**CMS [Chapter Name] Conference**

**Month xx–xx, 20xx**

**Conference Location**

**City, State**

**– CALL FOR COMPOSITIONS –**

**Submission Deadline: 12 noon Mountain Time on xxxxday, September xx, 20xx**

The xxxxx chapter of The College Music Society will hold its xxth Conference [Month] xx–xx, 20xx, at [Conference Location] in [City], [State].

The Program Committee welcomes submissions of original works to be performed during one or more special concerts during the conference. Composers must either perform their own works, provide their own performer(s), or submit pieces for the following volunteer performers/ensembles: [List of Provided Instrumentation]. The Committee solicits the broadest representation of our profession and its interests and welcomes submissions from all including those (a) in academia (full-time and adjunct faculty, community college faculty, students, and retired faculty), (b) in the music industry, and (c) active as independent musicians and scholars.

**CONSIDERATIONS**

• Proposed works must be 10 minutes or less in duration.

• Composers who will provide their own performers must communicate with their performers **prior to**

 **submission**, regarding their interest and availability. Proposals which do not list all performers will

 be deemed incomplete and will not be considered.

• Composers may wish to refer to the online [CMS Player’s Roster](http://www.music.org/index.php?option=com_rsform&view=directory&Itemid=2403) to locate performers who have

 volunteered their services for this conference.

• All composers whose work is selected for inclusion on the program are expected to register for, and

 attend, the entire conference. Performers on this concert, who may or may not be members of CMS,

 are not expected to register and attend the conference unless they wish to, but their attendance will

 be limited to the concert and any rehearsals if they do not register.

• Composers must be willing to have their works performed on any day of the conference should

 their proposal be accepted.

• The College Music Society does not fund travel expenses of accepted presenters or performers.

• Proposers must submit their own work and may not submit proposals on behalf of their students or

 others.

**ELIGIBILITY**

• Composers must be current members of The College Music Society at the time of submission. Persons

 interested in submitting a proposal should check their membership status **well in advance** of the

 submission deadline. Please note the processing time for membership applications and/or renewals is

 1–2 business days.

**PROPOSAL SUBMISSION & PARTICIPATION POLICY**

• Each member may submit a maximum of **\_\_\_** score(s) to this conference.

• Each member may submit a maximum of \_\_\_ proposal(s) to all calls for this conference.

• Each member may be added by others as a co-presenter (e.g., panelist or accompanist) to a maximum

 of \_\_\_ proposals.

• The maximum number of presentations in which a member may be involved on the conference

 program is \_\_\_. If more than two proposals involving the same member are accepted – regardless

 of whether the member submitted the proposal or was added another member’s proposal – the

 individual in question must choose in which two presentations they will participate.

**PREPARATION OF MATERIALS**

• Electronic submissions are required. Proposals sent by mail will not be considered.

• To support the blind review process, the name(s) or affiliation(s) of anyone involved in the presentation should not appear on the score or parts, in program notes, or in the file names of submitted audio samples. Proposals identifying the composer or collaborators will be disqualified. Names and affiliations may, however, appear in the “Personnel” section of the proposal and in submitted biographies, as the review committee will not have access to this part of the application.

• The College Music Society's conference submission process is powered by *Submittable*. To submit a proposal, please (1) log in to the CMS members-only website using your username and password and then (2) click the ‘Submit’ button at the bottom of this call. You will be directed to *Submittable* to complete your proposal. If you don't already have a *Submittable* account, you will be prompted to establish one. ([Click here for help using *Submittable*](http://help.submittable.com/knowledgebase/topics/11810-submitters) and to view a list of Frequently Asked Questions.)

• A complete proposal includes:

 1. The composition’s title, instrumentation, and duration, rounding up to the nearest half minute.

 2. A representation of the composition in one of the following formats:

 a. A PDF copy of the full score and individual parts (anonymous; dedications and/or commissions

 should be redacted on the score for anonymous peer review). Multi-movement scores should be merged

 into a single PDF file, as should all parts.

 b. For those works that are not represented in the score format as noted above, please provide a

 description of the conceptual framework used in the realization of the composition.

 3. An anonymous digital recording of the work (please erase the metadata that is automatically saved with

 the file). MIDI file/software-synthesis realizations are acceptable. Most audio file formats are supported

 within *Submittable*.

 4. Program notes (not to exceed 250 words).

 5. A list of required equipment (Internet connections are not guaranteed).

 6. A brief biography of the composer (not to exceed 250 words).

 7. Name of the performing ensemble, if applicable.

 8. Performer biographies:

 a. If the work will be presented by a named ensemble, a biography of ensemble must be included (not to

 exceed 250 words). Ensemble biographies may briefly address the achievements of each ensemble

 member; however, separate biographies of each individual performer are not requested in this case.

 b. If the work will not be presented by a named ensemble, biographies of individual performers should

 be included (not to exceed 250 words per person).

 9. Contact details for all performers, including an email address, mailing address, and phone number for

 each person, as well as an institutional affiliation, if applicable.

• Submissions that do not conform to the above guidelines will not be considered.

**TIMELINE**

• Proposals must be submitted by **12 noon Mountain Time on xxxxday, September xx, 20xx.**

• Proposers will be notified by xxxxday, October xx, 20xx.

**QUESTIONS?**

Questions regarding this call should be directed to:

[name] (will contain hyperlink to email address)

Program Chair, 20xx CMS-[Chapter Name] Conference

**Submission Link:**

[CMS will insert link]