

# Faculty Notes 2016

Important faculty info – please read.

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## **Help Spread the Word ...**

If you have a website and can link to <http://colorado.writehisanswer.com> and let your visitors know you'll be serving on our faculty, we'd appreciate it.

Please also "like" our Facebook page.

If you need more brochures or flyers for Teens Write, let me know.

## CWCC 2016 Pre-Conference Timeline

Due	Task	Done
ASAP	Return <b>Editorial Needs, Expertise, Paid Critiques form</b> to Barb Haley at <a href="mailto:haleybarb@yahoo.com">haleybarb@yahoo.com</a>	
March 1	Signed Contract returned to Marlene. You can send via the USPS; fax to 484-991-8581 (no later than 10pm EST please); or scan, save as a PDF or JPEG, and email.	
March 1	<b>Appointment Availability form</b> returned to Barb Haley at <a href="mailto:haleybarb@yahoo.com">haleybarb@yahoo.com</a> (or fax or mail to Marlene).	
March 1	If you prefer to stay in a cabin with your family, make your reservation with the YMCA. (Recommend you do this ASAP.) If CCWC is covering your lodging, we will pay \$78 a night toward the cost of renting a cabin.	
March 28	Return <b>Book Order/Consignment/Donation form</b> to Marlene via USPS, fax, or email including titles you will recommend to your class.	
March 28	Flight booked to Denver and itinerary sent to Marlene. Please carefully read the info below on arrival/departure times.	
March 28	Email handouts to <a href="mailto:mvawter@writehisanswer.com">mvawter@writehisanswer.com</a> . NOTE: We've gone GREEN and will post the handouts on the conference website rather than printing copies.	
April 26	Mail free-lit, give-away books, and product for sale on our conference book table to the YMCA Estes Park Center, Conference Center Office, ATTN: Writers Conference, 2515 Tunnel Road, Estes Park, CO 80511-2550. <a href="#">Click here</a> for consignment form. We need to receive by Friday May 6.	
April 26	Expect to receive mss for your paid critiques (if any).	
May 6	Expect to receive an approximate count of the number in your workshop.	
May 6	If you're flying and need a ride from the airport, you should hear from your driver today.	
May 11	You are welcome to attend one or more Wednesday afternoon Early Bird Workshops. Rooms will be available at the YMCA at 3:00. Faculty dinner in the Pine Room at 5:45	

## Travel Details

### First of all ...

First a huge Thank You to those who are covering their own travel. With the size of our faculty, that really is a great help.

### Booking Your Flight

If you are booking your flight, please note the recommended flight arrival and departure times below.

If CCWC is paying for all or a portion of your flight, please email flight info and the price to me *before* you finalize the booking and let me know if you need to be reimbursed before the conference. (I'll be glad to book your flight, after first clearing the itinerary with you, if you provide your name as it appears on your driver's license, birth date, phone # when traveling, and your preferred time/day of travel as well as the airport you fly out of.) For pricey flights I try and use my frequent flyer miles. I prefer Southwest with their two free checked bags policy. If Southwest is not available, the conference will cover the cost of one checked bag if needed. I've found the lowest fares can usually be booked Tuesday afternoon through Wednesday or right after midnight.

**Driving** - Click on [Travel](#) for directions.

### Flight Arrivals

Travel time from Denver Int'l Airport (DIA) to the YMCA is approximately 90 minutes. In order to get checked into your room at the Y and arrive in time for the 5:45 faculty dinner, I recommend you choose a flight that arrives no later than 3:00 on Wednesday, May 11.

### Rides from DIA

We will provide transportation from the airport. Your driver will be in touch with you prior to the conference. We avoid putting the faculty on the Estes Park Shuttle because of the cost and longer travel time. It also doesn't seem as welcoming! :)

### Renting a Car at Your Expense (CCWC cannot reimburse)

Let me know, please, if another faculty member can ride with you if your flight times coincide.

