



# **GUIDELINES IASJ JAZZ MEETING**

**November 2017**

**The future of jazz is linked  
with the future of jazz education  
and the IASJ is the chain.**

International Association of Schools of Jazz

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<b>INDEX</b>	p. 1-2
<b>1.0 INTRODUCTION</b>	p. 3
1.1 The IASJ Guidelines	p. 4
<b>2.0 GENERAL INFORMATION</b>	p. 3
2.1 IASJ Jazz Meetings	p. 3
<b>3.0 THE PROGRAM OF THE IASJ JAZZ MEETING</b>	p. 4
3.1 General Remarks	p. 4
3.2 Arrival	p. 4
3.3 The Official Opening	p. 4
3.4 The Group Meeting	p. 4
3.5 The Introduction Session	p. 4
3.6 The Combos	p. 5
3.7 The Lectures	p. 5
3.8 The Master Classes	p. 5
3.9 The Jam Sessions	p. 5
3.10 The Final Concerts	p. 5
3.11 The Ongoing Dialogues	p. 6
3.12 The Teachers Concert	p. 6
3.13 Free Time and Rehearsal Time	p. 6
3.14 The Host Country Presentation	p. 6
<b>4.0 THE ORGANIZATION OF AN IASJ JAZZ MEETING</b>	p. 7
4.1 The Proposal to Host a Meeting	p. 7
4.2 Personnel	p. 7
4.4 Participation	p. 7
4.5 Housing	p. 8
4.6 Host School Facilities and Venues	p. 8
4.7 Financial Calculation	p. 9
4.8 Participant Fee	p. 9
4.9 Participant Expenses	p. 9
4.10 Administration	p. 9
4.11 Press and PR-Strategy	p. 10
4.12 Venues and Special Events	p. 11

<b>5.0 The Daily Board, the Board, the General Assembly</b>	p. 12
<b>6.0 TASKS, RESPONSIBILITIES AND BENEFITS</b>	p. 13
6.1 The Artistic Director / The Artist in Residence	p. 13
6.2 The Host School Coordinator	p. 13
6.3 Ordinary Members	p. 13
6.4 Associate Members	p. 13
6.5 Individual Members	p. 14
6.6 Supporting Members	p. 14
<b>7.0 SUMMARIES</b>	p. 15
7.1 Mailings	p. 15
7.2 Fees	p. 16
7.3 Logistics	p. 16
<b>8.0 LEGENDA</b>	p. 17
<b>9.0 APPENDIX</b>	p. 18
App. 1: Possible Schedule	p. 19-20
App. 2: Letter of Invitation	p. 22
App. 3: Proposed Participants Form	p. 23
App. 4: Letter of Confirmation	p. 24
App. 5: Selected Participants Form	p. 25
App. 6: Agreement on Recordings	p. 26
App. 7: Certificate of Attendance	p. 27
App. 8: Participants Contact Information	p. 28
App. 9: Meeting Evaluation Form for Participants	p. 29
App.10: Agreement on hosting an Annual IASJ Jazz Meeting	p. 30

## **1.0 INTRODUCTION**

### **1.1 THE IASJ GUIDELINES**

The Guidelines for IASJ Jazz Meetings, hereafter The Guidelines, provides all information on how to organize an IASJ Jazz Meeting. The Guidelines serve as a means to standardize and unify IASJ Jazz Meetings and are mandatory for the Host School organizing a meeting under the aegis of IASJ. The Guidelines should be interpreted in a flexible way. Please see the Legend for an explanation of the words starting with a capital letter.

## **2.0 GENERAL INFORMATION**

### **2.1 IASJ JAZZ MEETINGS**

An IASJ Jazz Meeting is a meeting in which students, teachers and representatives of IASJ member schools undertake a variety of activities. The activities consist of teaching, master classes, presentations, lectures, hands-on sessions, discussions, round tables, networking, rehearsals and performances. The Artistic Director and the Host School Coordinator coordinate the activities during the IASJ Jazz Meeting. In the period prior to the meeting, the Executive Director and the IASJ Service Bureau help the Host School Coordinator to prepare for the IASJ Meeting.

The Annual IASJ Jazz Meeting is an IASJ Jazz Meeting that includes the annual General Assembly of the IASJ, the yearly decision-making meeting of representatives of member schools.

The last week of June and the first week of July are traditionally the best weeks for member schools to be able to attend.

A Host School willing to organize an IASJ Jazz Meeting contacts and consults the Executive Director, presents a Proposal to the General Assembly during one of the previous Annual IASJ Jazz Meeting. No later than twelve months before an Annual IASJ Jazz Meeting, the Host School invites an IASJ representative, usually the Executive Director or a member of the IASJ Board. The Executive Director visits teaching and meeting rooms of the school, the dorms for the students, the hotels for the teachers and the representatives and all other accommodations and venues in the host city. The program of the IASJ Jazz Meeting is discussed and organizational help is provided. The costs involved with the visit of the ED are to be covered by the Host School.

