**  
 45th International Viola Congress  
 Rotterdam, November 20th-24th 2018   
 Proposal Submission Form**

The current document is the Official Proposal Submission Form for IVC 2018. It must be edited/completed using Microsoft Word, saved (preferably as PDF) and submitted to the IVC 2018 Programme Committee ([IVC2018@dutchviolasociety.nl](mailto:IVC2018@dutchviolasociety.nl)) by December 18th, 2017 at 24:00h CET.

**How to use this Application Form:**

* Download and save this Application form document with a meaningful name, e.g. “IVC2018\_Proposal\_<Name>.docx”
* Open and edit the document using Microsoft Word (edition 2007 or later).
* Word often opens downloaded files in “Protected view” the first time you open them;  
  if this is the case, click the [Enable Editing] button in the top banner:



* Enter text in the white cells, behind/below any existing content guidelines contained in brackets (e.g. **<Enter description>**).
* Some sections may require repetition when information for multiple persons is to be listed;  
  to do so, select the relevant table rows and copy-paste them as many times as needed.
* Checkbox entries (e.g.  **Microphone**) should not be overtyped/replaced,   
  a single click on the checkbox will toggle a cross in the box ( **Microphone**), by which you indicate that the given option applies for you. If this doesn’t work, enter the text “[YES]” or “[NO]” to the right of the option (thus:  **Microphone [YES]**).
* All confirmation check-boxes in section 5 must be selected with a cross (or a **[YES]**).
* The Signature in section 5 must belong to the main Presenter (the first Presenter listed in section 2). It should be inserted as a scanned graphical image. If such an image is not available, enter the Main Presenter’s full name as text.
* The Application form should ideally be presented as a PDF document. Most modern Microsoft Word editions support this by selecting “Save As…” and then choosing File type “PDF (.pdf)” format. If this is not available in your version of Word, submit the document as-is, in Word format.

**Proceed to the next page to start filling in the Application.**

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| **1a. Information about the Presentation** | |
| Definitions: A Presentation is to be understood as the general term for the proposed activity.   The Format of a Presentation can be either of the following categories:  - Recital: Live musical performance without significant verbal presentation; - Lecture-recital: A recital combined with a verbal presentation of topical nature;  - Lecture: A verbal presentation without live performance, but possibly using Audio/visual aids - Masterclass: A public lesson for talented viola students (to be selected by the IVC host) - Workshop: An interactive topical session involving the active participation of the audience.  Note: All verbal presentations and supporting materials (except song lyrics) must be provided in English. | |
| **Format:** | <Click here to select Format option>  *(a drop-down selection menu should appear; If it doesn’t, enter a valid option manually: Recital, Lecture-recital, Lecture, Masterclass or Workshop).* |
| **Title of Presentation:** | **<Descriptive Title reflecting Topic or Subject of Presentation>** |
| **Duration (50’ max):** |  |
| **Sharing option:** | **The Presentation programme is modular and could be split up,   in order to share session time with other Presentation(s)**  *(in general, this is only a viable option for Recital programmes; such an  allowance makes it easier to fit recital pieces into the Programme).* |
| **Facilities needed:** | **Microphone**  **Beamer / facility to display computer presentations / films**  **Computer with USB/CD player connected to sound system**  **Internet connection**  **Stage lighting control (technician)**  **Other (please specify):** |
| **1b. Description** | |
| **<Enter a free-form description of the proposed presentation, its central thesis / idea, and its relation with the Congress Theme (see** [**Call for Proposals**](https://ivcrotterdam2018.nl/call-for-proposals-ivc-2018/)**), min. 300 – max. 1000 words.>** | |
| **1c. Repertoire** *(only applicable for recitals and lecture-recitals)* | |
| **<List of works to be performed: Title, composer, and duration of each piece>**  **<Please include also the years of birth and death** (if applicable) **for each composer> <Please specify any rental costs and royalties/licensing restrictions that may apply>** | |
| **1d. Reference Recordings** | |
| **<Links/references to recordings of the programmed repertoire, if available>** | |

