806 Vermont Cir.

Ames, IA 50014 USA

adminoffice@ecmma.org

[http://www.ecmma.org](http://www.ecmma.org/)



November 15, 2023

Dear Carrie,

Thank you for submitting a proposal for the 2024 ECMMA International Convention in Brownsville, TX! On behalf of the ECMMA convention committee, I am pleased to inform you that your proposal, entitled **“Moving Together with Kodaly and Orff,”** has been accepted as a **Practical Workshop** for the 2024 Convention. Congratulations!

You are receiving this letter because you are the contact person on the proposal and future communications will be sent directly to you. This letter contains important information about the convention and details for presenters. Please ensure this information is shared with any co-authors on your proposal. All presenters should read this letter carefully, noting important information about their particular session format(s).

Please take a moment to review all of the “Terms and Conditions” that you agreed to when submitting a proposal. You may view those terms and conditions on the “2024 Convention Call” page by clicking [here](https://ecmma.org/2024-convention-announcement/). While some of these terms are also included in the information listed below, presenters are asked to review the entire list of “Terms and Conditions” displayed on the “2024 Convention Call” webpage. At the time of this writing, those terms and conditions are available in the submission form. At a later date, they will be made available directly on the convention call webpage.

**Session & Handout Information**

**ORAL PRESENTATIONS: Practical Workshops**

1. All rooms include a projector, screen, and sound system. AirPlay will also be available for both Mac computers and PCs. Authors presenting workshops and talks are responsible for supplying a laptop computer, as well as necessary cords and adapters. While AirPlay is available, authors should bring the necessary cables to hardwire their connection should the AirPlay functionality not work properly.
2. Presentations of any type may not be an endorsement for a commercial or for-profit program.
3. Information regarding the conference schedule will be released soon, but it is tentatively planned for **Practical Workshops** to be scheduled to last 60 minutes each. Presenters are asked to please plan to present for **50** minutes and to leave **10** minutes for questions.
4. As a back-up to the use of your laptop with adaptors, presenters are highly encouraged to bring their presentation on a flash drive to load onto a convention computer, just in case.
5. **The following information provided in your proposal submission may be used to group sessions: (a) the convention foundational area that you stated your session best aligns with, as well as (b) the age groups you stated your session best aligns with and (c) the intended target audience for the session.**

**Posters & Lightning Talks (for those presenting posters)**

1. Please prepare **a 1-minute lightning talk** to introduce your poster to attendees. Lightning Talks will take place at the beginning of the poster session.
2. Please plan to provide a digital slide/poster to Michael Ruybalid (mruybalid@ecmma.org) by **Saturday, June 15, 2024 at 5:00p PDT** to be displayed at the convention.
3. Posters will be hung and presenters must be with their poster during the designated poster session time. The poster session is slated to begin directly following the lightning talks.
4. Poster dimensions should not exceed 48 inches x 36 inches.
5. A designated time when posters may be set up will be communicated to you at a later date. Additionally, a designated time when posters need to be removed will also be communicated to you at a later date.

**Requirements for Handouts**

1. Presentations done in any format should include a printed handout. Please bring at least 30 copies of your handout(s) to distribute to attendees at your session(s).
2. Please email an electronic copy of your handout to Michael Ruybalid (mruybalid@ecmma.org) by **Saturday, June 15, 2024 at 5:00p PDT.**

**Acceptance and Registration**

Presenters are asked to do the following to confirm their acceptance of this offer to present at the convention:

1. **By Friday, December 15, 2023, 11:59pm PST, the contact person for the accepted session must email Michael Ruybalid, 2024 VP Convention Program, to confirm acceptance of this offer to present.** His email is mruybalid@ecmma.org. It will be assumed that this notice of acceptance is representative of all presenters associated with the proposed session. (NOTE: if the contact person of the proposed session does not contact Michael Ruybalid by this day/time, it will be assumed that the presenters are rejecting the offer to present).
2. **All presenters listed on the session proposal must register to attend the convention by Friday, December 15, 2023, 11:59pm PST.** Information regarding registration will be posted on the ECMMA website in the coming days. As a reminder, all presenters are responsible for the cost of their own convention registration, travel, room, and board.
3. **Please direct registration questions to the ECMMA office by emailing** **adminoffice@ecmma.org****.**

**Membership and Convention Information**

**Professional Membership for Presenters**

1. Presenter(s) agree to hold a current membership in ECMMA. Membership must be current during the 2024 convention. To join or renew your membership, click here: <https://ecmma.org/members/individual-members/>
2. Members of ECMMA receive a discounted “member” rate for convention registration. There will be bundles available where non-members can pay one discounted price to both register for the conference and join ECMMA. Additional discounted rates will be available to seniors and full-time students where they can bundle registration with membership.

**Convention Information**

1. Information regarding the convention schedule will be provided in January 2024 on the convention webpage of the ECMMA website. In general, the convention is planned to begin no earlier than Thursday morning, June 27, 2024, with the opening of registration and will end no later than Saturday evening, June 29, 2024, 11:59pm.
2. A banquet will be available to all attendees, including presenters, as an additional charge. Please see the registration page (forthcoming) for more info. The banquet will include the Hall of Honor Induction Ceremony. The banquet is a wonderful time to celebrate the inductee into the Hall of Honor and to fellowship with other conference attendees. You are encouraged to join us!
3. Presenters and attendees are encouraged to use one of three airports to fly into the Brownsville area for the convention:
	1. Brownsville South Padre Island International Airport (BRO). Five miles to the convention site. <https://flybrownsville.com/>.
	2. Valley International Airport (HRL), Harlingen, Texas. 30 miles to the convention site. <https://flythevalley.com/>.
	3. McAllen International Airport (MFE), McAllen, TX. 60 miles to the convention site. <https://www.mcallenairport.com/>
4. You are encouraged to keep an eye on the convention webpage (<https://ecmma.org/2024-convention-announcement/>) on the ECMMA website for updates related to convention information including lodging options, information on the headliners who will be presenting at the convention, and information about the Brownsville area.

Thank you for supporting ECMMA and for your participation as a presenter. **Please direct registration questions to the ECMMA office (****adminoffice@ecmma.org****).** Do not hesitate to contact me with any other questions that you may have regarding the convention. I look forward to seeing you in Brownsville this summer!

Sincerely,

***Michael J. Ruybalid***

ECMMA 2024 VP Convention Program

mruybalid@ecmma.org