### **3.0 THE PROGRAM OF THE IASJ MEETING**

#### **3.1 General Remarks**

No more than six combos are formed. A full-size combo consists of a four-person rhythm section and a four-person melody section. In the case of 6 combos, a maximum of 48 Students can participate in the meeting. The AD appoints two Teachers for every combo to coach the combo during the week. A varied program is organized for those Teachers not involved in the coaching of the combos, for the Representatives and for the Visitors. These Participants are active in the Lectures, Master Classes, Jam Sessions, Round Tables, and in the Ongoing Dialogues.

#### **3.2 Arrival**

The day before the Official Opening all participants must arrive. At the end of the arrival day the Teachers and Representatives meet informally with the AD, the ED and HSC. Logistical matters will be outlined as well as the goals for the week.

The Students, once arrived, are meeting in their dorms with representatives and volunteers of the host school to help the students with the logistics.

#### **3.3 The Official Opening**

The first meeting on the first day is the Official Opening of the IASJ Jazz Meeting. Speeches are held by the AD, the ED, the HSC, the IASJ Chairman, and people that are invited to address the Participants. Officials of the host city and other officials welcome the participants of the IASJ Jazz Meeting.

#### **3.4 The Group Meeting**

Every day starts with the Group Meeting, the daily point of contact for all participants. Adjustments in the program of the week are announced. Answers are given to the questions of Students, Teachers and Representatives.

#### **3.5 The Introduction Session**

Immediately after the Official Opening on the first day, the Teachers and the AD meet to audition the students in the Introduction Session. This session is an ongoing jam session led by the AD. All students must participate.

The main purpose while forming the combos is to create a diversity of nationalities within the groups. Student's various levels of playing abilities should coincide as much as possible. The Teachers meet with the AD after the Introduction Session during lunch to decide on the formation of the combos.

### **3.6 The Combos**

The central activities of an IASJ Jazz Meeting are the rehearsals and performances of the combos. The Combos meet daily and are coached by two Teachers. The students have received a letter from the AD asking them to bring original material. The responsibility of the Teachers is to facilitate interaction between the student with the goal directed towards having the students run the Combo themselves as soon as possible. The Teachers make the Students aware of the need to organize their public performance themselves at one of the Final Concerts. In certain circumstances the Teachers may find it necessary to use their own material.

### **3.7 The Lectures**

The Lectures are meant to be a forum for presenting ideas. Lectures should be interactive as possible and need not be formal in which one talks and all the others listen. The AD will request that Teachers notify him two months in advance of the meeting about their topic. The length and number of presentations at the Lectures will be determined by the AD and the HSC.

### **3.8 The Master Classes**

In the Master Class the Teachers work with the Students on their instrument. Teachers can make short presentations depending on the time available. Students and Teachers have a chance in the Master Class to share practice ideas related to their instrument.

### **3.9 The Jam Sessions**

The Jam Sessions take place in other venues than where the Final Concerts take place. The informal atmosphere of a jazz club is the best place. Jam Sessions should last too late in the evening. The Jam Sessions are primarily for students. Incidental participation of Teachers and Representatives is encouraged. The AD delegates Teachers to supervise the beginning of each Jam Session as well as determine the ending time. If necessary and possible, simultaneous Jam Sessions occur at different locations.

### **3.10 The Final Concerts**

The Final Concerts take place on the last two nights of the meeting. Three Combos play on the first night and three on the last night. Each of the six combos plays a set of 40-45 minutes. The Students

are responsible for organizing the program. The Teachers should make sure that every student has a chance to be heard and that the group exhibits as high a degree of professionalism as possible. The Final Concerts are open to the public. It serves as a mechanism to generate publicity for the IASJ Jazz Meeting as well as involving the local community. The AD announces the Combos to the audience. All Participants have free admission. A low admission charge may be levied on the public. This income helps the HS to offset the general costs of the IASJ Jazz Meeting. A meal with drinks should be organized before the last Final Concert for all Participants with the opportunity to have speakers to address the participants and to speak words of appreciation and farewells.

### **3.11 The Ongoing Dialogues**

Meetings are scheduled for Representatives, Teachers not allocated to combos and Visitors. On the first day of the meeting the agendas of the Ongoing Dialogues are planned for the week. The Ongoing Dialogues, continued during the year on the website and the IASJ Mailing List, serves as a think-tank for the IASJ.

### **3.12 The Teachers Concert**

Not later than the second day the Teachers Concert takes place. The Teachers Concert serves a function of familiarizing everybody with the artistic background of teachers. Teachers who want to play are put together in groups playing standards and easy originals.

### **3.13 Free time and rehearsal time**

Free time is to be included in the weekly program. There should be the opportunity for hanging out, going into town, etc. The middle of the week is an ideal moment to have at least half a day for everybody to be off. The HSC suggest possibilities to visit the town and interesting places nearby. Students and Teachers like to practice or rehearse, especially in relationship to an upcoming performance. The Host School should provide as many practice rooms as possible.

