## Letter to Lecture-Recital Presenters

We are looking forward to your lecture-recital 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 the new format, lecture-recitals will comprise a combination of lecture (either live or prerecorded, at the discretion of the presenter) and prerecorded performance. The maximum allowed duration is 25 minutes, inclusive of introductions and Q&A. Please be sure that your presentation does not exceed this time limit. NACWPI will assign a live moderator who will introduce you, assist with playback of recorded examples, facilitate the Q&A, and manage the time. There will be additional opportunities during the conference for you to network with colleagues who may wish to further discuss the presentation, thus we encourage you to remain engaged throughout the conference and interact as much as possible.

In order to ensure the best sound quality, we are asking for all performance components of the lecture 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).

Performances (and lectures if these are prerecorded) must be submitted as a single file, in the order in which they will be addressed in the presentation. This is not to say that all works or multiple movements must be recorded in a single take; however, it will not be possible to upload multiple files, so individual works or movements 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\_Lecture-Recital).

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

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

Presenters will also have the option of sharing up to 3 PDF files of handouts, presentation slides, or supplementary resource materials with attendees. These materials will be collected in advance but will be requested separately.

We are looking forward to your lecture-recital in October and appreciate your valuable contribution to the 2020 NACWPI National Conference.