West Virginia Writers, Inc.
P.O. Box 6, Salem, WV 26246.

Annual Writers Conference
INTERNSHIP INFORMATION

Thank you for your interest in the West Virginia Writers, Inc. Summer Writing Conference internship. West Virginia Writers, Inc. is the largest writers resource and service organization serving literary interests in West Virginia. This year we celebrate 40 years of service to our members!

Our Annual Writers Conference is held the second weekend in June at Cedar Lakes Conference Center in Ripley, WV. **This year's conference dates are June 9-11, 2017. Interns are requested to arrive the night before, on Thursday, June 8th,** in order to complete check-in, meet conference planners, and assist with set-up. After you've checked into your room, please meet with Eliot Parker, Sandy Tritt or Steve Goff in the Holt Lodge Conference Room for further instruction.

Interns have a wonderful opportunity to work one-on-one with literary talent from across the state and the nation. Our Annual Writers Conference is held in a casual setting with encouraging, inspirational instructors and the warm, friendly members of WV Writers. This provides interns with the chance to network, gain one-on-one advice, and learn from published poets, authors, and literary agents. Informal, informative discussions abound!

The WV Writers Annual Writers Conference includes three days of writing workshops in all genres, including poetry, fiction, non-fiction, children's writing, the business of writing, and more. Interns will have an opportunity to choose which workshops they would like to attend, with a final workshop and work schedule being assigned to interns. We select a minimum of four interns each year who work alongside conference planners and presenters, making sure everyone can attend their fair share of workshops.

Interns may participate in the annual West Virginia Writers competition in any category, in the People's Choice competitions for both Prose and Poetry, by bringing a poem or short (3-minute) piece of prose to read aloud. Interns may also participate in the Writers' Wall writing display and competition, by bringing a one-page poem or prose piece to display on the wall. Prizes in People's Choice and Writer's Wall competitions are awarded by popular vote. (Names should not be affixed to Writers' Wall contest submissions.)

The three-day event also includes many social activities, including nightly entertainment (plays, live music, etc.) and a nightly bonfire, rain permitting. All meals, with the exception of the Saturday night Awards Banquet, are informal, allowing ample time for discussions with other writers, poets, and instructors.

Dress for the Conference is camp-style casual. Jeans, shorts, tee-shirts, and sweatshirts are common. Wear comfortable shoes for walking. Be sure to pack sweaters for cool nights by the bonfire. Layering is recommended, as classroom temperatures vary. Attire for the Saturday night Awards Banquet is less informal, with business attire (slacks, dresses, polo shirts, and some ties) prevailing.

You may view a map of Cedar Lakes at www.cedarlakes.com. You can learn more about West Virginia Writers, Inc. and our Annual Writers Conference, including a list of workshop presenters, at www.wvwriters.org. If you have any additional questions, please contact Eliot Parker at eliotp@hotmail.com.

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APPLICATION FOR INTERNSHIP

Please complete the following and submit all attachments via email to eliotp@hotmail.com no later than **Sunday, April 30, 2017**. Please indicate the internship in the subject line. Completed application does not guarantee award of internship.

Student Name: _____

University: _____

University Sponsor: _____
(University contact in support of intern applicant)

Sponsor Phone and Email: _____

Student Phone and Email: _____

Student Address:_____

Submit for Consideration:

One page writing sample: fiction, non-fiction, poetry, or essay.
Personal biography (tell us why you want to attend our Annual Writing Conference, your writing interests, and something interesting about yourself. Be creative!)

Written recommendation by your University Sponsor (student advisor, English professor, or internship/career services director).

Completed forms: Internship Agreement and Application for Internship

Award of Internship:

Internships will be awarded based on quality and number of submissions received. Internship awards will be announced via email and/or telephone **no later than Monday, May 15, 2017**. Interns must accept or reject award at that time.

Alternate "Runner-Up" awards may be offered to qualified applicants. Runner-up intern awards will include free conference registration and one year's membership to West Virginia Writers, Inc. Room and board **will not be included** for runner-up awards, and must be paid by the student or University. Universities are also encouraged to offer and award their own student-writer internships to the WV Writers Annual Spring Conference at University expense.

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INTERNSHIP AGREEMENT
West Virginia Writers, Inc. Annual Writers Conference

West Virginia Writers, Inc. (WVW) Responsibilities to Internship Recipient:

- Provide lodging for intern for up to three (3) nights at Cedar Lakes Conference Center in Ripley, WV, (Thursday, Friday, and Saturday nights).
- Provide meals for intern, (breakfast, lunch, and dinner, including Saturday's Awards Banquet Dinner), during the period of the WVW Annual Writers Conference.
- Waive conference registration/attendance fee of $140.00.
- Provide intern with one (1) year free membership in West Virginia Writers, Inc., valid July 1, 2017 – June 30, 2018.

West Virginia Writers, Inc. (WVW) Responsibilities to Runner-up Internship Recipient:

- Waive conference registration/attendance fee of $140.00.
- Provide intern with one (1) year free membership in West Virginia Writers, Inc., valid July 1, 2017 – June 30, 2018.

Intern and Runner-Up Intern Responsibilities:

- Thursday evening arrival by 6:00 pm is recommended and preferred.
- Attend Thursday night conference set-up planning in Holt Lodge Conference Room.
- Assist with set-up and tear-down of booths and tables in Assembly Hall.
- Assist conference leaders with various duties as requested, including, but not limited to, presentation of awards at banquet, silent auction, conference registration assistance, assistant bookstore clerk, and registration of poetry and prose contestants.
- Assist workshop presenters/authors with various duties as requested, such as photocopying, and passing out workshop materials.
- Transportation to and from Conference. (Carpooling may be arranged with a WVW member from your area, but is not guaranteed.)
- Have FUN!

Agreed to by:

West Virginia Writers, Inc. _____ _____
Sponsoring University

And its representatives:

Eliot Parker _____ _____
Internship Coordinator University Intern Sponsor

_____ _____
Signature Signature

Date:_____ Date:_____

_____ _____
Student (Intern) Name Student (Intern) Signature

Date:_____

This program is presented with financial assistance from the WV Division of Culture and History, and the National Endowment for the Arts, with approval from the WV Commission on the Arts.