



ACDA NATIONAL  
2025  
March 18-22 Dallas, TX

Submission Guidelines for Interest Sessions  
2025 ACDA National Conference  
Dallas, TX  
March 18-22, 2025

The 2025 National Conference theme is Celebrating the Choral Art: Past, Present, and Future. We will gather in Dallas to celebrate our rich choral heritage, highlight the music and expertise of our present-day choral colleagues, and look with excitement to the next generation of choral musicians and composers. We call upon our membership in all repertoire & resource areas to share their insights and expertise for a 50-minute session that will actively engage our ACDA membership. All varieties of session topics related to the choral art are welcomed. We are particularly interested in topics that align with the conference theme and sessions that are relevant and meet the needs of our diverse choral community. We hope to receive submissions that will expand our knowledge of repertoire and pedagogies that will contribute to the professional development of our membership.

## **I. Eligibility**

Applicants must hold life, paying life, retired, active, or student ACDA membership. Please note that all accepted presenters are expected to meet ALL posted dates and deadlines.

No applicant may present at successive national conferences.

Applicants may submit more than one session proposal; however, if chosen, they may only participate in one session at the National Conference.

## **II. Registration and Travel Info**

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

## **III. Application Process**

All materials listed below will be submitted and uploaded through the Submittable platform at [www.acda.org/conferences](http://www.acda.org/conferences), no later than 11:59pm central time on April 17, 2024. Help desk support is available until 5:00pm 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. The Submittable platform assigns each submission a number to ensure confidentiality. An incomplete upload of the application materials listed below will not be considered. Late submissions will not be accepted for any reason.

Individual presentations, panel sessions with no more than four presenters, and sessions featuring a demonstration choir are acceptable.



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 Abstract:** A succinct thesis that clearly addresses: (1) a topic that will be helpful 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 100-word description, which will be used in the *Choral Journal* announcement
  - c. A brief outline in bullet points or a standard outline of your session (limit 2 pages)
3. Indicate if this session would require a demonstration choir. If you choose to bring a demonstration choir, please clearly highlight how the ensemble would support the session goals and pedagogy.
  - a. If you wish to bring your own demonstration choir, submit the following:
    - i. The three audio submissions should include representative examples of the choir's performances in each of the last three academic years (September through August) and each submitted recording must be conducted by the applicant conductor. Each recording should be a complete work and should be no more than 3-5 minutes in length. File format for uploads is mp3.
      1. One selection from the 2023–24 academic year or 2024 calendar year
      2. One selection from the 2022–23 academic year or 2023 calendar year
      3. One selection from the 2021–22 academic year or 2022 calendar year
4. Headshot(s) of presenter(s) in .jpg format, 3" x 5", high-res minimum 300 dpi
5. Biography or biographies of presenter(s) in 100 words or less each
6. Biography of the demonstration choir in 100 words or less (if ensemble is needed for the session)
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 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 interest 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 in each R&R area, unless fewer than ten are submitted in that area, in which case all submissions will be reviewed by the National Conference Committee.

Every effort will be made to represent a broad range of interest sessions for each R&R area.

#### V. Schedule of Dates & Application Link

- Application portal opens: February 1, 2024
- By April 17, 2024: Interest Session 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.
- By June 15, 2024: National applications review completed
- By July 1, 2024: Applicants notified of results

**Application available February 1, 2024, online through the Submittable platform at [acda.org/conferences](https://acda.org/conferences).**