## **Saturday Flight Departures**

You are welcome to depart on Saturday if you need to get home that evening. We prefer, however, that you book an evening flight. The conference ends around 5:30; the last continuing session ends at 3:45. You need to allow at least 90 minutes travel time from the YMCA to the airport (longer on the shuttle) plus 90 minutes for check-in. We are typically able to find drivers late Saturday afternoon and evening. If you need to catch an earlier flight, please note the Estes Park Shuttle pick up times at the YMCA are 5:00, 7:00 or 10:00 am and 1:00, 4:00 or 7pm. Also note that once a shuttle reservation has been made, it is nonrefundable.

## **Sunday Flight Departures**

*Please do not book your return flight earlier than 8:30 am and then only if you're willing to get up in the wee hours to depart on the 5:00 am shuttle. The next shuttle is at 7:00 am for a flight 10:30 am or later. We're more likely to be able to find a driver for flights that depart at 10:30 am or later. If you want to go on the tour of Rocky Mountain National Park on Sunday, we will arrange to have you back at the Y for the 1:00 pm shuttle or whenever your driver is leaving for the airport. A three-hour departure from the YMCA prior to your Sunday flight should be sufficient. If you need to take the shuttle, you need to allow 3-½ hours.*

## **YMCA Estes Park Center Campus**

**Campus map - [click here.](#)**

### **Administration Building**

There is a flag in front of the building and a porch around the front. There is a side entrance with no stairs. You will pick up your room key at the front desk. There is also a snack bar, lounge area, and gift shop here.

### **Ruesch Auditorium**

This is the largest building on campus—just up the sidewalk from the Administration Building with a wrap-around-deck on the auditorium level. There is an elevator available through the door left of the Aspen Dining Hall.

- East Foyer is nearest the Administration Building.
- West Foyer is nearest the Lodging Facilities.

### **Aspen Dining Hall**

This is located beneath the Ruesch Auditorium. Unlike other conferences, we are not able to reserve tables because there are other groups on campus.

## **Pine Room**

Located across the walkway from the east foyer of the Ruesch, the faculty and staff will have dinner here Wednesday night.

## **Arrival Information**

### **What to Pack**

Bring comfortable shoes and clothes you can wear in layers. Although we're anticipating springtime weather (average high 61; average low 34), it may drop to freezing in the evenings. And it could snow! Jeans are fine - really! And men - please NO suits or ties! We're here to learn from one another and to seek the Lord in a retreat setting.

### **When You Arrive**

If you arrive before the 3:00pm check-in time, you have several options:

1. Relax in Administration Building with café, comfortable seating, and Wi-Fi.
2. Join us in the Ruesch to help with set-up.
3. Eat lunch in Aspen Dining Hall. Add name to list or pay for lunch and I will reimburse you when I send your honorarium after the conference.
4. Attend early bird workshops at no charge.

If you arrive after 3:00pm, pick up your room key and meal ticket at the desk in the main lobby of the Administration Building.

### **Managing Your Luggage**

If you do not have a car to get your luggage from the Administration Building to your room, call one of the numbers on the last page, and we will send help.

### **Checking In**

At your convenience, pick up your conference packet, nametag, and appointment schedule from the Appointment Desk located in the east foyer of the Ruesch.

### **Adjusting to the Altitude**

The YMCA of the Rockies is located at an elevation of 8,010 feet above sea level. Altitude sickness can affect everyone, no matter what age or level of fitness.

Nearly everyone who visits from lower elevations will notice shortness of breath. Some may also experience fatigue, dizziness, headaches, and nausea. I have found that DRINKING LOTS OF WATER makes all the difference. The YMCA also recommends that we eat lightly, avoid caffeine, get plenty of rest (right!), and keep exertion to a minimum. We have bottles of water available for a donation to our scholarship fund.

Liz Furman is bringing Kangen Water – the most powerful water in existence! We encourage you to try it; your body will like it! The antioxidant potential of a single glass of Kangen water would cost several dollars to duplicate with vitamin supplements, and they would never be absorbed by our body the way water is.

Stainless steel, BPA free sports bottles with the Write His Answer logo will be available for a donation to CCWC's sorely in need of donations scholarship fund.

## **Connecting with the Outside World**

Cell phones cannot always get a signal at the conference because of the surrounding mountains. Therefore, give your family and office the Y's main number: 970-586-3341 and have them request the operator connect them with your room where they can leave a message. You can also give them x1164 (book table) and we'll take a message.

