

## ENSEMBLE GUIDELINES\*

# Southeast Regional Tuba-Euphonium Conference (SERTEC)

May 9-12, 2024 – Middle Tennessee State University

Presented by the International Tuba-Euphonium Association

### Ensemble Guidelines

1. All College Ensemble performers 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). Performers will not be compensated by TTEA 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.
2. Ensemble performances are open to a variety of formats, depending on interest of performers and the makeup of the Conference schedule. A final decision on the format of ensemble performances will probably follow the deadline for acceptance of the invitation on February 1, 2024. Each **20 MINUTES OF STAGE TIME**. Please allow for time between pieces and for set up. Keeping the conference running on time relies on each performer sticking to this schedule.
3. Each ensemble will designate a representative (usually the tuba-euphonium faculty member) who will communicate with the Conference Host to help determine the best format for student performances. Due to limited performance space, there will not be time for rehearsal in the performance space.
4. **Performers Timeline:**
  - January 5, 2024:** Acceptance of invitation communicated in writing (email is acceptable) to Conference Host. Include all possible solo or ensemble performers.
  - February 2, 2024:** Full program information, including composers' full names and dates, full titles of pieces (in program order) with all movement titles, and all names of performers submitted to Conference Host.
  - April 1, 2024:** Program proofs distributed via email to all performers, including time, date and location of performance.
  - 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.