



Class Submission Application

Please submit ONE application for each Class Topic
E-Mail completed form to faculty@handbellmusicians.org

National Seminar 2017 is July 11-15 at the Hyatt Regency Orange County in Garden Grove, California. We are seeking submissions for classes and faculty to present at the event. When preparing your application, please note the following:

- Those submitting must have their own individual Handbell Musician membership or be the primary contact for an organization's Handbell Musician membership.
- Consider all aspects of handbell musicianship in all settings as you develop your class ideas. The committee strives to select a wide variety of classes for all constituencies of our membership.
- Those submitting more than one class topic will be given priority consideration.
- Those interested in teaching at the event must submit a separate Class Submission Application for each class topic/idea they would like to present. Completed applications must be emailed to faculty@handbellmusicians.org.
- Any applicant who has not taught at a National Seminar or Pinnacle in the past three years (since Atlanta 2014) must provide two letters of reference from individuals who have observed the applicant teaching within the past 12 months. These letters must be sent directly to faculty@handbellmusicians.org by the person providing the reference.
- Deadline for submission is October 15. Applicants will be notified of committee selections by January 1, 2017
- Class sessions at National Seminar are 75-minutes long. Topics may be offered as single classes or multi-session courses. Single-session classes will usually be offered twice in the schedule during the event. Multi-session courses will only be offered once in the schedule.

Questions regarding the process should be directed to faculty@handbellmusicians.org.

Terms & Compensation

Selected faculty will be compensated as follows:

Local (resides within a 50-mile radius of the event site) or Out-of-Town Teaching Only ONE Class Topic

- \$40 honorarium per 75-minute class session taught.
- Option to attend classes and concerts during the event at no cost.
- If at least two class topics are taught, Full Event Registration including all provided meals.

Out-of-Town Teaching TWO or More Class Topics

- \$425 reimbursement of round-trip airfare to the event.
- **OR** mileage paid at the prevailing IRS charitable rate for miles driven to and from the event up to a total of \$425.
- One half of a shared hotel room at the official event hotel for each night the clinician teaches a class session at the event. Faculty are responsible for securing their own roommate and making their own hotel arrangements at the conference hotel.
- Full Event Registration including all provided meals.



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CLINICIAN INFORMATION

Clinician Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Cell Phone Number: _____

E-Mail: _____

Two references from individuals who have observed you teaching must be forwarded directly to faculty@handbellmusicians.org. Please provide the names and contact information of the individuals who will be providing these references:

| Reference Name | Phone Number | E-mail |
|----------------|--------------|--------|
| 1. | | |
| 2. | | |

Class Title: _____ **No. of Sessions Required:** _____

Please consider a title that clearly identifies the topic of the class. Each class session is 75 minutes long. Classes requiring only one session will be repeated once. Those requiring more than one session will only be offered once in the schedule.

Has this class been offered at other handbell events? Yes No

If yes, please list event name, date, and location where the class was previously offered.

| Event Name | Event Dates | Event Location |
|------------|-------------|----------------|
| 1. | | |
| 2. | | |
| 3. | | |

Please confirm the dates you are available to teach at the event (9:00 AM – 5:00 PM):

July 12 July 13 July 14 July 15

Please send a head-shot photo (from the shoulders up ONLY) and biography (no more than 200 words) for use in event publicity and program guide with your completed application. If submitting multiple class ideas, it is only necessary to include the photo and bio with one application.

Class Description: Please provide a 2-3 sentence description of your class or track (100 words). This will be posted on the event website to encourage attendance and will be included in the event program guide. Sell the class to potential attendees.

Class Outline: For purposes of evaluating your submission for possible inclusion at National Seminar, please provide a more detailed description of the class, your planned teaching methods, class goals, etc. (Attach additional pages if necessary.) Sell the class to the planning/selection committee.

Target Audience for this Class (check all that apply):

Ringer Director Soloist Educator Church Musician Community Ensemble

Other (describe) _____

Please list any other topics which you are qualified and willing to teach:

Equipment Needed: Please consider the following when determining your equipment needs for your class:

- First identify your absolute minimum need to teach the class and then you may add “nice-to-have” additions.
- Please plan for attendees to share equipment, not for each participant to have their own for the length of the class.
- Equipment needed beyond the basic bells and chimes, such as percussion or Orff instruments, etc., should be clearly defined.
- Also, indicate if additional equipment is something you will bring with you.
- Note, we are no longer able to provide small percussion (tambourine-size or smaller.) If you need small percussion, you will need to bring it yourself.
- If you do not request equipment in advance it will not be available at Seminar.
- We will no longer provide mallets for classes. Instead, registrants will be asked to bring mallets with them to the event. Please note in your class description if mallets will be required.
- Due to increases in the costs of renting certain audio/video equipment, we will no longer be able to provide sound amplification for laptops or other personal electronics. If you plan to use sound files in your class, the equipment committee can assist you in identifying sources for securing your own travel-friendly speaker options.
- Plan to bring any small, non-traditional items with you to the event. These items are difficult to get on loan and even more difficult to track and return to the lender.
- Please only request equipment that is absolutely necessary to a successful class presentation.

Minimum equipment need is based on how many class participants? _____

Please indicate what standard handbell set(s) you will use in your class. You may request 1-3 sets.

Handbell Set 1: 3 Oct 4 Oct 5 Oct

Handbell Set 2: 3 Oct 4 Oct 5 Oct

Handbell Set 3: 3 Oct 4 Oct 5 Oct

Special Sets: Indicate the range and number needed for special sets such as for 4IH or low bass, solo sets, etc.:

Please indicate what standard handchime set(s) you will use in your class. You may request 1-3 sets.

Handchime Set 1: 3 Oct 4 Oct 5 Oct

Handchime Set 2: 3 Oct 4 Oct 5 Oct

Handchime Set 3: 3 Oct 4 Oct 5 Oct

Other Equipment:

- Number of Music Stands: _____ Number of Bell Tree Stands: _____ Keyboard
- CD Player/Boombox Flip Chart with markers Demonstration table
- LCD Projector/Screen (All projectors will have a VGA cable and connection – instructors must provide adaptors necessary for connection to their personal device if not VGA compatible.)
- Other (please be specific and indicate what you will bring and what you need supplied. Note – we cannot provide small percussion. If you need small percussion, you will need to supply it yourself.)

| Item | I can/will bring |
|------|----------------------------------------------------------|
| 1. | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 2. | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 3. | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 4. | <input type="checkbox"/> Yes <input type="checkbox"/> No |

I will use a music packet in my class/track that will be returned at the end of the class session*

My class will require participants to purchase music for use in the class/track

**NOTE: You will be limited to no more than 5 titles in your music packet and will be responsible for assisting the equipment team in making sure that all music is counted and returned at the end of your class.*

Room Set-up: *Bells and chimes will be set in keyboard order unless requested otherwise. Tables and sets will be arranged to fit the size of the room.*

Lecture: Rows of chairs and no tables

Lecture/Classroom: Tables and chairs in rows

Classroom with bell tables

Open room with chairs around perimeter

Other (please describe or provide a drawing in the space below) _____

Send completed application via email to faculty@handbellmusicians.org.
Deadline for submission is October 15, 2016.