Dear Principal Sponsor of a 2023-24 ABA Nominee for Membership:

Greetings! It is time to begin the process of information gathering and compilation for your Nominee. Once you have completed submitting the required information for your Nominee, they will then be certified to move forward as a “Candidate.”

Please know every effort has been made to keep the process simple. Every Nominee will have a Google Drive “ABA Nominee Folder,” which will hold all Nominee materials. Principal Sponsors will be sent a link via email to access and upload materials to their Nominee’s folder. Below are instructions for Principal Sponsors. Please ensure that your Co-Sponsors are aware of their responsibilities in support of your Nominee.

## Monday, May 15 deadline – Three Items:

1. **Sponsor/Co-Sponsor Evaluation Form––**this is a fillable pdf that is attached to this email. (ABA\_Sponsor\_Co\_Sponsor\_Form\_2022-23.pdf). You will need to share this with your Co-Sponsors. Once you fill it out, save the file (using “Save As”) with the Nominee’s last name and your last name (ex: Mozart\_Rhea), and upload your form and your Co-Sponsors’ forms to your Nominee’s folder. Instructions for uploading to your Google Drive folder are below.
2. **ABA Nominee Information Form––**Please see the attached word document that your Nominee will use. All of the areas of the document need to be populated with information. If there is no information to submit in an area, enter “N/A.”
3. **High Resolution Color Digital Photo (headshot)** (.jpg or .tif) You will label the pic with the Nominee’s name (if not done already) and upload it to your Candidate’s folder.

## Saturday, July 15 deadline – One Item (Digital Recordings):

* 1. **Recordings are to be in MP3 format.** ConductorCandidates: Live and unedited digital audio recordings of the Candidate’s ensemble. ComposerCandidates: May use professional recordings.
  2. **Label the recordings this way in the order you want them to appear:** Example:   
     3\_ Lincolnshire\_Posy\_Mvt\_1-GRAINGER. *Do not use periods (.) in your labeling. Use an underscore ( \_ ).*
  3. **Provide a list of recordings with three items, three lines for each recording in the order you want your recordings to appear on the ABA website:** Put this in a word document. Format example below:

Conductor Name *Lincolnshire Posy, Mvt 1* – Percy Grainger  
Stately Smith College Wind Ensemble  
Recorded at Woosoo Hall, Stately Smith College, May 7, 2017

Important: Should the recordings NOT be in MP3 format (192 kbps bit rate), or have any other associated issues of talking in the recording(s), be under or over the minimum/maximum length, be edited (Conductor Candidates), or have incomplete documentation by the deadline, the Candidate will be disqualified and their materials will not move forward.

If you have any questions or can’t open the attachments, please don’t hesitate to ask.

Name

ABA Vice President Email:

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| **PRINCIPAL SPONSOR must oversee the completion of the below to upload to the Google Drive Candidate Folder by SUNDAY, MAY 15.** | |
| **Candidate Material** | **What to Do** |
| 1. **ABA Sponsor/Co-Sponsor Evaluation Forms** (fillable pdf). This form is attached to your *ABA Sponsor Info* email. Sponsors and Co-Sponsors write their letter of support in the form at the end.  Note: Fill out this form, save the form with the Candidate’s last name and your last name (ex: Mozart\_Rhea), and then upload to the Candidate’s folder. | 1. After you finish the form, save the form and rename it using “Save As” with the Candidate’s last name and your last  name. Upload all Sponsor Evaluation Forms to the Candidate’s ABA Google Drive folder. This includes forms from Principal Sponsor and Co-Sponsors.  **DEADLINE SUNDAY, MAY 15** |
| 1A. Email your Co-Sponsors the **ABA Sponsor/Co-Sponsor Evaluation Form.**  Note: Tell your Co-Sponsors to save the form with the Candidate’s last name and their last name (ex: Mozart\_Rhea), and then email it back to you. | 1A. Make sure your Co-Sponsors send their evaluation forms back to you in time for you to upload it by May 15.  **DEADLINE SUNDAY, MAY 15** |
| 2. **ABA Candidate Information Form** (online) Note: You will need your Candidate’s CV or bio info to fill out this form. Both the Membership Committee and general membership will refer to this information when voting. | 2. Online Form – click on below link:  [ABA Candidate Information Form for 2022-23](https://docs.google.com/forms/d/e/1FAIpQLSepxWTqJGHif3HmYYIeISbV2liM8V0WMLzLIU4A61jqXjeXDQ/viewform)  **DEADLINE SUNDAY, MAY 15** |
| 3. One high resolution **digital photo** of the Candidate (.jpg or .tiff) | 2. Upload to Candidate’s Google Drive folder.  **DEADLINE SUNDAY, MAY 15** |

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| **PRINCIPAL SPONSOR must oversee the completion of the below to upload to the Google Drive Candidate Folder by FRIDAY, JULY 15.** | |
| **Candidate Material** | **What to Do** |
| 1. 60-70 minutes MAXIMUM of **live and unedited recordings** in MP3 format (192 kbps). Note: Composer Candidates may use edited  recordings. | 1. Upload to Candidate’s ABA folder. For MP3 file uploading directions, see below.  **DEADLINE FRIDAY, JULY 15** |

More information [here](https://support.google.com/drive/answer/2424368?hl=en&co=GENIE.Platform%3DDesktop):

If you need help, contact Bobby Francis at [b.francis@tcu.edu](mailto:b.francis@tcu.edu)

You will be sent an email link to your candidate’s Google Drive folder.

How do I upload documents to Google Drive?

**To upload a file:**

1. From Google Drive, locate and select the New button, then select File upload.
2. Locate and select the file(s) you want to upload, then click Open.
3. The file(s) will be uploaded to your Google Drive.

**Procedure for PRINCIPAL SPONSOR to Upload Material to the Candidate’s Google Drive Folder**

# Procedure to Identify Audio Recordings (MP3 files) for the Candidate’s oogle Drive Folder

**AUDIO FILE INSTRUCTIONS FOR PRINCIPAL SPONSOR TO UPLOAD FILES:**

1. First, listen to your Candidate’s audio recordings. Check for total length (60 minutes of music minimum and 70 minutes maximum), check for quality, and check for any talking, etc., which would need to be deleted. Minimal applause is fine. For the next step, have your Candidate prepare their music for digital audio uploading (Steps 2 and 3).
2. Make sure each selection and/or movement of a work is a separate file in **MP3**

**192kbps** format ONLY. Note: the data transfer rate MUST be 192 kilobytes per second (kbps).

1. Label each individual audio file like this: **Piece\_COMPOSER**

# (Ex: Valdres\_HANSSEN or Lincolnshire\_Posy\_Mvt\_1\_GRAINGER)

Note: shift key + underline gives you an underscore “\_” to separate words. Leave no spaces between words.

1. With the next step, you can either upload your Candidate’s audio files to your Candidate’s Google Drive folder, or you can have them upload their audio files to a folder they create and then “share” with the ABA Vice President. If you upload the files, your Candidate will need to send you their audio files.

If you need help, contact Bobby Francis at [b.francis@tcu.edu](mailto:b.francis@tcu.edu)

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