## Submission Guidelines for Interest Sessions
## 2027 ACDA National Conference
## Minneapolis, MN
## March 7-10, 2027

The 2027 National Conference theme is Singing Through the Ages. We will gather in Minneapolis to celebrate our rich choral heritage, its evolution across time, and our hope for singers to engage in the choral art across their lifespan. 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 welcome. 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 at the time of application, registration, and presentation. Membership shall not expire on or before the last day of the conference. All accepted presenters are expected to meet ALL posted dates and deadlines. No applicant may present at successive national conferences.

Applicants may submit **no more than two total proposals: one individual session proposal and another as a member and/or moderator of a panel.**

### 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 presenter and the ensemble (if applicable) will obtain the necessary funds to travel and present at the conference if accepted.

Presenters are expected to officially register for the conference at the posted registration rates.

### III. Application Process

All materials listed below will be submitted and uploaded through the platform at www.acda.org. no later than 11:59pm CST on March 11, 2026. Help desk support is available until 5:00pm CST on March 11, 2026. 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 online 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, and sessions featuring a demonstration choir are acceptable.

For panel presentations:

• Panels are limited to no more than four presenters plus a moderator

• No substitutions are allowed if a presenter from the applicant team withdraws

Every presentation room will have a projector and screen for audio and video. All other equipment requests must be listed on your proposal in order to be considered. Not all rooms will have a piano. If a piano is not requested on your application, we may not be able to honor this request at a later date.

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 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. Session Description: No more than an 1800-character description of the session

   b. *Choral Journal* Description: No more than a 900-character description, which will be used in *Choral Journal*

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

      • Address the content and key learning outcomes of the session, as well as provide a clearly defined outline. This document will be used to help evaluate your session and may provide content for the conference app.

3. Within the application portal, presenters will be asked whether their session proposal is primarily a repertoire and resources specific category or primarily something else. Other categories will include: pedagogy, conducting, composition, social justice, community/culture building, classroom management, advocacy, research, international affairs, general music, changing voice, and trauma-informed teaching, to name a few. Presenters will be asked to select two total categories in order to facilitate the adjudication process.

4. Indicate whether 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 in your brief outline (#2c).

   a. If you wish to bring your own demonstration choir, submit the following:

      i. Three audio submissions as representative examples of the choir's performances in each of the last three academic years (September through August). Each submitted recording must be conducted by the applicant conductor. Each recording should be a complete work and should be no more than 5 minutes in length. File format for uploads is mp3.

         1. One selection from the 2025–2026 academic year or 2026 calendar year
         2. One selection from the 2024–2025 academic year or 2025 calendar year
         3. One selection from the 2023–2024 academic year or 2024 calendar year

5. Headshot(s) of presenter(s) in .jpg format, 3" x 5", high resolution minimum 300 dpi; if a panel, you will need to submit a headshot for each presenter in the application.

6. Presenter and Ensemble Biographies

   a. The presenter's biography (up to 900 characters maximum) as it should appear in the *Choral Journal*

   b. If including a demonstration choir, provide the ensemble's biography (up to 900 characters maximum) as it should appear in the *Choral Journal*. An ensemble photo will only be requested if the session is selected for the conference. The deadline for ensemble photo submission is October 1, 2026.

c. If a panel presentation (4 panelists plus a moderator maximum), please ensure the following is in place and on hand for your application:

    i. Each presenter must be a member of ACDA and you will need to provide their membership number

    ii. Headshot for each person (see #5 for specs)

    iii. 900-character biography for each person (see #6a)

7. Equipment needs: Indicate if your session requires projector/screen, additional microphones, piano

8. If selected, indicate Yes/No whether anyone participating in this session has an accessibility need (i.e., wheelchair access, visual impairment, etc.) that needs to be accommodated

## IV. Selection Process

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 2027 National Conference may serve on the Adjudication Committee. The online submission 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.

Presenters submitting multiple proposals, if selected, will only be allowed to participate in one presentation, including as a copresenter.

## V. Schedule of Dates and Application Link

• Application portal opens: February 2026

• Wednesday, March 11, 2026: Interest session application, uploads, and payment completed by 11:59 pm CST.

• Help desk support is available until 5:00 pm CST on March 11, 2026. 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, 2026: National applications review completed

• By June 29, 2026: Applicants notified of results

**Application available February 2026 through the online platform at acda.org**