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| **2. Information about Main Presenter(s)** *(copy and repeat this section for each Presenter)* | |
| Definition: The Presenter is the primary speaker or performer, and is the point of contact for the Programme Committee. If there are additional Presenters (with a leading role), please copy and repeat the below section as many times as required to provide information about all Presenters.  Accompanists / non-viola playing ensemble members are to be listed separately in Section 3 below. | |
| **Last Name:** |  |
| **First Name(s):** |  |
| **Nationality:** |  |
| **Date of birth:** |  |
| **E-mail address:** |  |
| **Telephone number:** |  |
| **Residential address:** |  |
| **Viola Society:** |  |
| **Reference recording:** | **<Links to recent online video or audio recordings of the Presenter, not necessarily performing the proposed programme>** |

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| **3a. Request for Local Pianist** | |
| **Local pianist:** | **I need a local pianist, contracted by the IVC hosts**  *(subject to availability; extra costs may apply)* |

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| **3b. Information about Accompanist** | |
| **Accompanist:** | **I am bringing my own accompanist** |
| **Name (Last, First):** |  |
| **E-mail address:** |  |
| **Telephone number:** |  |
| **Instrument:** |  |

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| **3c. Information about Ensemble** *(other than Presenter(s) and Accompanist)* | |
| **Own Ensemble:** | **An ensemble contributes to the performance** |
| **Name of Ensemble:** |  |
| **Number of players:** |  |
| **Reference recording:** | **<Links to recent online video or audio recordings of the Ensemble, not necessarily performing the proposed programme>** |
| **Members of Ensemble** *(copy and repeat this section for each member of the ensemble)* | |
| **Name (Last, First):** |  |
| **E-mail address:** |  |
| **Telephone number:** |  |
| **Instrument:** |  |

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| **4. Supporting Documentation** *(informational – no inputs here)* | |
| **Presenters:** | **For each Presenter mentioned in Section 2: - A full professional C.V. (resume), max. 2 pages (A4 or US Letter) - A customised biography in text form, max. 250 words,  addressing personally the IVC 2018 context and audience.** *(this will be used directly in the Programme book, if selected)* **- A photograph of the Presenter (headshot)** |
| **Accompanist:** | **For each Accompanist mentioned in Section 3b (if applicable): - A short biography in text form, max. 125 words - A photograph of the Accompanist (headshot)** |
| **Ensemble:** | **For the Ensemble specified in Section 3c (if applicable): - A short history of the ensemble in text form, max. 125 words - A photo of the ensemble (group picture)** |
| **Document Files:** | **Document files (e.g. C.V.’s and biographies) must be submitted in PDF (or Microsoft Word) file format, and must have a clear and meaningful file name, e.g. “Presenter\_<Name>\_CV.pdf”** |
| **Picture Formats:** | **Pictures must comply to the following format requirements:**   * **JPEG file format** * **Meaningful file name, e.g. “Presenter\_<Name>\_photo.jpg”** * **Photo must be recent (less than 5 years old)** * **Full colour** * **Dimensioned at (minimum) 600x600 up to 1200x1200 pixels** |

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| **5. Confirmation and Signature** | |
| **Application:** | **I confirm that the supplied information is complete and accurate.** |
| **Intellectual property:** | **I confirm that the proposed programme is either free of copyright/ intellectual property rights, or will have obtained the required licenses/permissions for performance from the Copyright owners.** |
| **Documentation:** | **I confirm submission of all required supporting documentation in the proper specified format (compliant to Section 4).** |
| **IVS Affiliation:** | **I acknowledge my obligation to:  a) either submit proof of membership with an IVS affiliated Viola Society** (\*) **at the time of Congress Registration,  b) or to assume a 2018 DVS membership** (\*\*) **at that time.** *(\*) Note: The American Viola Society is not affiliated with the IVS. (\*\*) DVS yearly membership rates are: €30,- for adults, €20,- for students.* |
| **Obligations:** | **I have read and accept all of the mutual obligations and non-obligations listed in the** [**Call for Proposals**](https://ivcrotterdam2018.nl/call-for-proposals-ivc-2018/)**.** |
| **Date and Signature:** |  |