ACDA NATIONAL
2025
March 18-22 Dallas, TX

Audition Guidelines for Performing Choirs
2025 ACDA National Conference
Dallas, TX
March 18-22, 2025

The 2025 National Conference will highlight our rich choral heritage, celebrate the music and expertise of our present-day choral colleagues, and look with excitement to the next generation. We call upon our membership to share performances that demonstrate excellence and expertise highlighting a broad spectrum of choral repertoire, including music prior to 1850, historically excluded composers, and newly commissioned works. We seek applications for performances that will actively engage our ACDA membership.

Conductors from all R&R areas are strongly encouraged to apply. It is an important priority that ensembles from every R&R area be seen and heard on the concert stage at this national conference.

I. Eligibility

Conductors must be current members of ACDA and employed in the same position with the same organization since the fall of 2021. No choir or conductor may perform on successive national conferences as a performing choir, demonstration choir, or insight choir.

Co-conductors for a particular ensemble will submit ONE application for performance if all of the following conditions apply:

- Both conductors are ACDA members and have been co-conductors of the ensemble for at least three years

- Both conductors share an equal or similar leadership role with the ensemble

- Each conductor must submit THREE recordings and programs that represent their own performances with the choir. The complete submission (six recordings total–three recordings from each conductor) will be assessed as one performance application. If the application is submitted incorrectly, the ensemble will not be considered. Programs must clearly show that co-conductors have an equal or similar role in performance with the specific ensemble.

II. Registration and Travel Info:

It is understood that ACDA will not assume financial responsibility for travel, food, or lodging for ensembles or directors. Completing the online application implies that the conductor and the ensemble will obtain the necessary funds to travel and perform at the conference if accepted.

III. Application Process

All materials listed below will be submitted and uploaded through the Submittable platform at www.acda.org/conferences, no later than 11:59pm central time on April 17, 2024. Help desk support is available until 5pm central time on April 17, 2024. After that time, no support will be provided, even if technical issues are encountered. Applicants are encouraged to plan ahead to ensure they can complete the submission process. Late submissions will not be accepted for any reason.

The Submittable platform assigns each submission a number, assuring confidentiality until after the National Adjudication Committee has completed its consideration. At no time will the choir/conductor identity be known to any of the screening committee members. An incomplete upload of the audition materials listed below will not be considered.

The following is the list of requirements for the application:

FOR ALL SUBMISSIONS:

1. A list of your proposed repertoire for the 2025 conference. The proposed program should include the following:

   a. The title, composer and/or arranger, and complete publication information for each piece, and

   b. The approximate performance time of each piece. Total program time should not exceed 25 minutes total on stage, including applause.

Accepted choirs are expected to perform the program proposed in the application, as the proposed program is evaluated in the final screening rubric.

- The program should reflect the conference theme by presenting a historic program and/or a combination of eras and styles. Programs highlighting historically excluded and/or twenty-first-century composers are welcomed. Only one manuscript (not commercially available) piece may be included.

- The proposed repertoire listing must be accurate. Take care to confirm the spelling of titles and names, correct attributions of composers and arrangers, and detailed publisher information. An inaccurate submission will impact the final score.

- In the event of a duplicate selection, preference will be given to the application received first. Impacted conductors will be notified and required to make a substitution in their program; failure to do so by the deadline will result in cancellation of the invitation to perform.

- In special circumstances, the Conference Committee may consider petitions to change repertoire after invitations have been issued, between August 15-October 1, 2024. Changes impacting more than 20% of the total performance time will not be considered. Approval of changes are at the discretion of the Conference Committee Chair.

- The use of photocopies or duplicated music at ACDA conferences is strictly prohibited.