Long distance calls may be made from the phone in your room if your cell phone is not working, but please pay for your calls when you check out. The Y operator recommends AT&T phone cards as the most reasonable alternative for long distance calls.

Wi-Fi is available in both Alpen and Longs Peak as well as the Administration Building and the Ruesch Auditorium that serves as the conference hub.

## **Faculty Dinner**

Please go to the Pine Room by 5:45. We will begin promptly at 6:00pm as our evening service begins at 7:30pm. If you teach until 5:45, just come as soon as you can. No problem. We won't eat all the food! 😊

<h2><b>Lodging</b></h2>
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## **Longs Peak & Alpen Inn**

CCWC houses faculty two to a room in Longs Peak or Alpen Inn. (Mt. Ypsilon, my home away from home, is now reserved for YMCA staff.) Alpen is closer to the Ruesch Auditorium where all the general sessions, appointments, and 4 of the workshops are held. Longs Peak is a newer lodge and has elevators. Half of the workshops will be held there. If you plan on walking between the lodge and the Ruesch, there are stairs on the walk to Longs Peak. The walk between Longs Peak and the Ruesch is not long or as steep as the hills at Mt. Hermon, but remember the YMCA is at 8010 feet above sea level!

## **Roommates**

Please note your roommate preference (it helps if you give me a couple of choices) on your contract or I will choose for you. If you prefer a single, you may upgrade at your expense for \$42 a night. Rooms in both lodges have a private bath. Longs Peak has two queen beds and one floor futon; Alpen has two queen beds and a sofa bed.

## **Bringing Family**

Because meals are included with lodging, the Y charges for each person in the room. The cost to bring your spouse is \$78 a night. Children, ages 6-12, are \$20 a night. Your family is welcome to attend all or part of the conference at no charge. If you have a teen 12-18, he or she is welcome to come to Saturday's Teens Write again at no charge. To avoid confusion and possible double-booking, let me know on your contract if you are bringing family so I can book the room. You can pay the YMCA for your family's portion of the bill when you arrive.

## **Cabins**

Should you choose to rent a cabin, contact the YMCA as soon as possible. CCWC will cover \$78 a night of the cost of a cabin. Meals are NOT included with cabin rental and are at your own expense. When reserving a cabin, please let the Y know that you are with the writers' conference. For info on cabin rentals go to <http://ymcarockies.org>.

## **Extended Stay**

You're welcome to arrive before Wednesday and stay beyond the 10:00 am Sunday check-out at your own expense. Fly-ins typically stay over Saturday night at CCWC's expense. Drive-in's within several hours of home typically leave at the end of the conference Saturday at 5:30 although you're welcome to stay Saturday night at your expense.

## **Meals**

The dining hall is below the Ruesch Auditorium. The meal ticket you'll receive from the YMCA (if you're staying in a lodge) begins with dinner the day of your arrival and goes through noon the day of your departure. If you arrive in time for lunch, please give your name and the conference name to the person at the register in the cafeteria. Depending who is on duty, that may get you in. If not, you'll need to pay for your meal, but put the cost on your expense voucher and I'll reimburse you. Lunch is served from 11:30 to 1:00 pm; dinner from 5:00 to 7:00 pm; and breakfast from 7:00 to 9:00 am. Because other groups are using the Y, we are unable to reserve tables. The Aspen Dining Hall has been enlarged and renovated. The Y has also added more serving lines.

## Recreational Opportunities

**Swimming Pool Available** – The Y has a great pool. I hope to again make time to use it this year although that probably won't happen until after the conference!

**Hayride and Chuck Wagon Dinner on Saturday** - I guarantee you've never had a better hot dog anywhere! We've reserved a wagon (drawn by magnificent horses) with real hay. (I know "real hay" isn't a plus for some of you, so you can follow in a car if you are allergic to hay.) Cost is \$23 if you're staying Saturday night in one of the YMCA lodges. Otherwise the cost is \$30. Please sign up and pay at the registration desk in the west lobby of the Ruesch. (I'd love to be able to cover the cost for all the faculty and staff but it's just not in the budget!)

