

2012 CAVE CANEM RETREAT APPLICATION

DEADLINE TO APPLY: January 15, 2012.
No submissions accepted before December 1, 2011.
APPLICATION FEE: \$10

Note: Returning fellows need not apply. Visit cavecanempoets.org/retreat for registration information.

ELECTRONIC NOTIFICATION OF ADMISSION RESULTS BY May 10, 2012.

Accepted applicants: A deposit of \$50-\$150 will be due by May 25, 2012, in order to secure your place.

**Please read these guidelines carefully.
Submissions that do not meet the requirements below will not be considered.**

APPLICATION GUIDELINES

One application per candidate. You are urged not to wait until the last day to apply in case you need help submitting.

QUESTIONS?

Call Camille Rankine, 718.858.0000
Monday-Thursday, 12 – 6 pm

- Use the online [Cave Canem Submissions Manager](#).
- Upload your submission as a single .doc or .rft document, comprising a one-page cover letter (Page 1) and 6-8 pages of poems (Pages 2-9). Format as follows:
 1. **Cover letter**, Page 1: Include your full name, address, email address and telephone number. Write a maximum of 500 words explaining why you wish to attend and what you expect to accomplish.
 2. **Six-eight pages of poems**, Pages 2-9: Your name and the title of your poem must appear on every page. Only one poem per page is permitted, though you may submit multiple-paged poems, with the title appearing on every page.
 3. **Insert hard page breaks between every page.**
 4. **Paginate your document.** (Example: Page 2 of 8.) Your cover letter is Page 1.
 5. **Use legible, 11-to-12-point font**
 6. **Enter payment information for \$10 application fee.** You will be redirected to PayPal to complete your payment. Applications submitted without application fee will not be considered.

Inserting Page Breaks with Microsoft Word:

1. Select "Insert" on your menu bar.
2. On the Insert menu, select "Break."
3. Select "Page Break" from the menu of Break Types.