FOR ALL CHOIRS (EXCEPT CONTEMPORARY A CAPPELLA AND SHOW CHOIRS):

2. Three audio recordings (or six recordings for co-conductors–see Section I) in digital format are to be submitted. The combined total duration of the three recordings should be no longer than 10–15 minutes in length (20-30 min if co-conductors are submitting six recordings).

   a. The three audio submissions (six for co-conductors) should include representative examples of the choir's performance in each of the last three academic years (September through August), and each submitted recording must be conducted by the same conductor.

      i. One selection from the 2023–24 academic year or 2024 calendar year

      ii. One selection from the 2022–23 academic year or 2023 calendar year

      iii. One selection from the 2021–22 academic year or 2022 calendar

b. For each piece included in the recording, include a PDF file of one concert program when that selection was performed. Each PDF file should display the program page that includes the repertoire. If the date is not shown on the repertoire page, please also include the page that shows the date of the performance (minus information that identifies the ensemble and conductor).

c. The uploaded audio files (mp3, m4v, mkv, and mp4) should contain only complete pieces (each 5 minutes or less). If a multi-movement work is excerpted, please include an entire movement.

d. Submissions must be unedited recordings performed by the same conductor and the same ensemble; live in-concert performances are preferred and encouraged.

e. Recordings may not be enhanced or engineered in any way.

f. Recordings should reflect repertoire similar in complexity and style to the program proposed for the national conference performance, but they need not be pieces on your proposed program.

FOR CONTEMPORARY A CAPPELLA AND SHOW CHOIRS ONLY:

3. Three video recordings that include both audio and video (or six recordings for co-conductors–see Section I) in digital format are to be submitted. The combined total duration of the three recordings should be no longer than 10–15 minutes in length (20-30 minutes if co-conductors are submitting six records).

b. The three <u>video</u> submissions (six for co-conductors) should include representative examples of the choir's performance in each of the last three academic years (September through August) and each submitted recording must be conducted by the same conductor.

   i. One selection from the 2023–24 academic year or 2024 calendar year

   ii. One selection from the 2022–23 academic year or 2023 calendar year

   iii. One selection from the 2021–22 academic year or 2022 calendar

a. For each piece included in the video, include a PDF file of one concert program when that music was performed. Each PDF file should display the program page that includes the repertoire. If the date is not shown on the repertoire page, please also include the page that shows the date of the performance (minus information that identifies the ensemble and conductor).

b. The uploaded video files should contain only complete pieces (each 5 minutes or less).

c. Submissions must be unedited videos performed by the same conductor and the same ensemble; live in-concert performances are preferred and encouraged.

d. Videos may not have any post-production enhancement or engineering in any way.

e. Videos should reflect repertoire similar in complexity and style to the program proposed for the national conference performance, but they need not be pieces on your proposed program.

For All Submissions:

4. Conductor and Ensemble Biographies & Photos

    a. The ensemble's biography (100-word maximum).

    b. The conductor's biography (100-word maximum).

    c. The conductor(s) headshot in .jpg format, 3" x 5", high-resolution minimum 300 dpi

    d. An ensemble photo will only be requested for choirs selected to perform. The deadline is Oct. 1, 2024.

5. Choirs will be asked to self-categorize as follows:

    a. Ensemble Type (select the ONE R&R area that best describes your ensemble)

        i. Children's and Community Youth

        ii. Junior High/Middle School

        iii. Senior High School

        iv. Two-Year College

        v. Four-Year College or University

        vi. Contemporary A Cappella

        vii. Show Choir

        viii. Vocal Jazz

        ix. Community

        x. Music in Worship

        xi. Professional

    b. Voicing

        i. Soprano-Alto

        ii. Tenor-Bass

        iii. Mixed Voicing

6. Ensemble Statement (non-adjudicated) - Applicants are asked to share a narrative about their ensemble, the type of institution/organization, ensemble history, and mission in 300 words or less to help the committee contextualize your ensemble.

7. Director's name, home address, phone, e-mail address, ACDA member number, and renewal date.

8. Name of institution, address, name of choir, number of singers, voicing, and ensemble type (see #4 above).

9. Non-refundable application fee of $50 submitted by credit card only.

IV. Screening Process

All auditions are "blind"; that is, the Adjudication Committee will not know the identity of the choir or conductor. There are two levels of screening:

1. An initial screening level at which finalists will be selected; and

2. A final screening level at which only those recommended from the first screening will be considered.

Level 1: Led by the National R&R Chair, an Adjudication Committee will be formed in each R&R area. Each committee will consist of no fewer than seven members comprising: National R&R chair of the area, National & Region R&R Coordinators of the area, current and/or former Region R&R chairs, choral directors who have previously performed at an ACDA Region or National conference, past Region Presidents, past National Officers, National Standing Committee members, and others appointed by the National R&R chair to ensure a diverse listening committee.

