



# ISTANBUL FOUNDATION FOR CULTURE AND ARTS

Istanbul

March 13, 1992

Department :

Reference : Ist. Biennial

Subject :

Ms. Lüice-De-Myttenaere  
Consul General of Belgium

Dear Ms. De-Myttenaere,

The working calendar for the Biennial has finally taken shape, and I'm writing to let you know of a number of deadlines regarding the flow of information from us to you, and of materials from you to us. Some of the questions too, which you have been asking, will, I hope, herewith be answered.

1. We would like press coverage of the Biennial in general and of the artists and curators participating in particular, to start in April both here and abroad. therefore I would like to ask you to send us,
  - a. Printed materials about your artist(s), yourself and, if applicable, your gallery, museum or institution
  - b. Publishable transparencies of the same (please include identification of work, person and/or locale of depiction for each transparency)
  - c. Let us know if you would like a press pack (our packs will be available in English and Turkish) to be submitted to a particular newspaper, magazine or journal
  - d. Curriculum vitae for your artist(s) and yourself. The CV's may be as elaborate as you wish them to be. Perhaps it is best that they be elaborate, so we can provide as much information for the press as they might be interested in having. The CV's you'll send will be used in the Biennial catalog too. So I would like to ask you to mark, on each CV you send, those items which, you find, must appear in your catalog CV.

DEADLINE: 2 MARCH 1992. Please use DHL or some other express delivery system.

2. You have either already received or are about to receive photographs of the Feshane, the space of the Biennial. In the first weeks of March, you will receive all information regarding the structural and other features

of the space.

3. As you already know, we are preparing a comprehensive Biennial catalog. However, if you wish to bring in your own publication too about your exhibition, you are certainly welcome to do so. Please let me know of your plans, and in what manner you would like your materials to be exhibited (whether they are to be part of your exhibition grounds or whether you'd like them to be displayed elsewhere, etc.).

DEADLINE for letting this office know of plans: 2 MARCH 1992.

4. Regarding your catalog essay: We have the ability to convert most computer software to our design system. If you are planning to send us your catalog essay on IBM, please also save your file in ASCII format. If you are using a Macintosh, aside from your regular word processing program, please save your file as TEXT as well. Of course, we also want hard copies.

The length of the catalog essay should not exceed 3000 words.

DEADLINE FOR CATALOG ESSAY: 18 MAY 1992.

5. Color transparencies of work to be shown in the Biennial should accompany your essay:

- a. If you are participating with a group show, we need one transparency per artist. For single artist exhibitions, there can be more.
- b. I would like to insist that the transparency be of the specific work that will be shown during the Biennial, and not of some other work by the artist. I realize that the Biennial work may not be completed by the MAY 18th deadline. In that case, I would like to ask for the transparency of the work in progress, the project, or some manifestation of the artist's conception for the Biennial.
- c. Every transparency should be accompanied by
  - the title or text of the work in the original language
  - if the original language is not English, and if you have a preferred translation for it, the English version of the text or title
  - dimensions of the work
  - materials information
  - "This side up" indication
  - a clear indication of which set of information goes with which transparency and artist name

DEADLINE: 18 MAY 1992

6. Since the graphic design of Biennial materials will be done by us and will be uniform, we will be responsible for fabricating text panels or captions too, wherever applicable. Text panels will be exhibited in Turkish and English. If the original language of the text is not English, and if you prefer to do your own translation into English, please do so. Otherwise, send us the original language.

DEADLINE for panel text: 1 JUNE 1992.

7. We are planning to include in the catalog a very limited number of announcements of select art galleries and events, and would appreciate to hear of your suggestions as to which galleries or organizations familiar to you would be interested. This invitation certainly includes your gallery or museum. Please let us know your plans and suggestions.

If for some reason you are not able to meet any of the deadlines above let us know in advance.

Sincerely,

A handwritten signature in blue ink, appearing to read 'V. Kortun', with a long, sweeping underline.

Vasif K. Kortun  
Director,  
International Istanbul Biennial