

Policies & Procedures

MMEA In-Service Workshop/Conference



In-Service Workshop/Conference

Conference Scheduling

(Revised: February, 2013)



Missouri Music Educators Association

A Federated State Affiliate of the National Association for Music Education

MMEA In-Service Workshop/Conference

Conference Scheduling Policy

MMEA In-Service Workshop/Conference Sessions

1. The inclusion of *secured sessions* for the annual MMEA In-service Workshop/Conference will be in accordance with the established policy as approved by the MMEA Board of Directors.
2. Additional conference sessions, including business meetings, performance sessions, clinic sessions, receptions, and mixers must be approved and accepted by the MMEA President.
3. The MMEA President reserves the authority to accept or refuse any session proposal.
4. The MMEA President reserves the authority to schedule additional conference sessions, in any area, in an effort to reflect current educational trends, needs, and/or relevant topics.



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MMEA In-Service Workshop/Conference

Scheduling Policy: MMEA Vice-Presidents

MMEA OFFICE	*Funds (Clinician Fees)	Concert Sessions	Clinic Sessions
Band Vice-President	\$1,000	10	5
Choral Vice-President	\$1,000	10	5
Early Childhood/Elementary Vice-President	\$1,000	2	5
General Music Vice President	\$1,000	1	5
Jazz Vice-President	\$600	3**	3**
Orchestra Vice-President	\$600	5	4***
College/University Vice-President	\$600	2	2

* See *Conference Clinician Policies* for lodging/meals/transportation/other reimbursement information.

**The third jazz concert is to be used exclusively for vocal jazz, if accepted by the MMEA Jazz Vice-President.
(If a vocal jazz ensemble is not accepted, the third jazz concert will not be scheduled.)

**The third clinic is to be used exclusively as a reading session, if accepted by the MMEA Jazz Vice-President.
(If a reading session is not accepted, the third clinic session will not be scheduled.)

***The fourth clinic is to be used exclusively as a reading session, if accepted by the MMEA Orchestra Vice-President.
(If a reading session is not accepted, the fourth clinic session will not be scheduled.)

NOTE: In order to ensure a diversity of clinic topics and offerings for the annual MMEA conference, frequent and mutual communication between all parties responsible for securing clinic sessions is essential.

- MMEA Vp's and the respective affiliate should confer regarding the affiliate *Meet the Conductor* session.
- Advisory Council members should confer with the appropriate VP if proposed session topics are relative to other areas.

Scheduling Policy for MMEA Vice-Presidents

1. BAND
 - a. Ten (10) Performance Sessions
 - i. Includes all MSHSAA Classifications, College/University, and Community Ensembles
 - b. Five (5) Clinic Sessions
 - i. Includes reading sessions if accepted
2. CHORAL
 - a. Ten (10) Performance Sessions
 - i. Includes all MSHSAA Classifications, College/University, and Community Ensembles
 - b. Five (5) Clinic Sessions
 - i. Includes reading sessions if accepted
3. EARLY CHILDHOOD/ELEMENTARY
 - a. Two (2) Performance Sessions
 - i. Includes elementary choir (grades K – 6)
 - b. Five (5) Clinic Sessions
 - i. Does Not Include conference Pre-Session/s
 - ii. *Clinic sessions are often in collaboration with General Music Vice-President
 - iii. Includes Reading Sessions if accepted
4. GENERAL MUSIC
 - a. One (1) Performance Sessions
 - i. Includes non-traditional vocal/instrumental ensembles (all levels)
 - b. Five (5) Clinic Sessions
 - i. Does Not Includes conference Pre-Session/s
 - ii. *Clinic sessions are often in collaboration with Early Childhood/Elementary Vice-President
 - iii. Includes reading sessions if accepted
5. JAZZ
 - a. Three (3) Performance Sessions
 - i. Includes all MSHSAA Classifications, College/University, and Community Ensembles
 - ii. Includes instrumental and vocal jazz
 - iii. *Includes one performance session exclusively for Vocal Jazz
 1. If a vocal jazz ensemble is not selected, the performance session will not be scheduled
 - b. Three (3) Clinic Sessions
 - i. *The third jazz clinic session is to be used exclusively for a reading session, if accepted
 1. If a reading session is not accepted, the additional clinic session will not be scheduled
 - ii. * The third jazz clinic session (Reading Session) will be scheduled as a late-night session
6. ORCHESTRA
 - a. Five (5) Performance Sessions
 - i. Includes all MSHSAA Classifications, College/University, and Community Ensembles
 - b. Four (4) Clinic Sessions
 - i. *The fourth orchestra clinic session is to be used exclusively for a reading session, if accepted
 1. If a reading session is not accepted, the fourth clinic session will not be scheduled
7. COLLEGE/UNIVERSITY
 - a. Two (2) Performance Sessions
 - i. Designated as *Small Ensembles*
 - b. Two (2) Clinic Sessions



