

2025 Convention Proposal Form

Welcome to the 2025 Proposal Application!

Before you begin, please read the following:

- 1) Have your application fields ready to enter before you begin this form.
- 2) You will be timed out for inactivity.
- 3) Be sure to complete all required fields (*) and read all instructions carefully. No additional materials may be submitted via email.

Read through detailed instructions on our 2025 Convention Proposal page on our [website](#).

If you have any questions or problems with your proposal, email Mily Harrod, NFA Membership Manager, at mharrod@nfaonline.org

If you have any specific ADA requests, email Daniel Pozzebon, NFA Convention Director, at dpozzebon@nfaonline.org

Personal Information

Performer/Group Name:

Member First Name: *

Member Last Name: *

Preferred Pronouns:

Email: *

(Your proposal confirmation email will go here. Refrain from using .edu email addresses.)

City: *

State/Province:

Country:

Main Phone Number: *

Event Type:

Select the category that applies to your proposed session: *

Solo Performance (alone, with keyboard, or electronics)

Chamber Music (2 or more musicians)

Lecture

Lecture recital

Panel

Sight Reading Session

Warm-Up Session

Workshop

If other, please describe your event in the field below

Other type of event:

Event Category (please select all that apply)

Adult Flutists
Career and Entrepreneurship
Community Development and Engagement
Electronic Music
Flute Ensemble (2-5)
Flute Clubs
Global Flutes
Historical Flutes
IDEA (Inclusion, Diversity, Equity and Accessibility)
Jazz
Low Flutes
Multimedia
Music Publishing
New Music
Pedagogy
Performance Health & Wellness
Piccolo
Popular Music
Research
Standard Repertoire
Youth Flute Day (Beginner)
Youth Flute Day (Intermediate)
Youth Flute Day (Advanced)

Other Event Category:

Event Information

Proposed Session Title: *

(Make your title concise and inviting by summarizing the content of your event in a few words. Titles may be adjusted for clarity and space limitations. If you are submitting a single work, just input N/A.)

Full Description: *

(Provide a 250-500 word description of your event. Explain how you plan to deliver this event and how it will contribute to enrich the convention program and/or the convention theme.)

Program Book Description: *

FOR REFERENCE ONLY. You must complete your proposal in your online member portal. PDF/mailed submissions will not be accepted.

(In 35 words or less, provide an inviting and concise description of your event for the program book. Descriptions will be edited for clarity, style, and space limitations.)

If you are submitting on behalf of a NFA committee, please type in the name of the committee here:

Diversity Statement:

(Please explain how your proposal aligns with the NFA's Statement of Commitment to Diversity, Equity, and Inclusion, if applicable. You can find our statement here: nfaonline.org/about)

Do you grant permission to the NFA to live stream this event?

(A small number of events will be selected. The final decision will be made by the NFA)

Yes

No

Program Details

We encourage members to submit proposals that include single works that can be programmed in shared recitals. Please fill out the following fields if you have one or more works. If you are submitting a panel, lecture, or workshop there is no need to add works. Check here if you agree. *

Work 1 Title:

(Please include the full title of each work including Piece Number, Key, Opus Number etc. Example: Concerto No. 1 in G Major, K.313)

Work 1 Date of composition:

Work 1 Composer's First Name:

Work 1 Composer's Last Name:

Work 1 Composer's Dates:

Work 1 Arranger:

(Input N/A if this is not an arrangement.)

Work 1 - Is the work a premiere? If yes, please select from the following:

World Premiere

USA Premiere

NFA Premiere

Work 1 Timing of the work:

(Please use minutes followed by semicolon and seconds to indicate timing: mm:ss Example: 5:30 = 5 Minutes 30 Seconds)

Work 1 Publisher:

Work 1 - Is this work currently in print?

Work 1 Please list all movements:

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(Example. I-Allegro, II-Largo, III-Gigue or write "in one movement" if the work does not have multiple movements.)

You will have the option to add 5 works

Timing for entire proposal: *

(If submitting multiple works, add the timing for each work. For lectures, workshops, panels, warm-up, or sight-reading sessions the allotted time will be 50 minutes.)