### **3.15 The presentation of the music culture of the country of the Host School**

If possible the musical heritage of the host country should be presented to all Participants. This presentation, during one of the Lectures or during the free time of the Participants, is be coordinated by the HSC and the AD. It is an opportunity for expanding the awareness of the Participants of the culture of the country hosting the meeting.

## **4.0 THE ORGANIZATION OF AN IASJ JAZZ MEETING**

### **4.1 The proposal to host an IASJ Jazz Meeting**

A school of jazz wishing to organize an IASJ Jazz Meeting contacts the Executive Director well in time, preferable a few years prior to the meeting. After approval by the Daily Board, the Full Board and the General Assembly, the Host School can organize the Annual IASJ Jazz Meeting for a specific year.

Proposals for IASJ Jazz Meetings should contain the following sections.

- 1 Motivation
- 2 Personnel that would be available
- 3 Expected Member Participation
- 4 Logistics
- 5 Housing
- 6 Financial Calculations
- 7 Administration
- 8 Publicity
- 9 Special events and/or venues

### **4.2 Personnel**

A Host School Coordinator is appointed. Assurance must be given that extra personnel will be available such as administrative support and volunteers. The presence of the HSC and the assistants are needed during the entire meeting.

### **4.3 Participation**

All Associate, Ordinary and Individual Members in good financial standing, are invited to an IASJ Jazz Meeting. Possible IASJ members, Guests, and Visitors may be invited to participate.

The Letter of Invitation together with the Proposed Participant's Form is sent out no later than ten months before the meeting. The members must reply within four weeks by filling out the Proposed Participant's form. The HS makes clear that proposing students does not automatically means that participation is possible. A participating school can propose a number of students but no more than two students per school will be selected.

Once the deadline of returning the filled out Proposed Participant's Forms is passed, the HSC in consultation with the ED makes a pre-selection of the proposed students. The final selection is made

by the HSC after consultation with the Executive Director who is in close contact with the Artistic Director.

Once the Students are selected, the HS sends out the Selected Participants Forms to the Representatives of the participating schools. The Representative confirms to the Host School that the Selected Participants of his school will indeed participate. Next, the HS confirms the participation directly via e-mail to the HS and the Selected Participants. Students from the Host School can fill gaps in the combos. Students from the Host School are allowed to observe any activities of the meeting for free. The Host School as well as the ED can invite a reasonable number of non-paying guests.

#### **4.4 Housing**

Student housing must be comfortable and clean. Important is the cost per Student as well as the distance to the location where the IASJ Jazz Meeting takes place. High costs will discourage schools from participating. If the housing is too far from the location, lateness and confusion will occur.

Students have to be informed that they have to share rooms.

Expense and accessibility apply equally to Teacher and Representative housing. Teachers and Representatives stay in single rooms, may share toilet and shower. Teachers and Representatives are housed in different locations than the Students.

#### **4.5 Logistics**

The Host School provides information to the participants about travelling to and in the host country. The city where the HS is located needs to be easily reached by public transport. Food expense in the Host School and nearby restaurants should not be exorbitant.

#### **4.6 Host School Facilities and Venues**

One large room with seating for 120 to 150 people must be available for the Group Meetings at the beginning of every day. In that large room the Introduction Session (the auditions) on the first day take place. In the large room is equipped with a piano, a backline, a sound system, a beamer and Wi-Fi. At the end of the week the General Assembly takes place in the large room as well.

A minimum of six fully equipped rooms for the combos is needed: a piano (or suitable synthesizer), amps for bass and guitar and one drum set. Microphones and a small PA-system are needed for the participating singer. The amount of equipment that Participating Students would have to travel with should be minimized. The HS should be able to provide for a number of upright basses.

The Ongoing Dialogues take place in a room in which 40 to 50 people can sit in a circle. The room must be equipped with a sound system, Wi-Fi connection, a white board and a beamer for power point presentations.

A centrally located office must be available for administrative services. Free Wi-Fi connection as well as workstations to access the Internet should be available in the entire school and if possible in the dorms and the hotels.

The Daily Board should be provided with a centrally located meeting room to work in and have meetings in with up to fifteen people. Administrative support should be given to the Daily Board by the administrative staff of the HS.

If possible a “hang out” room with instruments should be available for teachers who are not leading a combo to play during the day. A storage room for instruments is needed as well.

Preferably the Teachers Concert, the Jam Sessions and the Final Concerts, take place in venues in or nearby the city and not in the Host School itself.

#### **4.7 Financial Calculation**

It is the responsibility of the Host School to make the meeting financially viable. Income through Participation Fees, charged to each participant at an IASJ Jazz Meeting, will not cover all expenses of the Host School. If income is generated by selling ticket for the Final Concerts, the Host School can use this income to cover expenses.

