**TMEA Clinic Proposal Guide**

Prepare to submit a thorough proposal by reviewing the information in this guide and utilizing this file to save your information. The comprehensive details you provide will help ensure Review Committee members and the Executive Board can give it serious consideration.

Save this file and then use it to copy/paste information into the proposal you submit online May 1–June 1 at [www.tmea.org/proposals](http://www.tmea.org/proposals).

**Presenting with another person?** If so, you *must* identify them on your proposal—you *cannot* submit them later. *Gain their agreement*, ensuring they can present at any time during the convention, and ask them for the following details as you will be required to enter them online.

**PRESENTER DETAILS:** *You will submit the following for each clinician:*

* Full Name
* TMEA ID (if applicable)
* Email address
* Cell phone
* Credentials/experience that qualify the clinician as an authority on the details they will present
* Short biographical statement (Under 80 words)
* Race/ethnicity and gender (optional)

**CLINIC DETAILS:** *Some information you provide is utilized for publication while others are for review only.*

**Clinic Short Title:** [enter here]

*60-character max. We recommend a title that summarizes the presentation* ***literally*** *because members often read only clinic titles when determining their interest in learning more or attending.*

**Clinic Short Description:** [enter here]

*400-character max. This brief paragraph should clearly convey what attendees will learn during your presentation. Remember that while you submit this in May, the clinic you present the following year must stay true to the content you propose. Document now what the hour-long clinic will include. Ultimately, this is the description that will be edited for the app and convention program.*

[Continue: Important details in the next section]

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| **Clinic Delivery Details** *The Proposal Review Committee members and Executive Board review these details—they are not public. To ensure thoughtful consideration of your proposal, supply thorough details on* ***what content*** *you will present and* ***how*** *you will present it.* ***You will be answering the following online:*** * *What information, methods, or strategies will attendees learn?*
* *How will the information help attendees in their music education work or study?*
* *What sets your presentation on this topic apart from others and how are you uniquely positioned to deliver it?*
* *Who will best benefit from my information? (grade level, discipline, years of experience)*
* *How your topic aligns with TMEA’s commitment to music education for all.*
* *How you will engage attendees actively in the presentation (if relevant).*
* *What technology will you utilize to deliver your presentation?*
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**IMPORTANT CONSIDERATIONS**

**Multiple Clinicians:** With less than an hour to present (a few minutes allocated to the introduction), consider how much time each clinician will have. Ensure the number of clinicians doesn’t preclude anyone from offering a valuable depth of information on the topic.

**Commercial Content:** Attendee feedback consistently includes criticism that some clinics are too commercial. While discussing a product or service might be integral to your topic, TMEA expects no marketing or pitch for product/service purchase during any clinic. Content must equip attendees with new information and strategies to help them in their teaching or music education study.

**Demonstration Groups:** If you plan to utilize a music demonstration group during your clinic, you must submit that information with your proposal. *They cannot be added later*. Ensure you have whatever agreement is needed for the group to travel/participate at any time during our convention, Thursday morning through Saturday noon.