Set Up Timing *

(Please estimate the time your ensemble needs in the room for set up before the start of your event.)

Supporting Materials

Link 1 Video or Audio:

(A recording of your playing is required for each work on your proposal. Use this field to provide a working link such as YouTube, Vimeo, SoundCloud, Google Drive, OneDrive, Box, or Dropbox. Access must be set so that anyone with a link can view the video or files.)

Video or Audio Description (1)

(Please describe your video or audio link here.)

You will have the option to add 5 links

Link 1 - Supplemental Files:

(You can share with us any supplemental materials including presentations, images, brochures, workshop/lecture outlines, etc. Use this field to provide supplemental files via working links to YouTube, Vimeo, Google Drive, OneDrive, Box, or Dropbox. Access must be set so that anyone with a link can view the files or videos.)

Supplemental Files Description (1)

(Please describe your supplemental files.)

You will have the option to add 3 links

Performer/Presenter Bios

Performers names:

(List name followed by instrument, i.e. Priya Patel, C flute and alto flute)

Ensemble Bio: (If applicable)

(300 Characters or less including spaces)

Ensemble Name: (If applicable)

Your bio: *

(As a reminder, the requirements for bios are as follows:

- Bios should begin with your name (no titles) and use full sentences, not lists. Please add your pronouns if you wish.

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- Bios can be a maximum of 300 characters, including spaces and punctuation.
- Do not include review quotes or adjectives.
- Abbreviate BA, BM, MA, DMA, and PhD (no periods); spell out all other degrees.
- Use postal abbreviations for states.
- Spell out school names and use "Univ." for "University".)

Additional Performer #1 Name/Instrument/Email

Additional Performer #2 Name/Instrument/Email

Additional Performer #3 Name/Instrument/Email

Additional Performer #4 Name/Instrument/Email

Additional Performer #5 Name/Instrument/Email

Use this last field to submit all remaining performers following the same format:

Performer Name/Instrument/Email

Additional Performer #1 Bio:

Additional Performer #2 Bio:

Additional Performer #3 Bio:

Additional Performer #4 Bio:

Additional Performer #5 Bio:

Use this last field to submit bios for remaining contributing performers:

(Separate each bio with a line break.)

Equipment Requests

There will be limited Audio and Video resources available for your presentation. Be specific on your needs below and list everything you will need. Check if you agree. *

You are responsible for bringing adapters to connect to the hotel equipment and all other equipment needed for the session. A personal laptop computer is the recommended method of playing audio files, video files, and using PowerPoint on this equipment. The NFA cannot provide laptops or iPads. Download all pertinent materials to your computer and exclusively present from there. Do not depend solely on the conference center's WIFI for internet access, as NFA cannot ensure its reliability or speed, even with paid access. On site printing is not provided by the NFA. Check if you agree: *

Audio: Every performance/workshop room will have (1) Mixer, (2) Speakers, (1) Podium, Microphone, (1) Laptop Audio Interface and (1) AV Cart. ALL mono. Anything beyond this will be considered during the proposal review process. Rooms that are solely for rehearsal & warm up will not have A/V capabilities. Check if you agree. *

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Number of Microphones (Wired): *

(Please specify number, or put N/A)

Number of Microphones (Wireless Handheld): *

(Please specify number, or put N/A)

Video: There will be (3) rooms where projector and screens will be available. The screens will vary in size and the projector in lumens depending on the size of the room. Please share details below. Check if you agree. *

Do you need a projector and screen? *

Yes

No

Can be performed without if necessary

Ideal projector size in lumens: *

(If not applicable, put N/A)

Loan in and load out: Everyone is guaranteed 30 minutes. Please put the specific time you need up to 30 minutes. *

Additional Equipment Request Comments:

Please hit “Preview” button once you fill in all fields.

After viewing the preview, please hit "save" to submit your proposal. After you hit “save,” you will get a pop up and click “go home.” You will then receive an automatic email.