Even if a Host School is equipped with many rooms, a large full-time staff and an abundance of facilities, organizing an IASJ Jazz Meeting is not possible without substantial subsidy and sponsorship. The IASJ cannot be held responsible for any debts incurred by the Host School.

#### **4.8 Participant Fee**

The Participant Fee is € 100 per person. The IASJ receives 25 % of the entire Participation Fee collected no later than 2 months after the meeting. This amount is used by the IASJ to promote the IASJ Jazz Meeting through the IASJ website and for other publicity affairs concerning the meeting. An agreement on this financial arrangement between the HSC and the Chairman of the IASJ is signed well before the meeting takes place.

The participant fee is to be paid to the Host School in cash upon arrival. After paying each Participant receives a badge, the program booklet, a city plan, general information and promotional material. On the badge, the name of the Participant is mentioned, as well as the name of the school and the name of the country.

#### **4.9 Participants Expenses**

The Participants pay for their travel expenses, their housing and food, and the participation fee. The Host School makes reservations for hotels, youth hostels, dormitories etc. The participants are responsible for the confirmations and payments.

The HSC must clearly state all expected costs for the Participants in the Proposed Participation Form. The Host School, if applicable, must also inform about the costs of visa and any other travel document.

#### **4.10 Administration**

During the meeting, the HSC should be assisted by sufficient personal for administrative tasks. The Host School keeps track of all data of the Participants and Visitors. During the week, a final and corrected address list is produced. By the end of the meeting each Participant receives a copy of the IASJ Jazz Meeting Participant List.

#### **4.11 Press and PR-strategy**

The Host School develops a press and PR strategy. The ED must be consulted and is to give approval to the design matters connected to the meeting. Part of the strategy is the publication of the program booklet as well as posters for the meeting containing the logos of the Host School and the IASJ. The HS produces a program booklet including greetings from the AD, the ED the Chairman, and the Director of the Host School. In the program booklet, the daily program is listed as well as participants.

Press releases are sent out to local, national and international press. Local and national press should be invited to attend all events during the week.

The Host School sets up a website on which all relevant information for the participants is given. The website is maintained after the meeting for a number of years. The meeting website is linked to the IASJ-website and vice versa. On the IASJ website an entry to the IASJ Jazz Meeting of every year is created.

A free T-shirt for the Participants should be offered. On the T-shirt, the logo of the IASJ is printed, as well as the logo of the Host School, the dates and the year of the IASJ Jazz Meeting. A logo of a

sponsor can be printed on the T-shirt as well. Controversial logos such of tobacco and liquor companies are not allowed. The HSC consults with the ED about the design of the T-shirt before they are produced.

The Host School makes arrangements to have professional recordings made of the Final Concerts. All Participants must sign an agreement stating that all audio and video recordings can be used for promotional purposes of the IASJ.

After the meeting, the IASJ Service Bureau receives a recording of the Final Concerts for publication on the IASJ website. If possible a CD is produced of the Final Concerts and send by the Host School to the Participants.

A photographer should be present during several occasions in the week to take pictures. The pictures, free of charges for publication on the IASJ website, will help with promoting the IASJ.

The IASJ Newsletter preceding the Annual IASJ Jazz Meeting will deal with the jazz life and jazz education of the country where the meeting is held. The HSC will be asked to assist the editors of the IASJ Newsletter in collecting articles for this issue.

#### **4.12 Venues and Special Events**

The venue or venues for both the Jam Sessions and the Final Concerts are preferably unique locations such as a high level performing space, a town square, or a castle.

A Special Event is a concert of local, traditional musicians or a combination of local musicians from the area with participating students at a jam session.

## **5.0 Daily Board Meeting, Board Meeting and General Assembly**

During an Annual IASJ Jazz Meeting the Daily Board of the IASJ is present to meet with the students, teachers and representatives of all member schools. Future plans are discussed in an informal way in the days before the Board Meeting.

At the Board Meeting at the end of the Annual IASJ Jazz Meeting official decisions are made and written into the minutes.

All future business proposed by the Board is voted upon by the Ordinary and Associate Members in the General Assembly, usually held one day prior to the last day. If it comes to voting in the General Assembly, the votes are weighted. Ordinary Members carry more voting points than Associate Members. The voting procedures are announced well in time. The HS gives administrative support to voting procedure by supplying and distributing the ballots.

The AD gives his report on the artistic position of the IASJ. The ED reports on the activities he has undertaken promoting the IASJ and on the state of affairs at the IASJ Service Bureau. The IASJ Chairman and the IASJ Secretary report on the organizational state of affairs. The IASJ Treasurer presents the budget overview, which is to be approved by the IASJ Members. The General Assembly decides upon the proposed future IASJ Jazz Meeting. The HS takes care of the printing of documents such as the agenda and the minutes of the prior meeting and equips the meeting room with a beamer and Wi-Fi connection.

