



CLINICIAN APPLICATION GUIDELINES

(updated 3/31/24)

PREPARE your application materials **PRIOR** to attempting to complete the application to present a clinic.

During the application process, you will be asked for the following information. Note that mandatory questions are marked with **red asterisk (*)** and must be completed. Applications with incomplete information will be discarded.

TYPE OF APPLICATION

You will be asked to select the TYPE of application you are submitting.

- JEN Full Individual members & Chapter Organizers are limited to one submission per category, e.g., Performance, Clinic, Research.
- Corporate/Institution 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.

Clinic application restrictions:

- If you presented as a LEADER at the 2024 conference, you **are not** eligible to submit a clinic proposal this year.
- You **are** eligible to apply as a performer.
- You **are** eligible to assist in a clinic.
- If you have an **eJEN** or **yJEN** membership, you **are not** eligible to apply.
- An individual **may NOT** submit for another individual.

REQUIRED SUPPORT MATERIALS

Each type of application requires various types of supporting materials to be uploaded to the application. The information below will help you in preparing your materials **PRIOR** to submitting your application. Materials **MUST** be labeled in accordance with the given guidelines **PRIOR** to uploading to the application system.

NOTE: Supporting materials that are mislabeled cannot be linked to the appropriate application on the backend. Be advised that incorrectly labeled files will not be processed and thereby cause your application to be eliminated from consideration. Use Title Case in all areas of the application and for labeling files for upload. Do not use all caps or all lowercase letters. **EX: This Sentence Is In Title Case.** Do not use special characters, e.g., quotations, asterisks, etc.

CLINIC APPLICATION REQUIRED SUPPORT MATERIALS

- **References (3 required):**
 - Provide first and last name, and email address and click Save Names.



JAZZ EDUCATION NETWORK

- You should Invite each of your references per the application instructions.
- Once references have completed their portion of the application, JEN staff will mark *Task 9: Reference Forms* as completed.
- Deadline: May 8, 2024

- **High Res photo (300 dpi or higher)** of the research presenter or ensemble that pertains to the application.
 - Maximum file size: 30MB.
 - File types accepted: gif, jpg, jpeg, png.
 - Label files as indicated below. Incorrectly labeled files cannot be matched to your application.
 - Label as such:
 - LastNameFirstName_ClinicianPhoto
 - EX.: ArmstrongLouis_ClinicianPhoto

- **Clinic Title:**
 - MAXIMUM 20 words. Use Title Case. Do not use special characters, e.g., quotation marks, asterisks, etc.

- **Support Personnel:**
 - List all individuals or any ensemble name that should receive shared listing in the conference program materials.

- **Description:**
 - **Do** include sponsoring company listing(s).
 - MAXIMUM 50 words. Use Title Case. Do not use special characters, e.g., quotation marks, asterisks, etc.

- **Clinic outline:**
 - MAXIMUM one page
 - File types accepted: pdf
 - Label outline file appropriately as follows BEFORE uploading:
 - LeadClinicianLastNameLeadClincianFirstName_ClinicOutline
 - EX.: ArmstrongLouis_ClinicOutline

- **Clinician Bio:**
 - MAXIMUM one page
 - Label bio file as follows BEFORE uploading:
 - LeadClincianLastNameLeadClinicianFirstName_ClinicBio
 - EX.: ArmstrongLouis_ClinicBio

- **\$30 Non-refundable Application Fee**