**CMS [Chapter Name] Conference**

**Month xx–xx, 20xx**

**Conference Location**

**City, State**

**– CALL FOR ORAL & POSTER PRESENTATIONS –**

**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 proposals for demonstrations, discussion forums, panels, scholarly research papers, posters, and workshops relating to all aspects of music creation, performance, scholarship, teaching, learning, career considerations, and other areas of interest to the music professional. The Committee invites the broadest representation from the music profession and its interests, and welcomes proposals from students, faculty, retirees, and independent musicians from all educational and professional settings.

The Program Committee particularly encourages, and will give priority to, proposals that:

 (a) [insert conference themes, topics of interest, or other relevant details]

 (b) [insert conference themes, topics of interest, or other relevant details]

 (c) [insert conference themes, topics of interest, or other relevant details]

**CONSIDERATIONS**

• *Demonstrations* enable conference attendees to learn about methods, resources, or tools, and differ from workshops in that they are not interactive. Demonstrations are limited to 25 minutes.

• *Discussion Forums* create a venue for attendees to interact and discuss specific topics related to the profession. While moderated, most of the information and knowledge sharing is generated by the audience rather than the presenter. Forums are less formal than speaker-led presentations. Forums are typically 55 minutes.

• *Panels* provide an opportunity to examine a topic in depth. A panel comprises at least two panelists and is facilitated by a moderator. The moderator may either engage panelists with curated questions or may provide initial remarks before inviting each panelist to share their perspective within a pre-established time frame. Panels might conclude with an audience Q&A session, a summation of key points, and acknowledgements. Panels are typically 55 minutes.

• *Papers* are 25-minute presentations of research or a significant discovery. These are spoken presentations but may include audiovisual elements and/or time for Q&A.

• *Posters* present an idea or project via a compelling visual display. Time will be scheduled during the conference for poster presenters to interact with attendees regarding their research.

• *Workshops* enable conference attendees to learn about specific methods, tools, resources, or projects through hands-on interaction, and are generally designed to teach something or develop a specific skill, or set of skills, rather than present original research.

• **Prior to submission**, proposers must communicate with all co-presenters regarding their interest and availability. Proposals not listing all participants will be deemed incomplete and will not be considered.

• All persons whose work is selected for inclusion on the program are expected to register for and attend the full conference. If the proposal is accepted, proposers will be asked to communicate with all participants in the presentation to ensure their registration by the end of the calendar year. At its discretion, the Program Committee may exempt from the membership and registration fee requirements specific individuals, such as invited speakers or guest panelists who are non-music professionals. It is the responsibility of the individual who submits the proposal to, upon acceptance, make conference planners aware of all non-music professionals involved in their presentation and to request such an exemption.

• Proposers agree to present on any day of the conference should their proposal be accepted.

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

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

• Proposals of a commercial nature that promote products or services will not be considered.

**ELIGIBILITY**

• The Primary proposer must be a current member of The College Music Society. 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.

• It is not necessary for co-presenters to be current members at the time of submission; however, if invited to the program, every person involved in the presentation must join CMS.

**PROPOSAL SUBMISSION & PARTICIPATION POLICY**

• Each member may submit a maximum of **\_\_\_** proposal(s) in response to this Call.

• 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 in the title or abstract, nor in the file names or body of submitted supplementary materials, as submissions are evaluated anonymously. Proposals identifying the proposer or co-presenters 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 user name 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 proposal’s title.

 2. An abstract of 250 words or less. **[CMS will insert “Preparing an Abstract” advice here]**

 3. You may add up to 3 supporting materials to your proposal (optional). These might include printed music

 examples, photos, statistics, or relevant data. Do not include lengthy documents, dissertations, CVs,

 resumes, or PowerPoint presentations. Neither file names nor uploaded materials should identify the

 proposer or any collaborators.

 4. A list of required equipment and audio-visual needs.

 5. A biography of the proposer and each co-presenter, if applicable (250-word maximum per person).

6. Contact details for all personnel involved in the presentation, including an email address, mailing address,

 and phone number for each person, as well as an institutional affiliation, if applicable.

• When referencing one’s own previously published research, the proposer should refer to such research in the third person to avoid identifying themselves. For example, hypothetical proposal submitter D. Graham should write, “D. Graham’s article, ‘XYZ,’ summarizes pertinent issues,” instead of writing, “My article, ‘XYZ,’ summarizes pertinent issues.” The wording in the first example protects the anonymity of the author, while the second compromises the author’s anonymity by linking the author of the proposal to previously published work by a named author.

• 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]