JAZZ EDUCATION NETWORK

RESEARCH APPLICATION GUIDELINES
(updated 4/1/2025)

PREPARE your application materials **PRIOR** to attempting to complete the application to present a research paper or poster session.

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

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 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.

RESEARCH APPLICATION REQUIRED SUPPORT MATERIALS

- **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 as such:
    - LastNameFirstName_ResearcherPhoto
      - EX.: ArmstrongLouis_ResearcherPhoto

- **Research Session 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:**
  - You may list all individuals that should receive shared listing in the conference program materials in the description area. If accepted by JEN you will be asked to provide individuals names for listing in the programming.

- **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.

- **Research Abstract (outline):**
  - ○ MAXIMUM one page
  - ○ File types accepted: pdf
  - ○ Label outline file appropriately as follows BEFORE uploading:
    - ● LeadPresenterLastNameLeadPresenterFirstName_ResearchAbstract
      - ○ EX.: ArmstrongLouis_ResearchAbstract

- **Research Bio:**
  - ○ MAXIMUM one page
  - ○ Label bio file as follows BEFORE uploading:
    - ■ LeadClincianLastNameLeadClinicianFirstName_ResearchBio
      - ○ EX.: ArmstrongLouis_ResearchBio