Snapshot Conference Guide
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What are Snapshot Conferences?
A Snapshot conference is a mini-composition symposium, held to showcase new student works between 2-4 schools of music.

The SCI encourages small partnerships between schools within close geographic regions. Bringing schools of music together to share performances of new works is a great way to:
- Network with other composers and performers
- Have your music performed publicly
- Increase your experience as an establishing composer

How do they happen?
A representative at one school usually takes the lead for a Snapshot conference, as the hosting venue. They are the ones who book rooms at their venue and facilitate the process. Composers are encouraged to bring their own performers to the conferences, but the hosting school can choose to offer performer resources, if available. Visiting composers and performers are hosted overnight (billet-style) by composers from the home institution.

Getting started...
Here are some tips to create a Snapshot conference at your school:

- Talk with your composition faculty about hosting a conference
- Connect with schools nearby (ideally, up to 3-hour drive in distance from you school)
- Decide on mutual date for a conference (Friday to Saturday times usually work well)
- Book 1-2 recital rooms for the event
- Spread the word to your composer colleagues, and the other schools

Some tips
- Try to limit each school to present around 35-40 minutes worth of music
- Work closely with all your faculty (composition and performance) to help the event run smoothly
- Keep things simple; percussion and harp pieces are harder to schedule, as this relies on instruments being available by the host institution. Think about limits you want to apply.
- Electronic pieces might be easy to transport, check with the host institution about their facilities and available equipment
- Encourage your student composer colleagues to participate
- Keep communicating! This is the key part of a successful event

We look forward to supporting you in the Snapshot conference process.
Natalie Williams
May 2014
SAMPLE SNAPSHOT TIMELINE

SIX to TWELVE MONTHS OUT
- Talk with faculty and student colleagues about hosting a Snapshot conference
- Connect with schools in your SCI region, find SCI representatives at those schools
- Decide on a host school
- Discuss and decide a date for the Snapshot event
- Decide limitations for works presented (ie: no percussion or harp works)
- Book a recital hall for the dates of your event
- Call for scores to composers!

FOUR MONTHS OUT
- Composer deadline to submit their works
- Representatives at each school assemble the submitted scores and decide which works are performed
- All school representatives collate the total number of works and decide a program (ie: each school presents their own recital, or are pieces mixed between schools?)

THREE MONTHS OUT
- Hosting school creates a draft recital program
- Hosting school gathers a list of billets from its composers
- Chosen composers from each school to find performers

TWO MONTHS OUT
- All participating schools advertise the event
- Rehearsals commence on all new pieces chosen for performance (scores and parts to performers)
- Equipment requirements to be sent to the hosting school (stage setups, lighting, etc.)

ONE MONTH OUT
- Hosting school continues drafting program information
- SCI to promote the event

TWO WEEKS PRIOR
- Hosting school finalizes program information
- Connect billets with visiting composers and performers; exchange contact details

ONE WEEK PRIOR
- Hosting school confirms all billets
- All schools advertise the event
- Hosting school prints programs for recitals
SAMPLE CONFERENCE SCHEDULE

DAY 1 (FRIDAY)

Concert I
Friday 5:00pm
Recital Hall, hosting school

Friday 7:00pm
Dinner gathering - all composers and performers

Friday 9:00pm
Visiting composers and performers stay with billets

DAY 2 (SATURDAY)

Concert II
Saturday 10:00am
Recital Hall, hosting school

Saturday 11:00am
Break time

Concert III
Saturday 11:30am
Recital Hall, hosting school

Saturday 1:00pm
Lunch

Saturday 2.30pm
Recital Hall, hosting school
Roundtable discussion with all symposium participants

Saturday 3.30pm
Close and depart
### PLANNING TEMPLATE

**DATES FOR SNAPSHOT**

<table>
<thead>
<tr>
<th>SCHOOL 1</th>
<th>SCHOOL 2</th>
<th>SCHOOL 3</th>
</tr>
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<tbody>
<tr>
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**DAY 1**

<table>
<thead>
<tr>
<th>TIME</th>
<th>EVENT</th>
<th>VENUE</th>
<th>NOTES</th>
</tr>
</thead>
<tbody>
<tr>
<td>5.00pm</td>
<td>Recital 1</td>
<td>Recital Hall</td>
<td>Mixed recital, all schools</td>
</tr>
<tr>
<td>7.00pm</td>
<td>Dinner gathering</td>
<td>Fabulous restaurant</td>
<td>All to cover own dinner expenses</td>
</tr>
<tr>
<td>9.00pm</td>
<td>Visiting composers stay with billets</td>
<td>Private homes</td>
<td>Hosting school can offer ___ places to stay</td>
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</tbody>
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**DAY 2**

<table>
<thead>
<tr>
<th>TIME</th>
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<th>VENUE</th>
<th>NOTES</th>
</tr>
</thead>
<tbody>
<tr>
<td>10.00am</td>
<td>Recital 2</td>
<td>Recital Hall</td>
<td>Mixed recital, all schools</td>
</tr>
<tr>
<td>11.30am</td>
<td>Recital 2</td>
<td>Recital Hall</td>
<td>Mixed recital, all schools</td>
</tr>
<tr>
<td>1.00pm</td>
<td>Lunch</td>
<td>Campus</td>
<td>Pizza party?</td>
</tr>
<tr>
<td>2.30pm</td>
<td>Round-table discussion Or Guest composer presentation</td>
<td>Lecture theater or large room</td>
<td>Discussion of recitals and works presented</td>
</tr>
<tr>
<td>3.30pm</td>
<td>Depart and close</td>
<td></td>
<td>Travel</td>
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**ISSUES to consider**

- Length of recitals (35 - 40 mins)
- Electronic needs; to be determined in advance
- Lighting needs; to be determined in advance
- **Hosting school can accommodate ______ visiting artists**
- Program information (decide who handles this)
- Other considerations: ____________________________________________