



**Registration Instructions
For 2023 National College Dance Festival**

**Preparing to Submit Detailed Program,
Teaching & Additional Information
Facilitating Step Two of Festival Registration**

Introduction

Note: Cvent will time out after 60 minutes.

If you have a large group, we strongly recommend preparing your answers in advance of reentering your registration.

In addition to basic registrant information, online registration collects details on Gala Concert and informal dances, teaching and research proposals, and additional information for Festival participation. A list of what will be asked in the online registration follows to help prepare information in advance and expedite entering information.

Your cooperation is requested in meeting all posted deadlines for submission of information. Without full information from every school and individual, the Festival Coordinator cannot schedule performance order, tech rehearsals and classes and research presentations. Delayed

schedules affect all participants. The importance of honoring all deadlines cannot be overemphasized.

The Faculty Representative (or Board Member serving as Faculty Representative) will enter information for their group.

The Faculty Representative should enter emails addresses for all faculty and musicians in their group.

If any information is not yet known, enter “TBA” and provide information as soon as possible and no later than the posted deadline.

Registration Questions for All Groups, Individuals & Musicians

- Group Arrival/Departure Times
- ACDA Membership Meeting Attendance
 - Indicate whether group members are planning to attend on the **More Sign-Ups** page.
- Request for Accommodations
 - This will appear on every person’s registration.

National Festival Gala Concert Program & Technical Information

Note: The Gala Concert Program Information page will not appear for ACDA Non-Member Institutions or Individuals or Musicians for Classes registering on their own.

Gala Concert Program Information

Registration Fields:

- Are you ready to fill out program information?
 - “Yes, I am ready to fill out program information for dance #1/#2”
 - When clicking “yes,” questions listed below regarding program information will appear.
 - “No, I am not ready to fill out program information”
 - If clicking “no,” please return before the stated deadline to enter program information
- Title
- Year Originally Choreographed
- Choreographer
- Choreographer’s Status (student, faculty, guest artist)
- **NEW FOR 2023:** Production Effects: Does the dance contain any of the following? Note: the following effects may not be available at this Festival.
 - None
 - Strobing lights
 - Flashes of Light
 - Smoke/Fog
 - Loud sounds or music
 - Extended periods of sound or music

- Gunshots
- Other:
- **NEW FOR 2023:** Content Warning: Does the dance contain any of the following?
 - None
 - Rape and sexual assault
 - Abuse (physical, mental, emotional, verbal, sexual)
 - Child abuse and/or pedophilia
 - Animal cruelty and/or death
 - Self-Harm and/or other intentional self-injury
 - Suicide
 - Excessive or gratuitous violence
 - Needles
 - Depiction of pornography
 - Incest
 - Kidnapping (forceful deprivation of/disregard for personal autonomy)
 - Stalking
 - Death and/or dying
 - Pregnancy and/or childbirth
 - Miscarriages and/or abortion
 - Blood
 - Torture
 - Jump scare
 - Mental illness
 - Eating disorders, including depiction of disordered eating behavior (e.g. vomiting) and diet culture
 - Any kind of discrimination and/or bigotry (racism, homophobia, transphobia, sexism, ableism, antisemitism, islamophobia)
 - Drugs/alcohol/substance abuse
 - Police brutality
 - White supremacy
 - War
 - Other
- Total # of Performers
- Running Time (NOTE: 12-minute maximum)
- Length
- Improvisational Elements (if any)
- Sound Credits – up to five separate entries. If more than five, include in “Additional Music Credits”
 - Title of Music/Text
 - Composer/Author
- Indicate whether any part of the sound was edited in any way
- Indicate whether music will be performed live
 - If performed live, list musicians’ status (student or non-student)
 - If performed live, list musicians
- Costume Design
- Lighting Design
- Additional Technical Credits (if any)
- Prop/Sets Description (if any)
- Additional Elements (if any)
 - Note: Check with your Festival Coordinator about technical limitations.

- Performers (list in alphabetical order. Please check spelling.)
- Required Agreement—Responsibility for obtaining all rights agreement

Contact Information for Technical Director Leading up to the Festival and On-Site

Please provide name and contact information for the person serving as TD for your adjudication dances leading up to the Festival and during the Festival.

Note for Tech Information: Tech information is not collected in online registration. Download appropriate documents from the Festival website and submit by or before the posted deadlines. If you are having problems with your tech info, discuss with the Festival TD as early as possible.

Informal Showing Open to all Festival Registrants

Participation in the Informal Showing is open to all Festival registrants, but space may be limited. Priority will be given to those schools and individuals not performing in the National Festival Gala Concerts. Informal Showing participation is limited to two (2) dances for each school (faculty and students are welcome to perform) and one (1) dance for individuals. Check Festival website for time limitations for Informal Showings dances.

To reserve spot(s), you must select the box on the **Registration for Performance Opportunities & More** page. Check your registration to confirm that a spot has been reserved. It will say "Free."

