**HOW TO FORMAT YOUR PROPOSAL: THE TITLE IS UPPER CASE, BOLD, 12PT**

State the type of presentation (paper, workshop, symposium, roundtable, performance, poster, or presentation to host future conference) like this, using 11pt

STATE THE NAME OF PRESENTER USING UPPER CASE, 11PT (but don’t include title/s!)

*State your affiliation (principal place of work/study, or, if appropriate, ‘Independent’) in italic, 11pt*

[Repeat the previous two steps for each additional presenter]

Description (this must be between 200-250 words; descriptions under 200 words will be returned). Use one of the following:

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 (200 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 (200 words), followed by aims and content of the workshop (200 words)

Requirements (e.g. audiovisual equipment, spaces, instruments)

Biography

This 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 NAME EACH WORD DOCUMENT IN THIS WAY: last name\_type of presentation.doc or last name\_type of presentation.docx e.g. Appia\_workshop.doc