



**Proposal for Exhibition**

Name:

Email:

Phone:

Status:  Faculty  Student  Staff  Other

Department (if applicable):

Course (if applicable):

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Venue:

LINK Mediawall (tilewall display)  Traditional Mediawall

Type of Exhibition:

(LINK Mediawall)

Still Image/Slideshow  Video/Animation  Custom Application

(Traditional Mediawall)

Framed Material  Matted Posters  Other

Proposed dates/length of exhibition:

Exhibition Description (see next page for description requirements)(attach additional materials as necessary):



### Requirements for Exhibition Description

The preliminary exhibition proposal should include a detailed textual description of the project. The proposal should mention any special technical or exhibition requirements, and describe the thematic content of the exhibit. If the exhibit is intended as a component of a course, the instructor should include the course syllabus along with the proposal.

Whenever possible, sample media (videos, stills, applications, etc.) and/or storyboard and configuration sketches should be included with the proposal. Provide the scope/number of works. It is understood that this is not always possible, due to the nature or current development stage of the exhibit. If the exhibit is approved, there will be a final review process, in advance of exhibition.

### Project Evaluation Policy

The types of projects considered will primarily relate to teaching, learning or research at Duke, or be artistic, experimental or educational in nature. The Mediawalls are not intended to be used for marketing purposes, nor as a bulletin-board type venue.

The LINK Mediawall content group will evaluate the merits of a particular project. Submitters will be contacted regarding the receipt and completeness of their proposal within two weeks. The LINK Mediawall content group meets at least once a semester to evaluate all submitted projects and prepare an exhibition schedule. Depending upon the complexity and completeness of the exhibit, approval may be granted on more rapid basis.

The walls are normally scheduled semester by semester. Exhibits are shown for a minimum of three weeks, with a maximum length of one semester. Exceptions for a one-time special event or a lengthier exhibition will be made on a case-by-case basis.

Exhibitors are responsible for producing professional looking materials and media. For technically complex exhibits, help may be available to shepherd the project and provide technical expertise. See wiki for technical requirements for tiled-wall display - <https://wiki.duke.edu/display/LMW/Developers> (netID required)

For traditional media exhibits, exhibitors will be responsible for mounting and taking down the exhibits, with help from Mediawall staff. The materials must be suitable for hanging, either backed with a solid material (such as foam core) or placed in frames.

Prior to exhibit, exhibitors will be responsible for producing a short statement describing the project (a paragraph is usually sufficient).

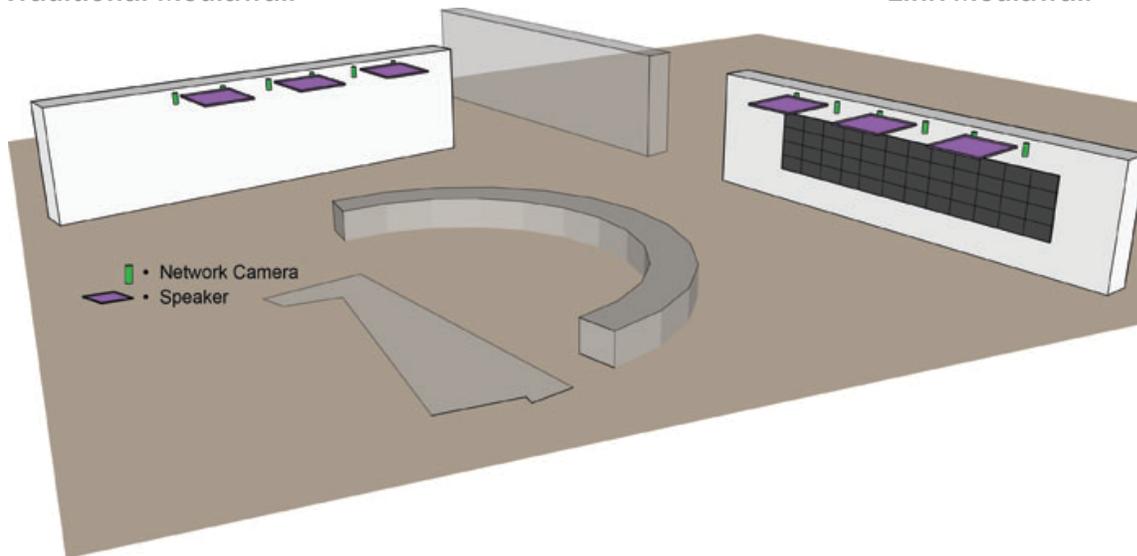
Please feel free to contact us with any questions or clarifications at [mediawall@duke.edu](mailto:mediawall@duke.edu).



**Diagram of Mediawalls:**

Traditional Mediawall

Link Mediawall



**Sketch of Traditional Mediawall exhibit layout (16' wide x 8' high):**



*(standard mounting height centerline - 59")*

**Sketch of LINK Mediawall tilewall exhibit layout (19'-10" wide x 4'-4" high):**