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Scheduling Policy: MMEA Advisory Council

MMEA OFFICE	*Funds (Clinician Fees)	Concert Sessions	Clinic Sessions
Advancing Music Education Chair	\$500	0	2
DESE Representative <i>Currently Vacant</i>	\$0	0	1*
Exhibitors Chair	\$0	0	0
Historian	\$0	0	0
Mentoring Chair	\$250	0	1
MIOSM Chair <i>Currently Vacant</i>	\$250	0	1
MSHSAA Chair	\$0	0	1*
Multicultural <i>Currently Vacant</i>	\$250	0	1
NAfME-Collegiate Chair	\$0	0	2
Research Chair	\$250	0	1
Retired Members Chair	\$0	0	1
Technology Chair	\$500	0	2
Tri-M	\$250	0	1

* See *Conference Clinician Policies* for lodging/meals/transportation/other reimbursement information.

NOTE: In order to ensure a diversity of clinic topics and offerings at the annual MMEA conference, frequent and mutual communication between all parties responsible for securing clinic sessions is essential.

- MMEA Vp's and the respective affiliate should confer regarding the affiliate *Meet the Conductor* session.
- Advisory Council members should confer with the appropriate VP if proposed session topics are relative to other areas.

Scheduling Policy for MMEA Advisory Council Chairs

1. ADVANCING MUSIC EDUCATION
 - a. Two (2) Clinic Sessions
2. DESE
 - a. *One (1) Clinic Session
 - i. Clinic is to be formatted as an informational update on current topics relevant to the *Missouri Department of Elementary and Secondary Education*
3. EXHIBITORS
 - a. No designated clinic sessions
4. Historian
 - a. No designated clinic sessions
5. MENTORING
 - a. One (1) Clinic Session
 - i. Does not includes pre-session
6. MUSIC IN OUR SCHOOLS MONTH (MIOSM)
 - a. One (1) Clinic Session
7. MSHSAA
 - a. *One (1) Clinic Session
 - i. Clinic is to be formatted as an informational update on current topics relevant to the *Missouri State High School Activities Association*
8. MULTICULTURAL
 - a. One (1) Clinic Sessions
9. NafME - COLLEGIATE
 - a. Two (2) Clinic Sessions
 - b. One Business Meeting
 - c. One Reception/Mixer
10. RESEARCH
 - a. One (1) Clinic Session
 - i. Includes poster session
11. RETIRED MEMBERS
 - a. One (1) Clinic Session
 - i. Includes “Retired Members Coffee”
 1. Changes to Retired Members Coffee Menu must be approved by the MMEA President.
12. TECHNOLOGY
 - a. Two (2) Clinic Sessions
 - i. May be included within *Technology Resource Center* sessions or as separate sessions
 - ii. Clinic sessions are intended to address technology topics other than smart music
13. TRI-M
 - a. *One (1) Clinic Session



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Scheduling Policy: MMEA Affiliate Organizations

MMEA Affiliate Organizations	*Funds (Clinician Fees)	Concert Sessions	Clinic Sessions
Missouri Bandmasters Association (MBA)	\$0	All-State Band	2
Missouri Choral Directors Association (MCDA)	\$0	All-State Choir	2
Missouri Association for Jazz Education (MOAJE)	\$0	All-State Jazz	2
American String Teachers Association Missouri Chapter (MoASTA)	\$0	All-State Orchestra	2
MMEA All-Collegiate Ensemble	\$0	All-Collegiate Ensemble	0

- *MMEA provides lodging (Wednesday – Saturday) for one All-State Conductor per ensemble.* All other expenses are the responsibility of the affiliate association.

