

## Workshop and Lecture Information

### Like to hire me? It's very simple...

- Email me at [nancy@nancyprince.com](mailto:nancy@nancyprince.com)
- Include your guild name in the subject line – this is very helpful for me
- List the proposed dates for the workshop/lecture
- Upon receipt of your email, I will attach a contract to an email for your purview and let you know what date works for my schedule
- Indicate whether the interest for a workshop/lecture if for on-site or virtual

### Pertinent Information for Zoom Virtual Workshops

- Workshop size is limited to 20 students
- Workshop kit is required and can be purchased on Nancy's website
- Workshop kit should be ordered 7 days before the scheduled workshop
- Workshops will be conducted Live online on Zoom
- No recording or screen sharing is allowed
- Virtual workshops are copyright protected
- Guild will initiate the workshop making me host
- Opening the Zoom Waiting Room 30 minutes before scheduled workshop is recommended
- Workshops can be stand-alone events or combined with a lecture
- Virtual workshops, Supply Lists, Purchasing Workshop Kit, Preparing for the Workshop and two recommended videos can be found at this link - <http://nancyprince.com/workshop-lectures/virtual>

### Pertinent Information for Zoom Virtual Lectures

- Lecture shall be set up, operated and monitored by the Guild; I will be made co-host for the lecture
- Guild will email me the Zoom link for the lecture 5-7 days before the lecture
- Lectures will be Live
- Guild representative and I will meet via Zoom a few days before the lecture to assure the lecture runs smoothly
- Lecture is copyright protected
- Lecture can be a stand-alone event or combined with a workshop
- Guild will determine audience size
- Audience participants can ask questions through a guild moderator
- Lectures can be found at the bottom of the page at this link - <http://nancyprince.com/workshop-lectures/virtual>