

## Welcome

### **Pen to Paper**

*A retreat focused on preparing scholars to publish their community engaged work.*

Pen to Paper 2018 is presented by Indiana Campus Compact in partnership with Washington Campus Compact and the University of Washington at Bothell and Seattle.

Pen to Paper welcomes faculty, professional staff, graduate students, and community partners who are working on journal manuscripts related to service- and community-engagement. Each year attendance is intentionally kept to a minimum in order to foster personal connections between participants and their journal editors and senior faculty coaches.

**More information on *Pen to Paper* is available on the [Indiana Campus Compact Pen to Paper website](#).**

Download a PDF of the registration questions [here](#).

For more information, please visit the [Indiana Campus Compact Pen to Paper website](#) or contact Laura Weaver, director of programs and member development with Indiana Campus Compact at [weaverla@iupui.edu](mailto:weaverla@iupui.edu) or (317) 274-6504.

**Before you finish** your registration, please note that your registration payment will be processed through the Indiana University Office of Conference and Event Registrations. **You will be required to process your payment at the time of registration** (using the link at the end of the registration). **Please have a credit card ready.**

**This is only a PREVIEW. All participants MUST register via the link at:  
<http://indianacampuscompact.org/pen-to-paper/>**

## Participant Information

*Required information is marked with an asterisk (\*).*

**\* 1. Institution / Organization**

**\* 2. Participant Information**

Title (Dr. / Mx. / Ind.)

First Name

Last Name

Professional Title

Email Address

Phone (for contact while traveling)

Address

Address 2

City

State / Province

Zip / Postal Code

Country

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\* 3. My main role at my institution/organization is:

- Graduate Student (please specify your focus area below)
- Professional Staff (please specify your department below)
- Faculty Member (please specify your department / discipline below)
- Senior Administrator (Department Chair or above; please specify your organizational unit below)
- Community Partner Representative / Community Member
- Editor
- Retreat Facilitator
- Other (please specify below)

Please enter comments below:

\* 4. How would you like your name to appear on your name badge?

*Name badges will display first and last names, and appear exactly as you input it below.*

\* 5. Please acknowledge that you have read and understand the [Indiana Campus Compact Terms of Service](#).

Date

\* 6. Emergency Contact

Name

Relationship

Phone

Email Address

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## Registration Rates & Lodging

### 2018 Pen to Paper Registration Rates

Campus Compact Partner Institution: \$650.00

- This event is only open to individuals from Campus Compact partner institutions
- Not sure if your institution is a Campus Compact partner institution? Check here.

All registration rates include the following:

- Overnight accommodations for Sunday and Monday, August 26-27, 2018
- Meals beginning with lunch on Sunday, August 26, 2018 and continuing through lunch on Tuesday, August 28, 2018 (7 meals & accompanying light snacks)
- 2 and 1/2 days of programming and relevant resources for the Pen to Paper Writing Retreat

### **Registration Payments**

Registration payments will be processed through the Indiana University Office of Conference and Event Registrations. **You will be required to use the link at the end of this registration to process your payment. Please have a credit card ready.**

- Due to the limited participant availability for this event, refunds will **not be** allowed. However, if you find that you are unable to attend and would like to transfer your registration to another individual at your institution, you may do so until Friday, August 10, 2018. To make a participant transfer, please contact Laura Weaver at [weaverla@iupui.edu](mailto:weaverla@iupui.edu).

### **Payment Questions**

If you have questions regarding the payment process for the Pen to Paper Writing Retreat, please contact IU Conferences at [confreg@indiana.edu](mailto:confreg@indiana.edu) or (812) 855-6922 during normal business hours (M-F, 8:00 am - 4:30 p.m. EST).

\* 7. Please select your registration category below:

- Campus Compact Partner Registration (\$650)
- Editor Registration
- Retreat Facilitator Registration

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### Retreat Lodging

Overnight accommodations for all Retreat participants will be secured at the [Dumas Bay Centre](#). **Registered participants do not need to contact the Retreat center to confirm their registration.** The information below is for your information only.

#### Dumas Bay Centre

3200 SW Dash Point Road  
Federal Way, WA 98023

### Additional Overnight Accommodations

A limited number of additional pre-Retreat overnight accommodations are available for participants arriving on Saturday, August 25, 2018. These rooms are available on a first-come, first-serve basis.

- Overnight Accommodation for Saturday, August 25, 2018: \$100.00

### Travel Information

Participants are responsible for transportation to and from Dumas Bay Centre at the beginning of the retreat on Sunday, August 26, 2018 and the end of the Retreat on Tuesday, August, 28, 2018.

2018 Pen to Paper Retreat participants need to arrive at the Dumas Bay Centre between 11:00 a.m. and 12:00 p.m. (PST) on Sunday, August 26, 2018.

More information on Retreat logistics is available on the [Pen to Paper website](#).

\* 8. I require additional over night accommodations for Saturday, August 25, 2018.

*Reminder: Participants that require additional overnight accommodations will be charged an additional \$100.00.*

- YES, I require accommodations for Saturday, August 25, 2018
- NO, I do not require accommodations for Saturday, August 25, 2018

9. Please indicate any dietary health restrictions below.

- Gluten Free
- Vegan
- Vegetarian
- Lactose Free
- Food Allergies (please describe)

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10. If you require any accommodations, please indicate those below.