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- MMEA Vp's and the respective affiliate should confer regarding the affiliate *Meet the Conductor* session.
- Advisory Council members should confer with the appropriate VP if proposed session topics are relative to other areas.

Scheduling Policy for MMEA Affiliate Organizations

1. Affiliate Organizations may sponsor ONE (1) All-State performing ensemble
2. Affiliate Organizations will be allotted TWO (2) sessions on the MMEA Conference Schedule.
 - a. One session will be designated as a *Business Meeting* and will be 45 minutes in length
 - b. One session will be designated as a *Meet the All-State Conductor* session and will be 45minutes in length.
3. Meet the All-State Conductor sessions may be used as a “meet and greet” or a clinic session presented by the respective all-state conductor.
 - a. If the Meet the All-State Conductor session is not used by an affiliate organization, the session will not be scheduled.
 - b. This session time cannot be used as for an additional session in any other area.
4. Reading sessions must be proposed through the appropriate MMEA Vice-President
 - a. Reading sessions, if accepted, will occupy one of the clinic sessions allotted to the Vice-President accepting the proposal. (See scheduling guidelines for MMEA Vice-Presidents)



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Request for Conference Session

1. All requests for conference sessions must include completion of the appropriate application process and/or session request form. (Forms must be submitted electronically through the MMEA Website.)
 - a. Ensemble Performance Session (see Application for Performance Policy)
 - b. Clinic/Session Proposal Form ([Clinic/Session Proposal Form](#))
 - c. Business Meeting Request Form ([Business Meeting Request Form](#))
 - d. Reception/Mixer Request Form ([Reception Request Form](#))
 - e. Other
2. Requests (completed application/forms) for conference sessions must be directed to the appropriate MMEA Board of Directors and/or MMEA Advisory Council member.
3. Final scheduling decisions for all sessions will be the responsibility of the MMEA President and will reflect the best interests of comprehensive conference offerings and scheduling.

Securing Clinicians/Conference Sessions

1. It is the responsibility of each MMEA Vice-President/Advisory Council member to secure the number of clinic sessions allotted to their respective area for each conference occurring within their term. (see scheduling policy)
2. Each MMEA Vice-President/Advisory Council member that is responsible for securing clinic sessions is designated a specific budget amount that may be used for the total number of sessions to be secured. (see scheduling policy for budget amounts)
3. All policies outlined in the Clinician Policies must be observed for each clinician/clinic session.
4. It is the responsibility of each MMEA Vice-President/Advisory Council member to ensure that a Clinician Agreement (contract) is completed for each clinician/clinic session for which they are responsible.
 - a. All Clinician Agreements (contracts) are due to the MMEA Executive Secretary by **November 1**.

Scheduling of Conference Sessions

1. It is the responsibility of the MMEA President to finalize the comprehensive conference schedule.
2. It is the responsibility of each MMEA Vice-President/Advisory Council member to designate specific clinicians/clinics to be assigned to the conference date/time slots for which they are responsible.

Confirmation of Conference Sessions

1. It is the responsibility of each MMEA Vice-President/Advisory Council member to coordinate the submission of all clinic/session/clinician information for administrative and publication purposes.
 - a. All information must be entered through the MMEA Website.
 - b. Information may be submitted by the MMEA representative that is responsible for the session, or by the clinician/session presenter.
2. It is the responsibility of each MMEA Vice-President/Advisory Council member to confirm all session details with the MMEA President and/or Conference Manager.