Program information will be collected outside of Cvent. If participating in the Informal Showing, please provide all program information by the posted deadline. If information is not received, printed programs will read "information not submitted."

Registration Fields (to be collected outside of Cvent):

- Ready to fill out the program information for the Informal Concert? By clicking "Yes," questions regarding program information will appear.
- Agreement that you understand Informal Concert slots are not reserved by entering program information on this page.
- Title
- Year Originally Choreographed
- Choreographer
- Choreographer's Status (student, faculty, guest artist)
- **NEW FOR 2023:** Production Effects: Does the dance contain any of the following? Note: the following effects may not be available at this Festival.
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 - Smoke/Fog
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- Other:
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 - Eating disorders, including depiction of disordered eating behavior (e.g. vomiting) and diet culture
 - Any kind of discrimination and/or bigotry (racism, homophobia, transphobia, sexism, ableism, anti-semitism, islamophobia)
 - Drugs/alcohol/substance abuse
 - Police brutality
 - White supremacy
 - War
 - Other
- Performers Status
- Total # of Performers
- Length
- Sound Credits – up to five separate entries. If more than five, include in “Additional Music Credits”
 - Title of Music/Text
 - Composer/Author
- Indicate whether any part of the sound was edited in any way
- Indicate whether music will be performed live
 - If performed live, list musicians’ status (student or non-student)
 - If performed live, list musicians
- Costume Design
- Lighting Design
- Additional Technical Credits (if any)
- Prop/Sets Description (if any)
- Additional Elements (if any)
 - Note: Check with your Festival Coordinator about technical limitations.
- Performers (list in alphabetical order. Please check spelling.)
- Required Agreement—Responsibility for obtaining all rights agreement

Additional Participation/Performance Opportunities

If there are additional participation/performance opportunities, information to be gathered will be on pages following the Informal Concert.

Classes, Workshops, Research Presentation, Panel or Roundtables

Classes and Workshop Proposals

- Open to all Faculty Members, Individuals, Musicians for Classes, and Graduate Students
- Faculty Representatives will fill in information for other faculty and graduate students in their group.
- See **Teaching Proposal Information Template** (available for download with registration instructions) to collect information from group members.

Registration Fields:

- Number of Class or Workshop Proposals Submitting (Limit 3)
- Title of Class or Workshop
- Indicate if proposing as a Faculty-Only Session (enter in first proposal slot)
- Indicate if Co-Taught Class and name of co-teacher
- Brief Description
- Class Level
- Sound and Technical Needs: (If answering “yes” to question below, please provide details.)
 - Will you provide sound for your session on a device (laptop, tablet, smartphone, etc.)?
 - Does your session require sharing projected imagery?
 - Do you request a cord to connect your device to an audio and/or video system?
 - Will your device require a power source?
 - Does your session require that you have a reliable Internet connection?
 - Do you request a live musician for your session?
 - Additional Needs
- Indicate if you are willing to teach the proposed class more than once

Additional Requirements for Graduate Students

Graduate student teaching proposals. Same questions as above with the following additions:

- Faculty Representative Recommendation to teach required (checkbox)
- Limited to two class proposals
- No faculty-only class proposals
- Upload of CV

Additional Requirements for Individuals

- Upload of CV

Research Presentation Proposal

Open to all Faculty Members, Individuals, Musicians for Classes, and Students.

- Title of Research Presentation

- Description of Research
- Sound and Technical Needs: (If answering “yes” to question below, please provide details.)
 - Will you provide sound for your session on a device (laptop, tablet, smartphone, etc.)?
 - Does your session require sharing projected imagery?
 - Do you request a cord to connect your device to an audio and/or video system?
 - Will your device require a power source?
 - Does your session require that you have a reliable Internet connection?
 - Do you request a live musician for your session?
 - Additional Needs

Roundtables Interest

Open to all Faculty Members, Individuals

- Indicate interest in being part of a panel on issues and trends in dance in higher ed

Additional Information Required for Teaching/Presenting Proposals (Faculty Members, Individuals, Musicians for Classes, and Graduate Students)

- If submitted more than one proposal and/or indicated willingness to present a session more than once, what is the maximum number of sessions the proposer is willing to teach during the entire Festival?
- Teacher Pronouns (will be listed on name tags & on class description)
- Teacher Bio (150 word maximum)
 - There is a 1,000-character limit set below. Please check that the bio has not been cut off.
- Presenter Arrival/Departure Date & Time
- Formal Letter of Acknowledgment Request
 - Your full name as you would like it to appear in the letter
 - Your Title (If Applicable)
 - Department Name
 - Address Line 1
 - Address Line 2
 - City
 - State
 - Zip Code

Musicians for Classes

- Agreement to play for classes at the Festival honorarium rate.
- Max Number of Classes Willing to Accompany
- Pronouns
- Bio (150 word maximum)
 - There is a 1,000-character limit set below. Please check that the bio has not been cut off
- Instruments
- Types of classes preferred
- Arrival/Departure Date & Time