

CLINIC/PRESENTATION GUIDELINES*

Southeast Regional Tuba-Euphonium Conference (SERTEC)

May 9-12, 2024 – Middle Tennessee State University

Presented by the International Tuba-Euphonium Association

Clinician Guidelines

1. All clinicians/presenters must be registered participants for the Southeast Regional Tuba-Euphonium Conference (SERTEC) and must be members in good standing of the International Tuba-Euphonium Association (ITEA). Clinicians/presenters will not be compensated by SERTEC or ITEA for their appearance at the Conference, and it is expected that they will pursue funds from other sources to cover travel and lodging expenses.
1. Clinics/Presentations will be limited to **45 MINUTES**, including question-and-answer time. Please plan appropriately so the Conference can run on time throughout both days.
2. Clinicians/Presenters must provide their own handouts and should make copies **BEFORE** coming to Murfreesboro. The School of Music copy machine will **NOT** be available to Conference participants, and there is not a reliable copy shop within walking distance of the campus.
3. **Clinician/Presenter Timeline:**
 - January 5, 2024:** Acceptance of invitation communicated in writing to Conference Host. Include current bio, promotional photo, and clinic title and synopsis for inclusion on Conference website.
 - March 15, 2024:** Tentative clinic time, date, and location information available from Conference Host.
 - April 1, 2024:** Program proofs distributed via email to all presenters/clinicians, including time, date and location of presentation.
 - April 12, 2024:** Final corrections and changes in program information due to conference host.
 - May 1, 2024:** Final recital programs posted to Conference website along with final version of the Conference Schedule. **NO CHANGES permitted after this date.**

*All information should be submitted in advance of the above due dates. Reminder emails will be sent one week before each due date. An extra copy of this information sheet can be downloaded from the Conference website. For all submissions and questions, contact the Conference Host.