## **6.0 TASKS, BENEFITS AND RESPONSIBILITIES**

### **6.1 The Artistic Director / The Artist in Residence (= Artistic Director of the meeting)**

The Artistic Director of the IASJ is to be invited to serve in this capacity at the Annual IASJ Jazz Meeting. The Host School makes suitable arrangements concerning function, finances, etc. with the AD of the IASJ.

The HS can choose to not to invite the Artistic Director of the IASJ but someone from their own school or community to serve in this capacity. In this case, such a person would be designated as Artist in Residence. In a similar fashion, the HS will make their own financial and other arrangements with the Artist in Residence.

### **6.2 The Host School Coordinator**

The HSC is the person in charge of all financial, administrative and logistic aspects of an IASJ Jazz Meeting. The HSC writes the Proposal for an IASJ Jazz Meeting. The HSC should work in close contact with the ED and with the AD before and during the meeting. The AD is responsible for the artistic side of the Meeting while the HSC concentrates on the organizational and logistical side of the meeting. Whenever there are organizational questions in the period before the meeting the HSC should address himself to the Executive Director.

### **6.3 Ordinary Members**

Ordinary Members are the founding members of the IASJ and those schools of jazz have organized an IASJ Jazz Meeting. Every OM appoints a Representative. The Representative is also the person who represents his school of jazz during the General Assembly of the Annual IASJ Jazz Meeting and has the right to vote. The OM is the first to be asked to come to an IASJ Jazz Meeting. The OM carries more weighted voting points in the General Assembly than the OM.

### **6.4 Associate Members**

Associate Members are schools of jazz that offer education on a regular basis and who have paid their annual subscriptions. Every AM appoints a Representative. The Representative is also the person who represents his school of jazz during the General Assembly of the Annual IASJ Jazz Meeting. AM are carrying a lower number of voting points at the General Assembly than OM. In all

discussions about the IASJ as an organization both OM and AM Representatives participate in the same manner and on the same level.

### **6.5 Individual Members**

Any person interested in jazz education can become an Individual Member of the IASJ. The IASJ Jazz Meetings are open for an IM to participate in a number of activities.

### **6.6 Supporting Members**

Any organization interested in jazz education can become a Supporting Member of the IASJ. The IASJ Jazz Meetings are open to a SM to visit. A SM can make a presentation in the Open Meeting of the Annual IASJ Jazz Meeting. A SM has first choice of advertising in IASJ mailings and publications.

## **7.0 SUMMARIES**

### **7.1 MAILINGS (SEE THE APPENDIXES)**

1) 8 months prior:

Letter of Invitation from the HSC to OM accompanied by Proposed Participant's Form

2) 6 months prior:

Complete Proposed Participants Form sent from OM to HSC

3) 7 months prior:

Letter of Invitation from the HSC to AM and to IM

4) 6 months prior:

Letter of Confirmation from HSC to PS accompanied by Participant's Form

5) 5 Months prior:

Filled in Participants Form with full data sent from PS to HSC

6) 3 Months prior:

Definite list of participants sent from HSC to PS

7) 1 - 2 months prior:

Letter with details from HSC and AD to PS

8) 2 weeks prior:

PS must reconfirm arrival times to HSC

Around eight weeks prior to the IASJ Jazz Meeting, the HSC sends out a letter to all proposed participants with the following information:

- List of all schools and individual students/teachers attending
- A review of the logistics of the arrival schedule; transport to lodging; transport from lodging to school each day (especially the first) and any other information about transportation.
- List of all contact phone numbers: school, lodging, HSC, etc.
- Expected weather and temperature range
- General costs of food, taxis, bus, rail transport around town
- A letter from the AD/AR about the schedule, activities, performances, etc.

## **7.2 FEES**

- 1 Student housing costs: to be paid individually after reservations made by HS
- 2 Teacher housing fee: to be paid individually after reservations made by Host School.
- 3 Representative housing fee: to be paid individually: reservation made by HSC
- 4 Visitors housing fee: to be paid individually: information given by Host School
- 5 Participation Fee: for each Participant and paid individually in cash to the Host School upon arrival

## **7.3 LOGISTICS**

- The HSC makes a list of arrival times of the participants. Arrangements are made for pick-ups by volunteers with bus or van.
- A schedule is made for volunteers for transportation of instruments or other personnel around the town during the entire IASJ Jazz Meeting.
- A program must be available for all arriving participants containing the IASJ Jazz Meeting Schedule and also all logistical information such as a city map and guide to the housings, the location of the Teacher's and Final Concerts, restaurants, stores, jazz clubs, etc.
- The brochure should also contain a list of all participants with the instrument they play.
- The HSC must check student and teacher's lodging reservations as well as any food arrangements a few days before the arrival of the participants.
- In cases where the immigration office has to be notified regarding the status of any participants, the HSC should make contact with this office before the arrival date in case there are complications.
- The HSC must contact all possible media about the IASJ Jazz Meeting. A press release should be made. If possible a press meeting or conference with journalists should be held during the meeting. In this conference the AD, the HSC, members of the Board and some teachers and students can explain what the IASJ Jazz Meeting is about.
- Publicity for the Final Concerts should be made as much as possible. The HSC should gather copies of any articles relating to the IASJ Jazz Meeting and send this to the IASJ Service Bureau.
- Upon arrival, all participants receive a name tag. This tag can be used as an ID card for free entrance at the Jam Sessions and the Final Concerts.
- As an option, the HSC can arrange a presentation featuring local musicians, dancers, poets, etc. A presentation of local and national culture to all participants is a very positive event.

