



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

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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 TEMPATE

DATES FOR SNAPSHOT _____

SCHOOL 1	SCHOOL 2	SCHOOL 3

DAY 1

TIME	EVENT	VENUE	NOTES
5.00pm	Recital 1	Recital Hall	Mixed recital, all schools
7.00pm	Dinner gathering	Fabulous restaurant	All to cover own dinner expenses
9.00pm	Visiting composers stay with billets	Private homes	Hosting school can offer ____ places to stay

DAY 2

TIME	EVENT	VENUE	NOTES
10.00am	Recital 2	Recital Hall	Mixed recital, all schools
11.30am	Recital 2	Recital Hall	Mixed recital, all schools
1.00pm	Lunch	Campus	Pizza party?
2.30pm	Round-table discussion Or Guest composer presentation	Lecture theater or large room	Discussion of recitals and works presented
3.30pm	Depart and close		Travel

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: _____