On November 1, 2017 online registration changes to request details on adjudication and informal dances, teaching proposals, and additional information for conference participation.   A list of what will be asked in the online registration follows to help expedite entering information.

Your cooperation is requested in meeting all posted deadlines for submission of information. Failure to have full information from every school will delay the ability of the Conference Coordinator to schedule performance order, tech rehearsals and classes and research presentations and affects all participants.

The FACULTY REPRESENTATIVE (or Board Member serving as faculty representative) will have the opportunity to enter the following. If performance information is not yet known, enter "TBA" and provide information as soon as possible:

ACDA Membership Meeting attendance—indicate whether planning to attend

Adjudication program information, if applicable. (Must be entered in "Details" by the faculty reps.'s name.) NOTE: Adjudication information will not appear for ACDA non-member institutions. Fields include:

- TD contact information
  - TD email and phone
  - TD name(s) before and during conference
- Improvisational elements in choreography, if any
- Title
- Year Dance was Originally Choreographed
- Choreographer
- Choreographer's status (student, faculty, guest artist)
- Running Time (NOTE: 12 minute maximum)
- Sound credits (title[s] and composer[s])
  - Indicate whether any part of the sound was edited in any way
  - Indicate whether music will be performed live
    - If performed live, list musicians
    - If performed live, list musicians' status (student or non-student)
- Costume Design
- Lighting Design
- Additional Technical Credits, if any
- Prop/sets description, if any
- Additional elements, if any
- Total # of Performers
- Performers (list in alphabetical order)
- Responsibility for obtaining all rights agreement
  [NOTE: Regardless of whether you are adjudicating one or two dances, the rights agreement for two dances must be checked to continue registration.]

Informal Concert program information, if applicable. (Must be entered in "Details" by the faculty reps.'s name)

- Same as adjudication program information
    - Check conference website for time limitations for Informal Concert dances

Faculty classes or workshops/research presentation/panel or roundtable proposals for all faculty members. (Must be entered in "Details" by the appropriate faculty member's name.) Fields include:

- Teacher arrival time
- Teacher email and phone
- Letter of acknowledgment request and exact address for the letter (please request only if needed)
- Short bio (limit 100 words; please do a word count before submitting)
- Title of class or workshop
    - May offer up to three proposals
    - May offer faculty-only sessions (enter first)
    - May indicate co-taught classes
    - Brief description
    - Class level
    - Teaching needs
    - Willingness to teach class more than once
- Title of research presentation
    - Description of research
    - Room and/or tech needs
- Panel topic
    - Suggestions of panel to lead or participate in
    - Suggestions of others to participate in panel
- Maximum number of classes/presentations willing to teach during the course of the conference

Panel topic suggestions in addition to any already proposed including suggestions for panelists

Graduate student teaching proposals. (Must be entered in "Details" by appropriate student's name) Same as faculty teaching with the following exceptions:

- Faculty Rep. Recommendation to teach required
- Limited to two class proposals
- No faculty-only class proposals

Student research presentation proposals. (Must be entered in "Details" by appropriate student's name)

- Title
- Short description
- Room/tech needs

Lodging information: where will you be staying. (Must be entered in "Details" by the faculty reps.'s name)

Arrival date and time at conference. (Must be entered in "Details" by the faculty reps.'s name)

Musicians for Classes (must be entered in "Details" by musician's name):

- ACDA Membership Meeting attendance
- Short bio (limit 100 words; please do a word count before submitting)
- Types of classes preferred
- Instruments
- Email and phone
- Arrival time
- Agreement to play for classes at the conference honorarium rate.
- Teaching/presenting research with all fields listed above.

Musician/Performer (must be entered in "Details" by musician's name):

- Status (student, faculty, guest artist)
- Student Research Presentations (for students)
- Teaching/presenting research proposals

NOTE FOR TECH INFO: Download appropriate documents from the conference website (**DEADLINES/FORMS** tab) and submit by or before the posted deadlines. Failure to submit tech info by the deadline may result in having only the option of a warm or cool wash. If you are having problems with your tech info, discuss with the TD as early as possible.