**WRITE THE TITLE OF YOUR PRESENTATION HERE; USE UPPER CASE, BOLD, 12PT**

State the type of presentation here (paper, workshop, symposium, roundtable, performance, poster, or presentation to host future conference); use 11pt

WRITE THE NAME OF PRESENTER HERE; USE UPPER CASE, 11PT (DO NOT INCLUDE TITLES, E.G. DR, PROF.)

*State your affiliation here (this is your principal place of work/study, or, if appropriate, ‘Independent’); use italic, 11pt*

[Repeat the previous two steps for each additional presenter]

Write your description here; use 11pt. This must be between 150-250 words; descriptions under 150 words will be returned. Use one of the following formats:

Paper or Poster: Describe the topic, context, method, findings and relevance of the work.

Workshop: Describe the aims and content of the workshop.

Symposium: Introduction (150 words), followed by at least three descriptions as for Paper or Poster and name of chair.

Roundtable: Describe the topic, context and aims, and name of chair.

Performance: Details of the repertoire and the performer/s, and duration of the piece/s

Paper & Workshop: Describe topic, context, method, findings and relevance of the paper (150 words), and the aims and content of the workshop (150 words). It is up to you how you structure the session.

State your requirements (e.g. audiovisual equipment, spaces, instruments) here.

Insert your biography here. Your biography should be around 75 words. Please write in the third person and in prose, i.e. this must *not* be a list of appointments. Put the **name of presenter** in bold. (If multiple presenters, provide biographies for each presenter.) Please include your description and biography in the *same* file.

**IF YOU ARE PRESENTING ONLINE PLEASE ALSO INCLUDE THIS INFORMATION:**

1) According to your local time zone, please indicate the **earliest** time you would be willing to start your presentation, and the **latest** time you would be willing to start your presentation. For example: Earliest time: 07:00. Latest time: 21:00.

**FINALLY, PLEASE NAME EACH FILE IN THIS WAY:**

Last name\_type of presentation.doc or last name\_type of presentation.docx e.g. Appia\_workshop.doc

If you have more than one presentation of the same type, label them as follows:

Last name\_type of presentation1.docx

Last name\_type of presentation2.docx