RESEARCH APPLICATION:
Read/Download to Prepare your documents prior to Submitting

JEN highly recommends you PREPARE your application materials PRIOR to attempting to complete the application to present a research paper or poster session.

You will be asked for the information that follows below during the application process. Note mandatory questions are marked with a Red Asterisk and must be completed. Applications with incomplete information will be discarded.

- **JEN MEMBERSHIP ACCOUNT NUMBER -** This number can be found as you log into the JEN website next to your name. Please write it down in order to supply it when completing the application and to label your Support Materials appropriately. Remember, you must be a JENeral, corporate or Institution Member to apply.
- **IDENTIFY CO-PRESENTERS** if they are to be listed in the programming materials.
    - o NOTE: You will be asked for Support Personnel for registration badges at another time. List only those that should be listed in the program at this time.
- **TYPE OF APPLICATION** - You will be asked to select the TYPE of application you are submitting.
    - o Individual JENeral Members ($84 level) may submit one application in each category, e.g. Performance, Clinic, Research and Symposium.
    - o An Individual may NOT submit for another individual.
    - o Corporate Members may submit up to three sponsored artists in each category.
        - ▪ Corporate Members must supply contact information for each artist in addition to the corporate artist representative's information.

RESEARCH APPLICATION REQUIRED SUPPORT MATERIALS:

Each type of application requires various types of support materials to be uploaded. The information below will assist you in preparing those materials ahead of time PRIOR to submitting your application. Materials MUST be labeled in accordance with the given instructions PRIOR to uploading to the JEN system. NOTE: Support Materials that are mislabeled cannot be linked to the appropriate application on the backend. Be advised that incorrectly labeled uploads will not be processed and will thereby cause your application to be eliminated from consideration. Use title case in all areas of this application and for labeling files for upload. Do not use all caps or all lower case. EX: These instructions are in title case. Do not use special characters, e.g.quotations, asterisks, etc.

- **HIGH RES PHOTO** of the artist performer/presenter or ensemble this application.
    - o Maximum 30 mb.
    - o File types include: gif, jpg, jpeg, or png.
    - o Label the photo as follows below. Incorrect files cannot be matched to your application. Incomplete applications will be discarded.
        - ▪ JENAccountNumber_Last Name_first name_Photo
        - ▪ EX: 4444_ArmstrongLouis_Clinic/Photo

- **Research Session Title:**
  - MAXIMUM 20 words. Use title case. Do not use special characters, e.g.quotations, asterisks, etc.
- **Support Personnel:**
  - List all individuals that should receive shared listing in the program materials.
- **Description:**
  - Do include sponsoring company listing(s).
  - MAXIMUM 50 words. Use title case. Do not use special characters, e.g.quotations, asterisks, etc.
- **Research Abstract (Outline):**
  - MAXIMUM one page.
  - Label the outline file appropriately as follows PRIOR to uploading:
    - JENAccountNumber_LeadClinicianLast Name_LeadClinicianFirstName_Outline
    - EX: 4444_ArmstrongLouis_ResearchAbstract
- **Researcher Bio:**
  - MAXIMUM one page.
  - Label the outline file appropriately as follows PRIOR to uploading:
    - JENAccountNumber_LeadClinicianLast Name_LeadClinicianFirstName_Bio
    - EX: 4444_ArmstrongLouis_ResearchBio