ACDA NATIONAL
2025
March 18-22 Dallas, TX

Application Guidelines for Insight Choirs
2025 ACDA National Conference
Dallas, TX
March 18-22, 2025

The 2025 National Conference Committee is pleased to continue Insight Choirs, a new initiative launched at the 2023 National Conference in Cincinnati. Insight choirs support missions that are social or community related and use choral music as a tool to reach these goals. Insight Choir sessions support and inspire the membership by providing engaging research, pedagogies, practices, and repertoire. We seek proposals for a 50-minute session that will actively engage conference participants and contribute to the professional development of our diverse membership. ACDA members in all repertoire & resource areas are welcome to apply.

The 2025 National Conference theme is Celebrating the Choral Art: Past, Present, and Future. All topics are welcomed, but the conference committee is particularly interested in sessions that celebrate our choral heritage, embody strong pedagogical ideas, feature scholarly content, and are relevant to our choral community. Insight Choir sessions could include but are not limited to:

- Working with singers with special needs

- Working with aging voices in the community and religious settings

- Living composer-conductor collaborations

- Working with students in a Title-1 school

- Multi-generational singing

- Non-auditioned choirs that operate and rehearse in alternative ways to meet the needs of their membership and community at large

I. Eligibility

Conductors/presenters must hold life, paying life, retired, active, or student ACDA membership. Please note that all accepted conductors/presenters are expected to meet ALL posted dates and deadlines. No choir or conductor may perform on successive national conferences as a performing choir, demonstration choir, or insight choir.

II. Registration and Travel Info

It is understood that ACDA will not assume financial responsibility for registration, travel, food, or lodging for presenters or participants. Completing the online application implies that the conductor and the ensemble will obtain the necessary funds to travel and present at the conference if accepted.

III. Session Conductor/Ensemble Expectations

The conductor and ensemble will arrive 15 minutes prior to the session to establish standing positions and ensure all audio-visual equipment is working properly. Insight Choirs will not have a dress rehearsal prior to their session. Ensembles must be under 75 singers and may include a pianist and six additional instrumentalists. It is the responsibility of the ensemble to set up the chairs and music stands for the instrumentalists as per the submitted application materials.

III. Application Process

Submit all application materials as listed below by 11:59pm CST April 17, 2024, through the Submittable platform at acda. org/conferences. Help desk support is available until 5pm central time on April 17, 2024. After that time, no support will be provided, even if technical issues are encountered. Applicants are encouraged to plan ahead to ensure they can complete the submission process. Late submissions will not be accepted for any reason.

The following is the list of requirements for the application:

1. **Session Title**: The title should be carefully crafted, brief, reflective of the session's content, and be no longer than 10 words.

2. **Session Abstrac**t: A succinct thesis that clearly addresses: (1) a topic that will be helpful to and/or inspire the membership, (2) a clear description of the session, and (3) learning outcomes. Please submit the following:

   a. No more than a 400-word description, which will be used in the conference app.

   b. No more than a 100-word description, which will be used in the *Choral Journal* announcement

   c. A brief outline in bullet points that clarifies the processes and goals of the session (limit 2 pages)

3. **Ensemble Statement (non-adjudicated)** - Applicants are asked to share information about their ensemble and type of institution/organization, ensemble history and mission, and how the ensemble meets the needs of a specific population or does unique work within the choral field. The narrative should be no longer than 300 words to help the committee contextualize your ensemble.

4. Three Recordings from Rehearsals or Performances

   a. Up to three audio and/or video recordings totaling between 10 to 30 minutes should be submitted. These recordings should provide evidence of your ensemble's ability to clearly demonstrate the mission and/or process(es) described in the session's outline.

   b. If you wish to submit YouTube videos, you will be able to submit a direct link to your video. Please make sure there is no identifying information in the video, including announcing the choir name or in the video file name.

   c. Accepted file formats for recordings include: mp3.

5. Headshot of conductor in .jpg format, 3" x 5", high-resolution minimum 300 dpi

6. Conductor and Ensemble Biographies

   a. The ensemble's biography (up to 100 words maximum).

   b. The conductor's biography (up to 100 words maximum).

7. An ensemble photo will only be requested if the session is selected for the conference. The deadline for ensemble photo submission is Oct. 1, 2024.

IV. Selection Process

All adjudications are "blind"; that is, the Adjudication Committee will not know the identity of the applicant. There are two levels of screening:

1. An initial or first screening level at which finalists will be selected; and

2. A final screening level at which only those recommended from the first screening will be considered.

Level 1: Led by the National R&R Chair, an Adjudication Committee will be formed in each R&R area. The committee that will consist of no fewer than seven members selected from the following: National R&R chair of the area, National & Region R&R Coordinator of the area, current and/or former Region R&R chairs, choral directors who have previously presented at an ACDA Region or National Conference, past Region Presidents, past National Officers, National Standing Committee members and others appointed by the National R&R chair to ensure a diverse evaluation committee.

No person submitting an insight choir session application for the 2025 National Conference may serve on the Adjudication Committee. The online submissions process automatically tabulates responses from adjudicators and generates a list indicating the collective top ten submissions in ranked order, plus five alternates.

Level 2: The National Conference Committee will review the top 10 submissions.

V. Schedule of Dates & Application Link

- Application portal opens: February 1, 2024

- April 17, 2024: Insight Choir application, uploads, and payment completed by 11:59 pm CDT

  ○ Help desk support is available until 5pm central time on April 17, 2024. After that time, no support will be provided, even if technical issues are encountered. Applicants are encouraged to plan ahead to ensure they can complete the submission process. Late submissions will not be accepted for any reason.

- June 15, 2024: National applications review completed

- July 1, 2024: Applicants notified of results

Application available February 1, 2024, online through the Submittable platform at acda.org/conferences