



RESEARCH APPLICATION GUIDELINES (updated 3/31/24)

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.

- **TYPE OF APPLICATION** – You will be asked to select the TYPE of application you are submitting.
 - JEN Full Individual Members (\$125/yr; \$12/mo) & Chapter Organizers are limited to one submission in each category, e.g. Performance, Clinic, Research and Symposium.
 - JEN eJEN and yJEN members **are NOT** eligible to apply.
 - An Individual **may NOT** submit for another individual.
 - 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.

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 conference application 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:**
 - Provide first and last name, and email address and click Save Names.
 - 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** 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.
 - LastNameFirstName_ResearcherPhoto
 - EX: ArmstrongLouis_ResearcherPhoto





- **Research Session Title:**
 - MAXIMUM 20 words. Use title case. Do not use special characters, e.g. quotations, asterisks, etc.
- **\$30 Non-refundable application fee**

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:
 - LeadPresenterLastNameLeadPresenterFirstName_ResearchAbstract
 - EX: ArmstrongLouis_ResearchAbstract
- **Researcher Bio:**
 - MAXIMUM one page.
 - Label the outline file appropriately as follows PRIOR to uploading:
 - LeadClinicianLastNameLeadClinicianFirstName_ResearchBio
 - EX: ArmstrongLouis_ResearchBio
- **\$30 Non-refundable application fee**





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