JAZZ EDUCATION NETWORK

CLINIC APPLICATION GUIDELINES
(updated 4/1/2025)

Clinic application restrictions:
- If you presented as a LEADER at last year's 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.

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 on the application are marked with red asterisk (*) and must be completed. Applications with incomplete information will be discarded.

<u>**REQUIRED SUPPORT MATERIALS**</u>
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.

<u>**CLINIC APPLICATION REQUIRED SUPPORT MATERIALS**</u>

- **$30 Application Fee**
- **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** ALL CAPS, all lower case, or special characters, e.g., quotation marks, asterisks, etc.

- **Support Personnel:** (cont'd on next page)

- You may list individuals or any ensemble name that should receive shared listing in the conference program materials in the description area of the application at this time. You will be asked for additional names of individuals if accepted to present.
- **Description:**
  - **Do** include sponsoring company listing(s).
  - MAXIMUM 50 words. Use Title Case. **Do not use** ALL CAPS, all lower case, or 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