## Letter to 25-Minute Performers

We are looking forward to your performance during the 2020 NACWPI National Conference in October and thank you for your willingness to adapt your presentation to an online format. Although holding our conference online will be a new experience for all of us, we are excited about the possibility of having more members of our community engage with our presenters and their wonderful content this year.

Here are a few updates to keep in mind as you prepare your presentation. In order to ensure the best sound quality, we are asking for performances to be prerecorded and submitted in mp4 format via *Submittable* **by 12:00 noon Mountain Time on Friday, August 28, 2020**. Please look for a second email to follow shortly from The College Music Society with specific instructions on how to upload your file. Please also see below regarding conventions for naming your file. Suggestions for preparing effective online presentations and recording videos may be [found here](https://www.music.org/pdf/conf/natl/2020/tips.pdf).

As a reminder, please be sure that your recording does not exceed the maximum time allowed (25 minutes). NACWPI will assign a live host to introduce the performance and, although the performance will be recorded, we request that all performers be present when the recording is broadcast so that you can be acknowledged and take a “virtual bow.” There will be additional opportunities during the conference for you to network with colleagues who may wish to discuss the work/performance, thus we encourage you to remain engaged throughout the conference and interact as much as possible.

Performances comprising multiple works must be submitted as a single file. This is not to say that the entire performance must be recorded in a single take; however, it will not be possible to upload multiple files, so individual works must be combined into a single file prior to submission.

Before submitting your video, please save and name it as follows:

 1. Save your video as an mp4 file.

 2. Each video file must be named as follows: Presenter Last Name\_Presenter First

 Name\_Format (i.e., Smith\_Clara\_Performance).

 3. Videos must be uploaded to your proposal submission via *Submittable* no later than

 12:00 noon Mountain Time on Friday, August 28, 2020.

Performers will also have the option of sharing up to 3 PDF files containing extended program notes, song texts, or supplementary materials with attendees. These materials will be collected in advance but will be requested separately.

We are looking forward to hearing your performance in October and appreciate your valuable contribution to the 2020 NACWPI National Conference.