### Contract Details

I'm working to get the contracts in the mail by mid-February.  
Please complete the return **no later than March 1** – sooner if possible.

**Important:** If anything on contract differs from what you understood, please let me know.

### Contact Info

Please fill in all of this info even though, obviously, I already have it. It makes working from a briefcase at the conference much easier.

FYI we no longer print a roster because of serious abuse one year. (We had a conferee who felt she was being stalked by another conferee!) Be assured that your info will not be shared with conferees without your permission.

Our Appointments Coordinator, Barb Haley, and the co-captains of our Appointment Desk, Ava Pennington and Marti Pieper, have requested your cell phone number so they can reach you during the conference if there is a change in your schedule. We will, of course, also give your cell phone number to your driver if you're being picked up at the airport.

### Your Conference Role(s)

**What you'll be doing/teaching** is noted between the thick bold lines on your contract. More info about the continuing sessions, workshops, panels, paid critiques, and one-on-ones is below. Please keep reading!

**Handouts – We've gone GREEN!** Conferees really appreciate handouts. Email your handouts to Margie at [mvawter@writehisanswer.com](mailto:mvawter@writehisanswer.com) by March 28. She will post them to the website at <http://colorado.writehisanswer.com/handouts2016>. Only conferees, faculty, and people purchasing CDs post conference will be given the URL.



## Special Needs

### **Audio-visual needs**

Power Point is available in the auditorium for keynotes and the Ruesch classrooms at no additional charge to the conference. Since only half of the classrooms are in the Ruesch and it costs to rent projectors for the Longs Peak classrooms, it is important I know your needs.

If you are bringing your own projector and are willing to share it when you are not using it, please let me know.

Classrooms in the Ruesch have whiteboards. Classrooms in Longs Peak do not, but I can pay a daily rental fee if flip charts are needed. Again, please let me know what you need!

### **Dietary Needs**

The Y serves a wide variety of food cafeteria style and labels gluten free choices. If you have special dietary needs, please let me know. The Y is very accommodating.

### **Steps**

If steps will be a challenge in the 8,010 feet altitude, please check this box.

### **Other Needs**

If you need a ride or anything else, just ask. The staff is here to facilitate your ministry.

### **Permission to Record**

CDs of keynotes and general sessions, continuing sessions, workshops, and panels will be reproduced on site by Joyco and sold to conferees.

CDs will carry a copyright notice in your name and will be professionally produced. If there is any reason why you do not want to be recorded, please let me know ASAP.

You will receive one free CD of each session or workshop you teach, to be picked up at the conference.

In order to expand the conference's ministry and recoup the cost of recording, CCWC and Joyco reserve the right to make and sell CDs of your session(s) and workshop(s) after the conference. All other rights belong to you.

## Keynotes

Please view as a **PRIORITY!**

Come ready to focus on the Lord and hear from Him through our keynote speakers.

Issues Writing that Matters – Bill Watkins (WE 7:30 pm)

Writing Light Into Darkness – Peter Lundell (TH 8:30 am)

Be Prepared – Living & Writing His Answer in the Last Days – J. B. Hixson Ph.D. (TH 7:30 pm)

In a Beginning – Allen Arnold (FR 8:30 am)

Fulfilling the Vision – Sandy Cathcart (FR 7:30 pm)

Moving Our Mountains with Prayer – Patricia Raybon (FR 8:00 pm)

The Cross Is the Main Thing – Michael Gantt (SA 8:30 am)

Live and Write Dangerously – David Rupert (SA 4:30 pm)

Located in Ruesch Auditorium.

**ANNOUNCEMENTS:** This is the only venue I have to speak to everyone at once. Attendance is much appreciated.

You may slip out of the evening sessions if you get too tired, but please come for at least the beginning of the evening sessions.

## Continuing Sessions, Workshops, and Panels

You are here not just to give but also to receive. *Father, please see to it that every faculty member is blessed spiritually and professionally.* If you have appointment times that are not filled, you do not need to sit in the auditorium in case someone comes. Instead, please feel free to slip into a workshop or continuing session. Let Ava Pennington or Marti Pieper at the Appointment Desk know where you will be, and they will call you if you are needed. The same as the conferees, you can slip in and out of sessions.