No person submitting performance audition materials for the 2025 National Conference may serve on an Adjudication Committee. The online submissions process automatically tabulates responses from adjudicators and generates a list indicating the collective top ten submissions in ranked order, plus five alternates.

Level 2: The National Conference Committee will hear the top 10 submissions in each R & R area, unless fewer than ten are submitted in that area, in which case all submissions will be heard by the National Conference Committee. Audition screening committee members will not know the identity of groups until AFTER final decisions are made so as to maintain the integrity of the blind audition process.

Every effort will be made to represent a broad range of excellent performing ensembles from each R & R area.

The rubric showing the performance criteria and rating scales which will be used by the adjudicators, along with all the information included here, is available at acda.org/conferences.

V. Schedule of Dates & Application Link

• Auditions Open: February 1, 2024

• April 17, 2024: Audition application, uploads, and payment completed by 11:59 pm CDT

   o Help desk support is available until 5pm central time on April 17, 2024. After that time, no support will be provided, even if technical issues are encountered. Applicants are encouraged to plan ahead to ensure they can complete the submission process. Late submissions will not be accepted for any reason.

• June 15, 2024: National auditions review completed

• July 1, 2024: Applicants notified of audition results

Application available online at the Submittable platform at acda.org/conferences.

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Audition Guidelines for Interest Sessions
2025 ACDA National Conference
Dallas, TX
March 18-22, 2025

The 2025 National Conference theme is Celebrating the Choral Art: Past, Present, and Future. We will gather in Dallas to celebrate our rich choral heritage, highlight the music and expertise of our present-day choral colleagues, and look with excitement to the next generation of choral musicians and composers. We call upon our membership in all repertoire & resource areas to share their insights and expertise for a 50-minute session that will actively engage our ACDA membership. All varieties of session topics related to the choral art are welcomed. We are particularly interested in topics that align with the conference theme and sessions that are relevant and meet the needs of our diverse choral community. We hope to receive submissions that will expand our knowledge of repertoire and pedagogies that will contribute to the professional development of our membership.

I. Eligibility

Applicants must hold life, paying life, retired, active, or student ACDA membership. Please note that all accepted presenters are expected to meet ALL posted dates and deadlines.

No applicant may present at successive national conferences.

Applicants may submit more than one session proposal; however, if chosen, they may only participate in one session at the National Conference.

II. Registration and Travel Info

It is understood that ACDA will not assume financial responsibility for registration, travel, food, or lodging for presenters or interest session/panel participants. Completing the online application implies that the conductor and the ensemble will obtain the necessary funds to travel and perform at the conference if accepted.

III. Application Process

All materials listed below will be submitted and uploaded through the Submittable platform at www.acda.org/conferences, no later than 11:59pm central time on April 17, 2024. Help desk support is available until 5:00pm central time on April 17, 2024. After that time, no support will be provided, even if technical issues are encountered. Applicants are encouraged to plan ahead to ensure they can complete the submission process. The Submittable platform assigns each submission a number to ensure confidentiality. An incomplete upload of the application materials listed below will not be considered. Late submissions will not be accepted for any reason.

Individual presentations, panel sessions with no more than four presenters, and sessions featuring a demonstration choir are acceptable.

The following is the list of requirements for the application:

1. **Session Title:** The title should be carefully crafted, brief, reflective of the session's content, and be no longer than 10 words.

2. **Session Abstract:** A succinct thesis that clearly addresses: (1) a topic that will be helpful and/or inspire the membership, (2) a clear description of the session, and (3) learning outcomes. Please submit the following:

   a. No more than a 400-word description, which will be used in the conference app.

   b. No more than 100-word description, which will be used in the *Choral Journal* announcement

   c. A brief outline in bullet points or a standard outline of your session (limit 2 pages)

3. Indicate if this session would require a demonstration choir. If you choose to bring a demonstration choir, please clearly highlight how the ensemble would support the session goals and pedagogy.

   a. If you wish to bring your own demonstration choir, submit the following:

      i. The three audio submissions should include representative examples of the choir's performances in each of the last three academic years (September through August) and each submitted recording must be conducted by the applicant conductor. Each recording should be a complete work and should be no more than 3-5 minutes in length.

