

CORPS de Ballet International, Inc.

21st Annual Teacher Conference

July 9-13, 2019

Tallahassee, FL

at

Florida State University

“Identifying Inclusivity, Equality, Equity and Privilege within Ballet’s Training and Culture”

Abstract Submission Checklist

(This form is for individual use only and need not be returned with abstract submission)

INSTRUCTIONS: 1. Please check the appropriate category below and
2. Complete the appropriate corresponding section of this checklist.

_____ **Individual (current, associate, retired, graduate student or honorary member)**

_____ **Panel (composed of current, associate, retired, graduate student, or honorary members)**

_____ **Other (Workshop, Class, Lecture Demonstration given by current, associate, retired, graduate student, or honorary members)**

INDIVIDUAL ABSTRACT SUBMISSION CHECKLIST (45 min. presentation):

_____ **Abstract Submission Form is complete and attached**

_____ **There is no identification of the author in the body of the abstract**

_____ **Abstract is 500 words maximum**

_____ **Abstract is in Microsoft Word, Double-spaced, written in Times New Roman 12 pt. font**

_____ **Abstract is titled**

_____ **Abstract includes:**

_____ **the central argument/question**

_____ **relevance to CORPS de Ballet mission, objectives and conference theme**

_____ **standards of excellence as listed in abstract call**

_____ **research methodology**

- Attachment of a one-page sample bibliography
- Attachment of a 100 word condensed abstract to be put on the website if accepted
- CORPS Copyright Permission Form completed and attached
- A short author's/presenter's bio is attached to the submission email as a Word document
- Abstract and supporting documents are submitted prior to 5 p.m. Pacific time on Sunday, November 18, 2018
- Apply for the Conference Presentation Scholarship if adjunct faculty or graduate student

PANEL ABSTRACT SUBMISSION CHECKLIST (45 min. presentation):

- Abstract Submission Form completed and attached
- Panel members have submitted one abstract submission form
- Each panel member's 500 word maximum *individual* abstract has been submitted in one document
- Attachment of a 100 word condensed abstract to be put on the website if accepted
- there is no identification of the panel members in the abstract
- the abstract is in Microsoft Word
- abstract is written in Times New Roman 12pt. font
- Panel "overarching" abstract is 250 words maximum and includes:
 - the central argument/question
 - proposed presentation's relevance to CORPS de Ballet mission, objectives and conference theme
 - standards of excellence as listed in abstract call
 - the proposed presentation's research methodology
- CORPS Copyright Permission Form completed and attached
- Biographies of Panel members are attached in one Word document
- Individual Panelist Abstracts, Panel Overarching Abstract, and supporting documents are submitted by 5 p.m. Pacific time on Sunday, November 18, 2018

_____ **Apply for the Conference Presentation Scholarship if adjunct faculty or graduate student.**

OTHER (WORKSHOP, CLASS, LECTURE DEMONSTRATION (45 min. presentation):

_____ **Abstract Submission Form completed and attached**

_____ **The abstract is in Microsoft Word**

_____ **Abstract is written in Times New Roman 12pt. font**

_____ **There is no identification of the presenter(s) in the abstract**

_____ **Attached 500 word maximum abstract includes:**

_____ **detailed description of the session**

_____ **the research objectives and methodologies**

_____ **proposed presentation's relevance to CORPS de Ballet mission, objectives and conference theme**

_____ **standards of excellence as listed in abstract call**

_____ **Bibliography attached**

_____ **CORPS Copyright Permission Form completed and attached**

_____ **Biography(ies) of presenter(s) attached in one Word document**

_____ **Abstract and supporting documents are submitted prior to 5 p.m. Pacific Standard Time on Sunday, November 18, 2018**

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