### Wednesday Early Bird Workshops

Feel free to attend at no charge.

If you're new to CCWC, you may want to attend the First Timer's Orientation from 3:30-4:00.

## Workshops: Thursday - Saturday

These last 60 minutes. Please repeat any questions for listeners in CD land.

Please be considerate. End on time and clear the classroom for the next instructor.

## Continuing Sessions

These meet five times throughout the conference.

**TH:** 10:15-11:45 and 4:45-5:45

**FR:** 10:45-11:45 and 4:45-5:45

**SA:** 2:15-3:30

Please use last 15 min for Q&A on longer sessions. CD's only last 75 minutes.

**This is a pivotal year** for the United States of America. Will it follow the current path and become a Progressive/Socialist society like many European morally and fiscally bankrupt states, or will it alter course to become a stronger Constitutional Republic? Will we, as Michael Gantt urges, pray “day in and day out for a move of God that will shake the nation out of its spiritual coma”? Seven faculty will address the critical issues of our day and how writers can make a difference.

### **Addressing the Issues**

*Whenever your schedule allows, I urge you to slip into this continuing session:*

TH 10:15-11:45

America at the Crossroads – Charles Patricoff  
Stand for Truth – Rick Marschall

TH 4:45-5:45

Answering Christianity's Critics – Bill Watkins

FR 10:45 – 11:45

Know What You Believe – Steve Hutson  
Write His Question – Nathan Williams

FR 4:45-5:45

Grace, Race & Forgiveness – Patricia Raybon

SA 2:15-3:30

How Then Should We Live – Charles Patricoff & Michael Gantt

## Panels

TH 1:15 – 2:00      When You Don't Have a Platform – Moderator Nick Harrison

FR 9:45 – 10:30      Book Editors / Agents Panel  
Magazine Editors Panel

**GROUND RULES:** Conferees are NOT to ask questions about their specific projects.

Each Editor/Editor Rep/Agent will introduce himself and his house. Editorial needs are on the website, so you only need to share any “late-breaking” news in this area.

FR 1:15-2:00      Ask the Agents  
Writers' Helps – You are welcome to join this panel if you have a service or resource for writers. Please note this on your contract.

SA 9:45 – 10:30      Book Editors / Agents Panel  
Magazine Editors Panel

## One-on-Ones with Conferees

### Your Appointment Schedule

Please complete the Appointment Availability form you'll receive with your contract.

You will receive a schedule of your appointments when you arrive.

Appointments change throughout the conference, so please periodically check in at the Appointment Desk for updates to your schedule. If you need to make a change, let the Appointment Desk know ahead of time so the conferee can be notified.

If you are not scheduled to meet with someone, please let Ava or Marti know where you will be if you choose to leave the auditorium.

You are welcome to attend workshops or continuing sessions when you are not scheduled for appointments, without charge or preregistration. Please sit in the back to lessen the distraction should we need to come and get you.

### Paid Critiques

A written critique is not expected, but conferees appreciate notes jotted directly on the manuscript.

I suggest using Track Changes and printing a copy for the conferee. Please spend at least 30 min **PRE**-conference in preparation.

Appointment with conferee at conference is 30 minutes.

Because we have a large list of faculty available to do these, you may not be called on for this service.

The conferees choose, based on who they feel can help them the most.

## **One-on-Ones**

For more information about how our appointment system works, click on [Appointments](#).

Many conferees consider this the most important part of the conference.

Most conferees leave a workshop or continuing session to meet with you. Please do not disappoint them by being late for their appointments.

Please *sandwich* constructive criticism between positive encouragement, but be careful not to give *false* encouragement.

### **An important note to editors and agents:**

We are all pressed for time, but if you take a manuscript with you or request that it be sent to you, please try your best to get a response to the conferee in at least three months. If your policy is that no answer within three months means you're not interested, please make that clear to the conferee at the conference.

*Father, please give us all much wisdom to know how You would have us respond to the conferees we meet with. And please help them to hear what we're saying; not what they want to hear. Give them teachable spirits and give us sensitive hearts.*

## **Conference Book Table**

You are welcome to consign books, CDs, and other special products for sale at our book table. We charge a 20% consignment fee on items sold.