         1. One selection from the 2023–24 academic year or 2024 calendar year

         2. One selection from the 2022–23 academic year or 2023 calendar year

         3. One selection from the 2021–22 academic year or 2022 calendar

4. Headshot(s) of presenter(s) in .jpg format, 3" x 5", high-res minimum 300 dpi

5. Biography or biographies of presenter(s) in 100 words or less each

6. Biography of the demonstration choir in 100 words or less (if ensemble is needed for the session)

7. An ensemble photo will only be requested if the session is selected for the conference. The deadline for ensemble photo submission is Oct. 1, 2024.

IV. Selection Process

All adjudications are "blind"; that is, the Adjudication Committee will not know the identity of the applicant. There are two levels of screening:

1. An initial or first screening level at which finalists will be selected; and

2. A final screening level at which only those recommended from the first screening will be considered.

Level 1: Led by the National R&R Chair, an Adjudication Committee will be formed in each R&R area. The committee will consist of no fewer than seven members selected from the following: National R&R chair of the area, National & Region R&R Coordinator of the area, current and/or former Region R&R chairs, choral directors who have previously presented at an ACDA Region or National Conference, past Region Presidents, past National Officers, National Standing Committee members and others appointed by the National R&R chair to ensure a diverse evaluation committee.

No person submitting an interest session application for the 2025 National Conference may serve on the Adjudication Committee. The online submissions process automatically tabulates responses from adjudicators and generates a list indicating the collective top ten submissions in ranked order, plus five alternates.

Level 2: The National Conference Committee will review the top 10 submissions in each R&R area, unless fewer than ten are submitted in that area, in which case all submissions will be reviewed by the National Conference Committee.

Every effort will be made to represent a broad range of interest sessions for each R&R area.

V. Schedule of Dates & Application Link

- Application portal opens: February 1, 2024

- By April 17, 2024: Interest Session application, uploads, and payment completed by 11:59 pm CDT

    ○ Help desk support is available until 5pm central time on April 17, 2024. After that time, no support will be provided, even if technical issues are encountered. Applicants are encouraged to plan ahead to ensure they can complete the submission process. Late submissions will not be accepted for any reason.

- By June 15, 2024: National applications review completed

- By July 1, 2024: Applicants notified of results

Application available February 1, 2024, online through the Submittable platform at acda.org/conferences.

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Application Guidelines for Insight Choirs
2025 ACDA National Conference
Dallas, TX
March 18-22, 2025

The 2025 National Conference Committee is pleased to continue Insight Choirs, a new initiative launched at the 2023 National Conference in Cincinnati. Insight choirs support missions that are social or community related and use choral music as a tool to reach these goals. Insight Choir sessions support and inspire the membership by providing engaging research, pedagogies, practices, and repertoire. We seek proposals for a 50-minute session that will actively engage conference participants and contribute to the professional development of our diverse membership. ACDA members in all repertoire & resource areas are welcome to apply.

The 2025 National Conference theme is Celebrating the Choral Art: Past, Present, and Future. All topics are welcomed, but the conference committee is particularly interested in sessions that celebrate our choral heritage, embody strong pedagogical ideas, feature scholarly content, and are relevant to our choral community. Insight Choir sessions could include but are not limited to:

- Working with singers with special needs

- Working with aging voices in the community and religious settings

- Living composer-conductor collaborations

- Working with students in a Title-1 school

- Multi-generational singing

- Non-auditioned choirs that operate and rehearse in alternative ways to meet the needs of their membership and community at large

I. Eligibility

Conductors/presenters must hold life, paying life, retired, active, or student ACDA membership. Please note that all accepted conductors/presenters are expected to meet ALL posted dates and deadlines. No choir or conductor may perform on successive national conferences as a performing choir, demonstration choir, or insight choir.