- The HSC has to check all arrangements about the Jam Sessions and the Final Concerts regarding sound system, back line, tuning the piano, free food and drinks for the players, admission etc.

## 8.0 LEGEND

AD	=	Artistic Director of the IASJ. If the AD is not involved in an IASJ Jazz Meeting, the HS appoints an Artist in Residence.
ED	=	Executive Director, responsible for the IASJ Service Bureau, assists in the selection process of the Proposed Participants; to be consulted in all organizational questions and matters. Conducts the Ongoing Dialogues during the Annual Meeting
HS	=	Host School: school of jazz where an IASJ Jazz Meeting is being held.
HSC	=	Host School Coordinator: person in charge organizing the IASJ Jazz Meeting and contact person at Host School.
PS	=	Participating School at an IASJ Jazz Meeting.
OM	=	Ordinary Members of the IASJ. School of Jazz that founded the IASJ, organized an IASJ Jazz Meeting or IASJ Jazz Conference.
AM	=	Associate Members of the IASJ. School of Jazz offering jazz education on a regular basis.
IM	=	Individual Members of IASJ
SM	=	Supporting Member of the IASJ

### Participating

Student = Student chosen by the participating school to attend an IASJ Jazz Meeting.

### Participating

Teacher = Teacher chosen by the participating school to attend an IASJ Meeting.

Representative = Person chosen to represent PS at the General Assembly.

Proposal = Proposal for an IASJ Jazz Meeting which has to be written by the Host School Coordinator and has to be approved by the Daily Board

IASJ

Service Bureau = Bureau that can provide all information about the IASJ.  
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**9.0 APPENDIX****APPENDIX 1: ANNUAL IASJ JAZZ MEETING SCHEDULE (sample)**

<b>Saturday, Arrival Day</b>				
<b>Time</b>	<b>Name of event</b>	<b>Place of event</b>	<b>For whom</b>	<b>Content</b>
All day	Arrival	Dorms and hotels	All participants	Checking in
17.00-18.30	Meeting	School or meeting room and hotel	Teachers, Representatives, AD, ED	General outline of the week
18.30-20.00	Reception	Hotel or school	Teachers, representatives and students	Informal gathering
20.00-open	Dinner and free time	Local area	Teachers and representatives	Dining out and discovering the city

<b>Sunday, 1st day of meeting</b>				
<b>Time</b>	<b>Name of event</b>	<b>Place of event</b>	<b>For whom</b>	<b>Content</b>
10.00-11.00	Official Opening	Meeting hall	All participants, Guests	Speeches: AD, ED, IASJ, Chairman and HSC, Officials
11.00-13.30	Auditions	Meeting hall	Teachers and students	Formation of combos
11.30-13.30	Meeting	Meeting room	Representatives	DB meets representatives
13.30-15.00	Lunch	Restaurant	All participants	Teachers and AD form combos during lunch meeting
15.00-17.30	Ongoing Dialogues	Meeting Room	Teachers, Representatives, Guests	Discussing the topics of the Ongoing Dialogues for the week
15.00-17.30	Rehearsals	Combo rooms	Combos and assigned Teachers	Rehearsals of the combos
17.30-19.00	Teachers Rehearsals	Combo rooms	Teachers	Rehearsals for Teachers Concert next day
19.00-20.30	Dinner	Restaurant	All participants	
21.00-00.00	Jam Session	Jazz club	Teachers and students	Supervised by Teachers

<b>Monday: 2nd day of meeting</b>				
<b>Time</b>	<b>Name of event</b>	<b>Place of event</b>	<b>For whom</b>	<b>Content</b>
10.00-10.30	Group meeting	Meeting hall	All participants, Guests	Announcements, adjustments
10.30-11.30	Lectures	Meeting hall	All participants	Lectures coordinated by the AD
11.30-13.30	Master classes	Combo rooms	Teachers and students	Per instruments
13.30-15.00	Lunch	Restaurant	All participants	
15.00-17.30	Rehearsals	Combo rooms	Combos and assigned teachers	Rehearsals of the combos
15.00-17.30	Ongoing Dialogues	Meeting Rooms	Teachers, Representatives, Guests	Discussions on various topics concerning jazz and jazz education
17.30-19.00	Teachers Preparation	Meeting hall	Teachers, AD	Last preparations for Teachers Concert
19.00-21.00	Dinner	Restaurant	All participants	
21.00-00.00	Teachers concert	Jazz club, outdoor venue, concert hall	All participants, Guests, general audience	Teachers presenting themselves musically

