One hour per week (time is more intensive during the review of abstracts)

Responsibilities and Duties

The Coordinator is knowledgeable about video or computer presentation production, and/or has access to or institutional support for such production. The Creative Scholarship Coordinator will:

- Determine the calendar (see below),
- Issue the Call for Creative Scholarship using approved call standards,
- Recruit the chairs for each CS category:
 - he/she must know, or have access to, prominent designers, artists, craftspeople, and other professionals who are qualified to evaluate the entries because of their own professional recognition by their peers and/or leadership in their respective fields. The more recognized the jury, the more meaningful Creative Scholarship will be.
 - selects a minimum of three (or more if deemed necessary) qualified jury members; prepares a brief bio on each of the jury members
- Forward entries to the jury or CS Chair; convenes the jury of qualified professionals to review the entries
 - records the jury comments about the selected and winning entries
- Inform entrants of the jury results.
 - Upon receipt of the jury results from the Chair, the Creative Scholarship Coordinator informs IDEC of the results and IDEC Headquarters informs each entrant about the results via a letter written by the CS Coordinator. Any awards are kept confidential until the presentation at the Conference.
 - An initial notification may be made by e-mail with a letter of acceptance / non-acceptance sent to each entrant. This letter includes the total number of entries

submitted and the number of those selected. Comments from the jury are sent after the awards are presented at the conference.

Jurying Procedures – Chair (formerly Jury Coordinator)

- Details of the procedure may vary from year to year depending on the individuals involved, but the results must include the identification (by control number) of entry that has been selected for inclusion in Creative Scholarship presentations. This includes entries in categories: Design as Art, Idea, and Interior.
- From the entries selected for show, Best-in-Show for each category is determined by the top scoring CS abstracts for Merit of Distinctions awarded at conference.
- Each juror and/or the **Chair** records comments on each of the entries accepted for show, as well as the winning entries, and returns these comments to the Creative Scholarship Coordinator. It is also useful for the jury to make general comments about the overall quality of the entries and/or a general statement about the selection process.
- The **Chair** provides the Creative Scholarship Coordinator with the names, credentials and brief bios of each of the jury members. This is provided before the jury actually meets.
- It is desirable for the Chair to communicate quickly with the Creative Scholarship Coordinator regarding the results. Jury results can be transmitted by e-mail (prior to the return of the entry materials) to speed up the process.
- When the jury is finished and all the jury bios, the results, comments, and the entry materials have been forwarded to the Creative Scholarship Coordinator, the **Chair's** job is complete.

Programs, Events, and Committees

- Annual Conference
- [Director of Scholarship](#)
- Annual Conference Proceedings

Timeline

- **Monthly** conference call with Scholarship Collaborative
- **June** – Call for scholarship posted to membership
- **Sep** – Creative Scholarship submissions due
- **Oct-Nov** – Jury process for creative scholarship
- **Dec** – Prepare cover letter for accepted authors
- **Mar** – Annual Conference
- **April** – forward list of Best-in-Show entries to [Annual Conference Proceedings Editor](#)