- Large print documents/materials
- Wheelchair access
- Orientation to facility
- Accessible overnight accommodations
- Other (please specify)

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## Participant Registration

As part of Pen to Paper, you will collaborate with colleagues in small learning communities. Your responses to the following questions will help with the forming of these groups.

\* 11. Based on the options below, please indicate where you are in the writing process.

- Ready to Write** -- My research almost is / is complete and I have a writing plan, but I have not yet begun the writing process.
- Ready to Publish** -- I have a nearly completed / completed manuscript.

\* 12. Please indicate below your top 3 goals / learning interests for the Pen to Paper Writing Retreat.

For instance, *What are the understandings or practices you'd like to learn? What do you hope Pen to Paper can do for you?*

1.

2.

3.

\* 13. Have you already published in peer-reviewed journals?

- Yes
- No
- Currently in process

14. How experienced are you in writing about your community engaged scholarship?

Not at all experienced

Very experienced

☆ ☆ ☆ ☆ ☆

15. How comfortable are you writing about your community engaged scholarship?

Not at all comfortable

Very comfortable

☆ ☆ ☆ ☆ ☆

16. How many years have you been conducting/involving in research related to service-learning and/or community engagement?

- 2 years or less
- more than 2 years, but less than 4 years
- more than 4 years, but less than 8 years
- 8 years or more

17. I also primarily focus on the \_\_\_\_\_ of service-learning/community engagement activities. (select all the apply)

- institutionalization
- practical application
- program design

18. Please indicate how familiar you are with each research methodology.

	Not At All Familiar	Familiar	Extremely Familiar
Quantitative	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Qualitative	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Mixed Methods	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Other (please specify)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Specify "other" methodology below:

19. Please indicate how frequently you use each research methodology.

	Never	Occasionally / Sometimes	Almost Every Time	Every Time
Quantitative	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Qualitative	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Mixed Methods	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Other (please specify)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Specify "other" methodology below:



## Ready to Write Participants

### Congratulations! You're Ready to Write

As part of the registration process, you are required to submit responses to the following questions. You can either submit your responses now or email the responses to Laura Weaver, at [weaverla@iupui.edu](mailto:weaverla@iupui.edu) no later than Friday, August 10, 2018. Please be sure to include your name and reference Pen to Paper Registration in the email subject.

20. Please submit a brief summary (300 word maximum) of your proposed research project / program / topic.

21. Please submit a brief statement (500 words maximum) describing your experience with service-learning and/or community engagement to date.

22. If you prefer, you may upload a document that includes these statements. Please include your name and institution / organization, as well as the answers to both prompts.

Choose File

No file chosen

\* 23. I acknowledge the additional registration requirements.

- Yes, I **will be submitting** my registration requirements via email to Laura Weaver at [weaverla@iupui.edu](mailto:weaverla@iupui.edu) no later than Friday, August 10, 2018.
- Yes, I **have submitted** my registration requirements now.

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Ready to Publish Participants

## Congratulations! You're Ready to Publish

As part of the registration process, you are required to submit responses to the following questions. You can either submit your responses now or email the responses to Laura Weaver, at [weaverla@iupui.edu](mailto:weaverla@iupui.edu) no later than Friday, August 10, 2018. Please be sure to include your name and reference Pen to Paper Registration in the email subject.

24. Please submit a brief abstract / summary (300-500 words) of your manuscript.

25. Please submit a brief statement (500 words maximum) describing your experience with service-learning and/or community engagement to date.

26. If you prefer, you may upload a document that includes these statements. Please include your name and institution / organization, as well as the answers to both prompts.

Choose File

No file chosen

\* 27. I acknowledge the additional registration requirements.

- Yes, I **will be submitting** my registration requirements via email to Laura Weaver at [weaverla@iupui.edu](mailto:weaverla@iupui.edu) no later than Friday, August 10, 2018.
- Yes, I **have submitted** my registration requirements now.

28. How did you hear about the Pen to Paper Writing Retreat? (check all that apply)

- A colleague on my campus
- A colleague on another campus
- Campus Compact staff member (please indicate which state Compact)
- Campus Compact newsletter (please indicate which state Compact)
- The Pen to Paper website
- University of Washington email / event promotion
- An email / promotional information from a sponsoring publishing outlet (please indicate which journal)
- Other (please specify)

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Thank You!

Thank you for registering for the Pen to Paper Writing Retreat to be held August 26-28, 2018 at Dumas Bay Centre outside Seattle, WA.

**To submit your registration, you must click 'DONE' at the bottom of the page, at which point you will be directed to the payment system to finalize and process your registration payment. Be sure to have a credit card ready!**

All payments will be processed through the Indiana University Office of Conference and Event Registrations. If you have questions on the payment process please contact IU Conferences at [confreg@indiana.edu](mailto:confreg@indiana.edu) or at (812) 855-6922 during normal business hours (M-F, 8:00 a.m. to 4:30 p.m. EST).

As a reminder, if you did not include the additional required registration information now, it must be emailed to Laura Weaver at [weaverla@iupui.edu](mailto:weaverla@iupui.edu) by Friday, August 10, 2018 for your registration to be considered complete. Please include your name and reference "Pen to Paper Registration" in the subject line. You can expect a registration confirmation email by July 27, 2018.

If you have any further questions or concerns please visit the [Indiana Campus Compact Pen to Paper webpage](#).