II. Registration and Travel Info

It is understood that ACDA will not assume financial responsibility for registration, travel, food, or lodging for presenters or participants. Completing the online application implies that the conductor and the ensemble will obtain the necessary funds to travel and present at the conference if accepted.

III. Session Conductor/Ensemble Expectations

The conductor and ensemble will arrive 15 minutes prior to the session to establish standing positions and ensure all audio-visual equipment is working properly. Insight Choirs will not have a dress rehearsal prior to their session. Ensembles must be under 75 singers and may include a pianist and six additional instrumentalists. It is the responsibility of the ensemble to set up the chairs and music stands for the instrumentalists as per the submitted application materials.

III. Application Process

Submit all application materials as listed below by 11:59pm CST April 17, 2024, through the Submittable platform at acda.org/conferences. Help desk support is available until 5pm central time on April 17, 2024. After that time, no support will be provided, even if technical issues are encountered. Applicants are encouraged to plan ahead to ensure they can complete the submission process. Late submissions will not be accepted for any reason.

The following is the list of requirements for the application:

1. **Session Title**: The title should be carefully crafted, brief, reflective of the session's content, and be no longer than 10 words.

2. **Session Abstrac**t: A succinct thesis that clearly addresses: (1) a topic that will be helpful to and/or inspire the membership, (2) a clear description of the session, and (3) learning outcomes. Please submit the following:

   a. No more than a 400-word description, which will be used in the conference app.

   b. No more than a 100-word description, which will be used in the *Choral Journal* announcement

   c. A brief outline in bullet points that clarifies the processes and goals of the session (limit 2 pages)

3. **Ensemble Statement (non-adjudicated)** - Applicants are asked to share information about their ensemble and type of institution/organization, ensemble history and mission, and how the ensemble meets the needs of a specific population or does unique work within the choral field. The narrative should be no longer than 300 words to help the committee contextualize your ensemble.

4. Three Recordings from Rehearsals or Performances

   a. Up to three audio and/or video recordings totaling between 10 to 30 minutes should be submitted. These recordings should provide evidence of your ensemble's ability to clearly demonstrate the mission and/or process(es) described in the session's outline.

   b. If you wish to submit YouTube videos, upload a pdf file with active links to the videos.

   c. Accepted file formats for recordings include: mp3, m4v, mkv, and mp4.

5. Headshot of conductor in .jpg format, 3" x 5", high-resolution minimum 300 dpi

6. Conductor and Ensemble Biographies

   a. The ensemble's biography (up to 100 words maximum).

   b. The conductor's biography (up to 100 words maximum).

7. An ensemble photo will only be requested if the session is selected for the conference. The deadline for ensemble photo submission is Oct. 1, 2024.

IV. Selection Process

All adjudications are "blind"; that is, the Adjudication Committee will not know the identity of the applicant. There are two levels of screening:

1. An initial or first screening level at which finalists will be selected; and

2. A final screening level at which only those recommended from the first screening will be considered.

Level 1: Led by the National R&R Chair, an Adjudication Committee will be formed in each R&R area. The committee that will consist of no fewer than seven members selected from the following: National R&R chair of the area, National & Region R&R Coordinator of the area, current and/or former Region R&R chairs, choral directors who have previously presented at an ACDA Region or National Conference, past Region Presidents, past National Officers, National Standing Committee members and others appointed by the National R&R chair to ensure a diverse evaluation committee.

No person submitting an insight choir session application for the 2025 National Conference may serve on the Adjudication Committee. The online submissions process automatically tabulates responses from adjudicators and generates a list indicating the collective top ten submissions in ranked order, plus five alternates.

Level 2: The National Conference Committee will review the top 10 submissions.

V. Schedule of Dates & Application Link

- Application portal opens: February 1, 2024

- April 17, 2024: Insight Choir application, uploads, and payment completed by 11:59 pm CDT

    ○ Help desk support is available until 5pm central time on April 17, 2024. After that time, no support will be provided, even if technical issues are encountered. Applicants are encouraged to plan ahead to ensure they can complete the submission process. Late submissions will not be accepted for any reason.

- June 15, 2024: National applications review completed

- July 1, 2024: Applicants notified of results

Application available February 1, 2024, online through the Submittable platform at acda.org/conferences