



## 2021 SYMPOSIUM APPLICATION GUIDELINES

**PREPARE your application materials** PRIOR to attempting to complete the application to present a Symposium 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 JEN Full Individual Member (\$96/yr; \$8/mo), Chapter Organizer, Corporate or Institution Member to apply.
- **TYPE OF APPLICATION** – You will be asked to select the TYPE of application you are submitting.
  - JEN Full Individual Members (\$96/yr; \$8/mo) & Chapter Organizers are limited to one submission in each category, e.g. Performance, Clinic, Research and Symposium.
  - An Individual may NOT submit for another individual.
  - 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.

### JAZZ INDUSTRY/MUSIC BUSINESS SYMPOSIUM 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.

- **References:**
  - Include 3 references and their emails.
  - The system will automatically notify your references once they have been entered.
  - Once letters are uploaded by your 3 references, the system will mark *Task 9: Reference Forms* as complete.
- **HIGH RES PHOTO** of the artist performer/presenter or ensemble this application.
  - Maximum 30MB.
  - File types include: gif, jpg, jpeg, or png.
  - Label the photo as follows below. Incorrect files cannot be matched to your application. Incomplete applications will be discarded.
    - JENAccountNumber\_LastNameFirstName\_SymposiumPresenterPhoto
    - EX: 4444\_ArmstrongLouis\_SymposiumPresenterPhoto





- **Symposium Presentation 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 any sponsoring company listing(s).
  - MAXIMUM 50 words. Use title case. Do not use special characters, e.g. quotations, asterisks, etc
- **Symposium Presentation Outline:**
  - MAXIMUM one page. Label the outline file appropriately as follows PRIOR to uploading:
    - JENAccountNumber\_LeadPresenterLastNameLeadPresenterFirstName\_SymposiumOutline
    - EX: 4444\_ArmstrongLouis\_SymposiumOutline
- **Symposium Presenter Bio:**
  - MAXIMUM one page. Label the outline file appropriately as follows PRIOR to uploading:
    - JENAccountNumber\_LeadClinicianLastNameLeadClinicianFirstName\_SymposiumBio
    - EX: 4444\_ArmstrongLouis\_SymposiumBio