**If you are shipping, [click here for a consignment form](#).** Use this form to let me know by **March 28** if you are shipping or bringing your product.

**Ship product by April 26 to arrive by May 6 to:**

YMCA Estes Park Center  
Conference Center Office  
ATTN: Writers Conference Books  
2515 Tunnel Road  
Estes Park, CO 80511-2550

**All items need to be priced—individually.** You may list your titles, quantity, and price on this form or include your own form in the box. If you are bringing your product with you, it will save time at check-in if you have the consignment form completed. Please do not offer “Buy 1, Get 1 Free” or “Half-Price.” That makes it difficult to track what we owe you.

**How many books should you bring or ship?** While we sell a huge number of books, there is no way of knowing how many copies of specific titles will sell. Typically the biggest sellers are writing how-to books and books by our keynoters and continuing session speakers.

**Give-aways** – We’re delighted to have books you’ve authored or your house has published as give-aways. If shipping (to the above address), please clearly note titles that are for give-away.

**We are glad to obtain your books directly from your publisher** and apply the sales profit to conference expenses if you prefer. (Thank you!) Please include titles and publishers on the [Book Consignment/Order/Donation form](#).

**Please help** us make this year’s book table the best yet by including a list of titles you will recommend to your class. Book sales not only help us meet our budget, they provide continued learning after the conference.

**Show-and-Tell** - Please visit our tables and pick up several books for “show-and- tell” to recommend to your class. Book sales help with conference expenses! I guarantee you’ll find some new-to-you titles that I hope you’ll be tempted to purchase. Everything is discounted!

**Free Lit** - Our conferees appreciate free copies of your magazine or book catalog as well as your guidelines for writers and list of upcoming themes, if any. We are unable to make copies. If you have flyers for resources for writers or info about a ministry you are a part of that you'd like to add to the free lit table, we'd be glad to have it.

**Author Interviews and Book Signings Friday evening** - You are welcome to participate, but please limit what you share in your “interview” to your latest release to give time for our conferees.

### **Before Leaving the Conference ...**

**Expense Form** - This form will be in your packet. Please fill out completely rather than depend on me to remember what you’ve taught or need to be reimbursed. And please include your address. If you earn more than \$600 (either at CCWC or combined with GPCWC if you’re also teaching there), you *must* include your Social Security number. I probably won’t begin writing checks for a week or two after I get home on May 18. If you need your check expedited, please note this on your form.

**Evaluation Form** - Please take a few minutes to complete this or email your comments to me

after you get home. But don't wait until the conference is a distant memory! Your feedback is needed and appreciated.

**Unconsigning Books** - Pick up your consignment form from the Book Table. Collect your unsold books. Enter pertinent information on consignment form. Sign it and return it to the Book Table. (This process is sometimes done at the Appointment Desk.) If needed, we will ship your books home and deduct the cost from your payment.

**CD(s) of Your Workshop or Continuing Session** - Please pick up your free CD(s) before you leave.

### How to Reach Us

Marlene 484-991-8581 (home)  
267-436-2503 (cell)

*Note: Please use my home phone pre- and post-conference.*  
[mbagnul@aol.com](mailto:mbagnul@aol.com)

Marlene's Assistant  
Margie Vawter 303-981-1487  
[mvawter@writehisanswer.com](mailto:mvawter@writehisanswer.com)

Bookstore Manager / Registrar / Appointment Coordinator  
Barb Haley 210-887-9537  
[haleybarb@yahoo.com](mailto:haleybarb@yahoo.com)

Appointment Desk Co-Captains  
Ava Pennington 772-349-8599  
Marti Pieper 352-409-3136

On Campus Transportation  
Tom Pieper 352-435-5586  
Eric Sprinkle 719-322-6922

Conference Office, East Lobby Ruesch Auditorium  
(beginning Monday around 4:00 pm)  
970-586-3341 x 1164

*Father, thank You, in advance, for all You're going to do  
in and through this year's conference.  
I especially pray that you will bless each faculty and staff member  
in special and unexpected ways.*