

Z-Crits Participant Letter Template – Please note, this is a template only. Please review all text particularly highlighted text, to ensure it suits your purposes and amend/delete as necessary

Thank you for registering for <<insert name of event>>. I'm pleased to be able to confirm that you have a place and that the <<event name>> will be taking place <<Insert date and time>> <<Insert invitation link to event>>. Please be online 15 minutes before the start of the session so we can begin on time,

If you are no longer able to attend this session please email <<insert contact email>> as soon as possible so we can offer your spot to someone else.

Remind participants of what the aims of your session are and what to expect, to manage expectations e.g. for Z-Crits As a reminder, Z-Crits are intended to be one-off, informal, enjoyable and quick-fire events that give those taking part the opportunity to connect with each other and their practices and get a flavour of online crits / peer mentoring.

We hope that by the end you'll have found other artists to run your own ongoing online crits with and have a sense of how you might do it. If not, that at least you'll have had an enjoyable few hours talking with peers about art.

Participants

Timings / Structure

- Intro from facilitators – (10 minutes)
- Participants present work for 3 minutes each to the whole group – (56 mins)
- Tea break – (10 minutes)
- 3 smaller breakout groups of 6 artists grouped according to interest in practice. Each gets 10 mins of feedback with 1 min break between feedback. – (67 mins)
- Breakout groups reconvene – evaluation, next steps and contact sharing – (5 mins)

Artists Presentations

1. Artist name
2. Artist name
3. Artist name
4. Artist name
5. Artist name
6. Artist name
- 1 min break**
7. Artist name
8. Artist name
9. Artist name
10. Artist name
11. Artist name
12. Artist name
- 1 min break**
13. Artist name
14. Artist name
15. Artist name
16. Artist name
17. Artist name

18. Artist name

If you wish, you will be able to screen share during your initial presentation. If you decide to do this, please do not share more than 5 images and ensure that you keep to your allotted time. If you do not wish to screenshare, one of the facilitators will screenshare the image of the work you provided when registering in the attached presentation.

Breakout groups

Breakout group 1

1. Artist name
2. Artist name
3. Artist name
4. Artist name
5. Artist name
6. Artist name

Breakout group 2

1. Artist name
2. Artist name
3. Artist name
4. Artist name
5. Artist name
6. Artist name

Breakout group 3

1. Artist name
2. Artist name
3. Artist name
4. Artist name
5. Artist name
6. Artist name

Before the crit

1. Familiarise yourself with Zoom - You will need to Zoom download onto your computer. It's a good idea to do a test run to ensure your camera and microphone connect properly. **Please note because of the fast pace of the session we will not be able to troubleshoot or provide support on using Zoom during the session.**
2. Ensure that the name you sign in with on Zoom is same as the name that you registered for the event with
3. If possible, ask other members of your household not to use the internet while you're participating in the crit
4. Read participating artists statements/biographies in the attached document, look at the images of the work that they've shared and their websites more broadly

5. Prepare your 3-minute presentation. This will help ensure you keep to time - think about what you're going to say and what you want feedback on.

The more specific the feedback you request the more helpful you will find the session. Consider these three questions. Write notes or write verbatim what you want to say.

My practice is X
I'm showing you X
I'd like feedback on X Y Z

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Use [an online script timer](#) to check how long your presentation will last.

6. Read/listen to Artquest's resources and tips on presenting and feeding back on crits: <https://www.artquest.org.uk/how-to-articles/presenting-and-feedback-in-peer-mentoring-groups/>

During the crit

- Position yourself as close to the wifi hub as possible to ensure a good connection
- Be at your computer and logged into the virtual meeting room at least 10 minutes before the crit is due to start.
- Put yourself on mute when entering the session and when you're not speaking
- Make notes, think of and write down questions/comments to ask people about their work so the breakout rooms conversation flows. If during introductory presentations people ask for specific feedback try to respond to this in your notes. Do this for the other artists who aren't in your breakout group too, and follow up with them after the session.
- Raise your hand and wait for your name to be called before speaking in session
- Be open to feedback and trust that people are giving it with best intentions
- Be mindful of how you give feedback. It can be helpful to try and phrase things positively, suggesting things that might enhance work rather than pointing things out that you don't think are successful, or asking neutral questions, for example "What informed your decision about the lighting in the photo, rather than "Why is the photo so dark?"

After the crit

- Share your contact details with anyone you want to keep in touch with at the end
- Follow up with your breakout group, thank them for sharing their work and their feedback. You can also follow up with other artists whose work you found interesting in other breakout groups if they've shared their contact details
- Delete all of the information of other crit participants shared with you as part of the process from email and trash (you may keep any contact information that is shared with you by other participants)

- Complete the online evaluation for Z-Crit at the link that will be provided at the end of the session.

Other important information

- The session will/will not be recorded though screengrabs may be taken for use on <<insert name>> website, e-letter and social media channels. If you do not wish to appear in screengrabs please let <<insert name>> know via email << insert email>>
- Racist, sexist, homophobic, transphobic, ableist, xenophobic, antisemitic, Islamophobic and classist behaviour and language will not be tolerated and will be grounds for immediate removal from the conversation

If you have any questions about the session please <<insert contact email>>