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**Registration Instructions
For 2024 Regional Conferences

Teaching Proposal Information Template**

Use this document as a tool to collect information from group members who are planning to teach or present research at the conference.

The Faculty Representative may distribute this form to all faculty, graduate students (recommended to teach by the program) and musicians.

Suggestion for Faculty Representatives who have Gmail accounts:
If you have multiple group members planning to teach, create a Google Form using the Teaching Proposal Information Template for easy data collection. [Click here for an article on how to create a Google Form.](https://zapier.com/learn/google-sheets/how-to-use-google-forms/)

**Return this form to the Faculty Representative who will be completing registration on behalf of your group by the stated deadline.**

|  |  |
| --- | --- |
| Deadline for return of form to Faculty Rep: |  |
| Name: |  |
| Email: |  |

# Additional Information Required if you are Planning to Teach or Present

# Fill in all questions if you are submitting any proposals

|  |  |
| --- | --- |
| Registration Questions:  | Answers: |
| * Pronouns (will be listed on name tags & on class description)
 |  |
| * What is the maximum total number of sessions (classes/presentations, including repeats) you are willing to teach/present during the course of the entire conference? (1-5 sessions)
 |  |
| * Enter your bio (150 word maximum).
	+ There is a 1,000 character limit set in the registration field.
	+ Please check that the bio falls within the set limits.
 |  |
| * Accurate information about arrival and departure time at the conference is important to help the Conference Coordinator create the daily schedule. Please indicate date and approximate time you plan to arrive.
 |  |
| Date: |  |
| Time: |  |
| * Please indicate date and approximate time you plan to depart:
 |  |
| Date: |  |
| Time: |  |
| * The ACDA National Office will send a formal letter of acknowledgment for your presentation(s) at the conference if needed for your dossier. If a letter of invitation is required to get funding to attend the conference, contact the Conference Coordinator directly.
 |  |
| * + Please enter the address, including your name and school, exactly as you want it to appear on the letter. The letter will be sent as a PDF document via email.
 |  |

**NEXT STEPS:**

* See PAGE 3 for Classes & Workshop proposals
* See PAGE 6 for Research Presentation proposals
* See PAGE 7 for Panel or Roundtable proposals

# Classes and Workshop Proposals

# Fill in all questions if you are proposing a class or workshop

Open to all Faculty Members, Individuals, Musicians for Classes, and Graduate Students (limit two).

|  |  |
| --- | --- |
| Registration Questions:  | Answers: |
| * How Many Class or Workshop Proposals: (Limit 3)
 |  |
| * Title of class or workshop:
 |  |
| * Faculty-Only classes present opportunities for professional development and community building. This is the place in the registration form to propose a faculty-only class (class or workshop #1). We encourage you to submit additional class(es) in case we are not able to accommodate this “faculty-only” proposal.
 |  |
| * + Check if you would like to designate this class/workshop as "faculty-only."
 |  |
| * Co-taught Class. Both teachers should submit the same proposal:
 |  |
| * + Check if this a co-taught class/workshop.
 |  |
| * Enter name of co-teacher:
 |  |
| * Enter a brief description of your proposed session:
 |  |
| * Indicating class level is helpful, particularly to beginning dancers. Please indicate class level:
 |  |
| * + All
 |  |
| * + Beginning
 |  |
| * + Beginning/Intermediate
 |  |
| * + Intermediate
 |  |
| * + Intermediate/Advanced
 |  |
| * + Advanced
 |  |
| * Will you provide sound for your session on a device (laptop, tablet, smartphone, etc.)? (Yes/No)
 |  |
| * + If yes, name the type of device. Is your device Bluetooth capable?
 |  |
| * Does your session require sharing projected imagery? (Yes/No)
 |  |
| * + If yes, name the type of device.
 |  |
| * Do you request a cord to connect your device to an audio and/or video system? (Yes/No)
 |  |
| * + If yes, elaborate (audio cable, HDMI cable, etc.)
 |  |
| * Will your device require a power source? (Yes/No)
 |  |
| * Does your session require that you have a reliable Internet connection? (Yes/No)
 |  |
| * + If yes, elaborate (using Spotify/Apple Music, need to access YouTube, my documents are on OneDrive, etc.)
 |  |
| * Do you request a live musician for your session? Please note that we cannot guarantee that we can schedule an accompanist for your class; we will make every effort. (Yes/No)
 |  |
| * + If yes, elaborate on preferences/needs.
 |  |
| * State any additional needs/requests for your session or anything that has not been covered in the questions above:
 |  |
| * To help the Conference Coordinator develop the daily schedule, please indicate whether, if asked, you are willing to present this session more than once during the conference.
* I am able to present this session more than once: (Yes/No)
 |  |

## Additional Requirements for Graduate Students

Same questions as above with the following additions:

* Faculty Representative Recommendation to teach required
* All graduate students are required to submit a current CV with their teaching proposals. Please upload a current CV.

## Additional Requirements for Individuals

Same questions as above with the following additions:

* All Individuals are required to submit a current CV with their teaching proposals. Please upload a current CV.

# Research Presentation Proposal

# Fill in all questions

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

|  |  |
| --- | --- |
| Registration Questions:  | Answers: |
| * Do you wish to present a research presentation (Limit 1) (Yes/No)
 |  |
| * Title of Research Presentation:
 |  |
| * Brief Description of Research:
 |  |
| * Will you provide sound for your session on a device (laptop, tablet, smartphone, etc.)? (Yes/No)
 |  |
| * + If yes, name the type of device. Is your device Bluetooth capable?
 |  |
| * Does your session require sharing projected imagery? (Yes/No)
 |  |
| * + If yes, name the type of device.
 |  |
| * Do you request a cord to connect your device to an audio and/or video system? (Yes/No)
 |  |
| * + If yes, elaborate (audio cable, HDMI cable, etc.)
 |  |
| * Will your device require a power source? (Yes/No)
 |  |
| * Does your session require that you have a reliable Internet connection? (Yes/No)
 |  |
| * + If yes, elaborate (using Spotify/Apple Music, need to access YouTube, my documents are on OneDrive, etc.)
 |  |
| * State any additional needs/requests for your session or anything that has not been covered in the questions above:
 |  |

# Panel or Roundtable

#  Fill in all questions if proposing a panel or roundtable

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

|  |  |
| --- | --- |
| Registration Questions:  | Answers: |
| * Do you wish to propose a panel or roundtable? (Yes/No)
 |  |
| * Proposed Panel or Roundtable Topic:
 |  |
| * Please list other panelists:
 |  |
| * Will you provide sound for your session on a device (laptop, tablet, smartphone, etc.)? (Yes/No)
 |  |
| * + If yes, name the type of device. Is your device Bluetooth capable?
 |  |
| * Does your session require sharing projected imagery? (Yes/No)
 |  |
| * + If yes, name the type of device.
 |  |
| * Do you request a cord to connect your device to an audio and/or video system? (Yes/No)
 |  |
| * + If yes, elaborate (audio cable, HDMI cable, etc.)
 |  |
| * Will your device require a power source? (Yes/No)
 |  |
| * Does your session require that you have a reliable Internet connection? (Yes/No)
 |  |
| * + If yes, elaborate (using Spotify/Apple Music, need to access YouTube, my documents are on OneDrive, etc.)
 |  |
| * State any additional needs/requests for your session or anything that has not been covered in the questions above:
 |  |