



## CONFERENCE REGISTRATION IS JUST AROUND THE CORNER!!!

*Mindful Registration. . .When in doubt, BREATH and type with Lightning Speed!*

[REGISTER NOW](#)

*coming soon to a conference near you!*

September 22, 2017

Dear ACDA Members,

Time sure flies by when you think that it was 6 months ago since your regional conference. Now it is time to plan for the 2018 conferences -- what dances you are bringing, who you will be registering, what you want to teach, which faculty and students are ready to present their research, and how you will raise the money to attend. At least we know we are in good company, with hundreds of schools from 13 regions facing the same exciting decisions and challenges.

This newsletter is to update you on the information you will need. We are sending this email about registration 2 1/2 weeks before registration opens so that you are prepared. With 13 conferences, all member schools will have the opportunity for in-region priority.

Making sure you are secure on policy and procedures will help you navigate the registration waters. Below you will find a succinct list of dates and times to use as a guide for your region's conference. In addition, taking time to look over your host school's conference website will also assist you. You may discover whether or not the host will accept credit card payments; you will find the student per school registration caps, if any; and you WILL find tons of useful information including detailed registration instructions. [Some information like registration and student caps has been recently updated so check your conference site again to be sure of the numbers.]

ACDA asks that you keep the following in mind as you register for your conference:

- All previous unsettled debts to the national office or a previous conference must be cleared before registering.
- Remember that registrations are not guaranteed until payments or proof of intention to pay are received within two weeks of registering.
- Only register the number of people you are committed to bringing. A \$25.00 fee will be assessed on each cancelled registration prior to payment.
- There are not refunds on paid registrations.

Never hesitate to contact the national office with any questions or concerns you have.



## NEW POLICY AND REMINDERS

### NEW POLICY: MUSICIANS

For a trial period during 2018 and 2019, should the music or sound score be performed live, musicians may be visible to the audience whether they are students or non-students. All performers must be registered for the conference.



### REMINDER: INFORMAL PERFORMANCES

During the first three days of registration, schools and individuals may request an informal slot during online registration. After three days, the host institution will reserve slots with priority given to schools with no reserved adjudication slots. Additional slots will be given to schools with adjudication slots based on time stamp of their registration. All schools requesting slots will be informed of their status. If additional slots are available after the initial three-day request period, they will be filled on a first registered/first reserved basis.

### REMINDER: HOLDING ADJUDICATION SLOTS

To reserve adjudication slots, institutions must officially register student(s). Any adjudication registration without a corresponding school registration of student(s) will be canceled. Reserving adjudication slots does not guarantee space for registering performers. Schools are encouraged to reserve all needed registration spots with initial registration.

## REGISTRATION TIMELINE

**Registration opening times indicated below are in the  
*time zone of the host university.***

**Wednesday, October 11, 2017**

Registration opens at 9:00AM for in-region ACDA members

### Wednesday, October 18, 2017

Registration opens for all ACDA members.

Note that times are different across the country.

Pacific Time Conferences: 9:00 AM

Mountain time Conferences: 10:00 AM

Central Time Conferences: 11:00 AM

Eastern Time Conferences: 12:00 PM

### Wednesday, October 25, 2017

Student registrant caps per school, if any, are lifted at 9:00AM

### Wednesday, November 1, 2017:

Open Registration begins at 9:00AM.

Includes ACDA members, Non-Members, and any schools registering for a second conference.

## INVITATION CODES

All member schools should receive an email with a regional invitation code for your regional conference only by **October 9th**.

All member schools should receive an email with a national invitation code for all conferences by **October 16th**.

Please contact the [ACDA national office](#) if you are a current ACDA member and do not receive an email with the appropriate invitation code by the stated dates or if you are in the process of becoming a member.

### ***Save yourself aggravation when you register:***

**DO** CHECK CONFERENCE STUDENT REGISTRATION CAPS

**DO** START A *NEW* REGISTRATION--EVERY YEAR

**PASSWORDS:**

**DO** CREATE A *NEW* PASSWORDS--EVERY YEAR

**DO** CREATE A *NEW* PASSWORD FOR THE FACULTY REP ONLY

**DO** CREATE A *PASSWORD FOR THE GROUP THAT IS DIFFERENT THAN THE FACULTY REP'S*

**DO NOT** USE AN OLD PASSWORD TO START YOUR REGISTRATION

*(Trust us. You'll be happier if you follow these guidelines)*

Take the time to read through registration instructions prior to registration start time. Instructions are available for download on every conference website.

ADCA fosters a community and culture of diverse and creative humans.

*Anyone can appear beautiful from afar. The real test of character is how you are to those nearest to you. Good character means that the closer someone comes to you, the more beautiful you are.*

Yasmin Mogahed

For Information about the 2018 ACDA Regional Conferences

Visit our website

For information about jobs and internships

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[Have newsletter ideas/suggestions? Send Debra an email.](#)