<b>Tuesday: 3rd day of meeting</b>				
<b>Time</b>	<b>Name of event</b>	<b>Place of event</b>	<b>For whom</b>	<b>Content</b>
10.00-10.30	Group meeting	Meeting hall	All participants, Guests	Announcements, adjustments of the program
10.30-11.30	Lectures	Meeting hall	All participants	Lectures coordinated by the AD
11.30-13.30	Master classes	Combo rooms	Teachers and students	Per instruments
13.30-15.00	Lunch	Restaurant	All participants	
15.00-17.30	Rehearsals	Combo rooms	Combos and assigned teachers	Rehearsals of the combos
15.00-17.30	Ongoing Dialogues	Meeting room	Teachers, Representatives, Guests	Discussions on various topics concerning jazz and jazz education
19.00-21.00	Dinner	Restaurant	All participants	
21.00-00.00	Jam Session	Jazz club	Teachers and students	Supervised by Teachers

<b>Wednesday: 4th day of meeting</b>				
<b>Time</b>	<b>Name of event</b>	<b>Place of event</b>	<b>For whom</b>	<b>Content</b>
10.00-10.30	Group meeting	Meeting hall	All participants	Announcements, adjustments
11.00-13.30	Rehearsals	Combo rooms	Combos and assigned teachers	Rehearsals of Combos
13.30-15.00	Lunch	Restaurant	All participants	
15.00-19.00	Free time	In and out of town	All participants	Excursions, sightseeing, free time
19.00-21.00	Dinner	Restaurant	All participants	
21.00-00.00	Jam Session	Jazz clubs, outdoor venues	Teachers and students	Supervised by Teachers

<b>Thursday: 5th day of meeting</b>				
<b>Time</b>	<b>Name of event</b>	<b>Place of event</b>	<b>For whom</b>	<b>Content</b>
10.00-10.30	Group meeting	Meeting hall	All participants, Guests	Announcements
10.30-11.30	Lectures	Meeting hall	All participants	Lectures coordinated by AD
11.30-13.00	Master classes	Combo rooms	Teachers and student	Per instrument
12.00-13.30	Board meeting	Board room	IASJ Full Board	Statutory meeting of the full board of the IASJ
13.30-15.00	Lunch	Restaurant	All participants	
15.00-16.30	Rehearsals	Combo rooms	Combos and assigned teachers	Rehearsals of the combos
16.30-18.00	General Assembly	Meeting hall	Teachers and representatives	Representatives decide on the future of the IASJ
19.00-21.00	Dinner	Restaurant	All participants	
21.00-00.00	1 <sup>st</sup> Final Concert	Concert hall	Teachers and students	Presentation of the combos

<b>Friday: 6th day</b>				
<b>Time</b>	<b>Name of event</b>	<b>Place of event</b>	<b>For whom</b>	<b>Content</b>
12.00-13.30	Group meeting	Meeting hall	All participants, Guests	Evaluation of the meeting and final words of the AD
13.30-15.00	Lunch	Restaurant	All participants	
15.00-17.30	Rehearsals	Combo rooms	Combos 5-7	Preparing for the final concert
15.00-17.30	Jam Session	Combo rooms	Combos 1-4	Open session for students who played yesterday
19.00-21.00	Fair well reception	Meeting room	All participants	Informal last gathering
23.00-01.30	2 <sup>nd</sup> Final concert	Concert hall	Combos 5-7	Presentation of combos

## APPENDIX 2: LETTER OF INVITATION

The <number> IASJ Jazz Meeting <year>

(date, place) (country)

Dear (name of Representative),

Herewith I have the pleasure to invite you to the IASJ Jazz Meeting (place and country) (year) that will take place from (date) till (date).

Please fill in the included Proposed Participation Form and send it back before <deadline>.

Participation Fee: <100 Euro per participant>

Estimated cost per night per Teacher/Representative: <xx Euro>

Estimated cost per night per Student: <xx Euro>

With kind regards,

(name of Host School Coordinator),

name of host school:

address:

town:

country:

telephone number:

fax number:

Enclosure

- < Proposed Participants Form,
- < Short description of the main activities of the xxth Annual IASJ Jazz Meeting
- < Summary of activities (combos, lectures, final concerts, etc.).

### APPENDIX 3: PROPOSED PARTICIPANTS FORM

The # IASJ Jazz Meeting

(date, place)

(country)

name of participating school:

name of representative:

address:

town:

country:

e-mail address:

telephone number:

fax number:

is proposing for the IASJ Jazz Meeting, (date),(place),(country):

(names in order of level, minimum 1 name, maximum 4 names)

name of possible student:

instrument:

e-mail address:

1

2

3

4

name of possible teacher:

instrument:

e-mail address:

1

2

This form is to be sent back before: (deadline), to

name Host School:

name representative:

address:

town:

country:

e-mail:

telephone number:

fax number:

**NB: Do not tell or promise the Proposed Participants that it is sure that they will go to the meeting until confirmation has been received from the Host School. In principal only one Student, Teacher and Representative may participate although circumstances vary with every meeting.**

## APPENDIX 4: LETTER OF CONFIRMATION

The <number> IASJ Jazz Meeting <year>

(date, place)

(country)

Dear (name of Representative),

Herewith I confirm your participation to the IASJ Jazz Meeting (place and country) that will take place from (date) till (date). The Artistic Director (Artist in Residence) will be <name, phone and e-mail>.

