

## **NANPA Portfolio and Editorial Review Confirmation Letter January 21<sup>st</sup> to January 24, 2004**

**MAKE SURE TO CHECK THE NANPA WEB SITE FOR CONTINUE UPDATES ON REVIEWERS!**

Please contact the NANPA office if you have not received your personalized schedule yet.

You have been registered for the Review(s) listed above. Portfolio Reviews are 20-minute sessions and Editorial Reviews are 30-minute sessions. Please show up 10 minutes early to check in at the Review registration desk inside the review room. For most reviewers you will receive a reviewer evaluation form when you sign in. You will be requested to fill out the evaluation form after each review and place the form in the box at the door.

Please note: Review check-in is **ONLY** in the Review room, **NOT** at NANPA's main registration desk. . Please see your on-site program for location of the Review room.

If you are signed up for more than one review, we've tried to schedule your reviews with extra time in between to avoid time lag on the next review. It was not always possible to schedule extra time; in those cases please try to get to your next review as quickly as possible to avoid overlapping with someone else's session.

**Portfolio Reviews:** Bring a portfolio of about 100 images. Color transparencies in any format and/or color or black and white prints are recommended; transparencies should be inserted into 20-slot plastic sleeves for easy viewing. Images should be fully captioned with species name, scientific name (if known), behavior (if any), and location, and marked if captive or digitally altered. No negatives or contact sheets. Digital images must be viewable on your own battery-operated laptop computer.

**Editorial Reviews:** Book: Bring a proposal/query letter (1 page) to include: subject, outline or structure, audience, relevance and reason for publishing; two sample chapter outlines and a half page of text (up to 300 words); design ideas in a nutshell; 20-40 images to illustrate the proposal (consider grouping 4 per page to show how images can support chapter ideas). Magazine: Bring a proposal/query letter (1 page) to include: thorough outline including statement of relevance and reason for publishing; introductory paragraphs (up to 300 words); 20-40 images to illustrate the proposal; suggestions for a writer if the photographer is not writing.

Once scheduled, there will be a \$10 processing fee for each change. **Schedule changes** after January 5, 2004, will **ONLY** be accepted on-site. Cancellations received by January 5, 2004 will be issued a refund less a \$20 cancellation fee. There will be no refunds for cancellations received after January 5, 2004.

If you have a conflict with the time you are scheduled or would like to make any other changes please contact Pat Dins at the NANPA office right away at 303-422-8527 or e-mail [info@nanpa.org](mailto:info@nanpa.org) or [pdins@nanpa.org](mailto:pdins@nanpa.org). If you have questions about the Review process itself please contact Nancy Carrizales at [nancy@animalsanimals.com](mailto:nancy@animalsanimals.com) or Juli Wilcox at [jwilcox@willinet.net](mailto:jwilcox@willinet.net).

Thank You!

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