Please fill in the Selected Participants Form and return it before (deadline).

The Participation Fee per Participant is € 100 and is to be paid in cash upon arrival during registration.

Please confirm the stay of your students in (name, address, phone number, e-mail of student housing).

The costs are (amount) per night.

Please confirm the stay of the Teachers/Representatives in (name, address, phone number, e-mail of teacher/representative housing).

The costs are (amount) per night.

All participating teachers are requested to bring material for the Master Class and the Combo.

With kind regards,

(name Host School Coordinator)

Included: Selected Participants Form

## APPENDIX 5: SELECTED PARTICIPANTS FORM

The <number> IASJ Jazz Meeting <year>

(date, place)

(country)

Participating School:

- name:

- address:

- telephone + e-mail:

Representative:

- name:

- telephone number + e-mail:

Participating Teacher(s):

name:

name:

instrument:

instrument:

address:

address:

tel. number + e-mail:

telephone number+ e-mail:

Participating Students:

name:

instrument:

address:

telephone number + e-mail:

name:

instrument:

address:

telephone number + e-mail:

## **APPENDIX 6: AGREEMENT ON RECORDING AND VIDEOTAPING**

the # IASJ Jazz Meeting

(date, place)

(country)

In order to assist the IASJ to develop its future plans it has been arranged that a sound and video recordings will be made of activities of the IASJ Jazz Meeting.

The recordings will be edited under the supervision of the IASJ for non-commercial, educational and IASJ promotional activities only.

You are kindly asked to sign this form below. It indicates your agreement that your participation in the IASJ Jazz Meeting can be recorded for the above-mentioned purposes.

Name:

Signature:

Date:

## APPENDIX 7: CERTIFICATE OF ATTENDANCE

the # IASJ Jazz Meeting

(date, place)

(country)

We, the undersigned declare that <name> attended the <number>th Annual IASJ Jazz Meeting <year>, in <name city> in <name country>, from <day of begin> till <day of ending>.

The Annual IASJ Jazz Meeting is an annual function of the organization, bringing together over a hundred students, teachers and representatives from all over the world. The participants are involved in numerous activities during the period: workshops, master classes, lectures, concerts, jam sessions and discussions on pedagogical matters relating to jazz education.

The IASJ is an international network of schools where jazz is taught. Participating in an Annual IASJ Jazz Meeting means one has entered this worldwide network.

<place, date>

<name + signature Host School Coordinator>

<name + signature Artistic Director>

<name + signature IASJ Chairman>

<logo host school>

<number>th Annual IASJ Jazz Meeting <year>

<day, month, year>

## APPENDIX 8: CONTACT INFORMATION

the # IASJ Jazz Meeting

(date, place)

(country)

**Name:**

First name:

Address:

City:

Country:

Telephone:

E-mail:

Website:

**Status:**                    **Student / Teacher / Representative / guest / other**

(please circle)

School:

Phone:

E-mail school:

Website school:

This information is only for other participants and no other use will be made.

Please return the filled-out form as soon as possible to the Host School Office



## APENDIX 10: AGREEMENT BETWEEN THE HOST SCHOOL AND THE IASJ

### Agreement on the hosting of an Annual IASJ Jazz Meeting

The International Association of Schools of Jazz, hereafter to be called the IASJ,  
and the.....  
hereafter to be called the Host School, agree on the following issues.

1. The Host School organizes an IASJ Jazz Meeting according to the IASJ Jazz Meeting Guidelines. Any major deviations from what is stated in the IASJ Jazz Meeting Guidelines may only be executed after written agreement of the IASJ.
2. The Host School administrates all Participants and submits to the IASJ a copy of the Participants List no later than two weeks after the IASJ Jazz Meeting took place.
3. The Participation Fee per Students, per Teacher and per Representative is € 100. The Participation Fee per Individual Member is € 100.
4. Trial Members pay a Participation Fee of € 100.
5. No later than four weeks after the IASJ Jazz Meeting the Host School contributes to the IASJ € 25 for every Student, Teacher and Representative and Participating Individual Member.
6. The IASJ may invite no more than five Participants who do not have to pay any Participants Fee.
7. The Host School and the IASJ can agree on the number of visitors (press relations, VIP's) who do not have to pay any Participants Fee.

Date:

Date:

The IASJ

The Host School

X

x

IASJ Chairman

Host School Representative

name:

name:

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**E-mail: [info@iasj.com](mailto:info@iasj.com)**

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