

# Lisbon Jazz Summer School

REGULATION FOR 2012



## GENERALITIES

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1. The **Lisbon Jazz Summer School (LJSS)** has the following main goals: to offer high-quality teaching to jazz students and musicians in Portugal; to provide the Jazz Summer Course participants the unequalled opportunities of benefiting from the teachings of some of the best jazz musicians in the world and experiencing a close and intensive contact with an internationally recognized jazz band/musician; to provide the Férias com Jazz participants the opportunity to initiate in this musical language; to contribute for a high-level education of jazz students and professionals and for the dynamics of national jazz and its international recognition; to be among the best jazz education events in Europe.
2. The LJSS is arranged in two scopes: formative and performative. The formative scope is composed by two courses: the Jazz Summer Course, this year Conduction® Atelier, open to all instrumentalists (>16 years old) interested in developing new skills and techniques of real-time arrangement and composition in ensemble; and the Férias com Jazz, an introductory jazz course for music students with ages between 12 and 15 years. The performative scope is composed by the Jam Sessions, the Conduction® Atelier Final Performance/Presentation, and the Férias com Jazz Closing Concert, both performed by the LJSS participants.
3. For this 4th edition of the Summer Course, the LJSS invited Lawrence D. «Butch» Morris to lead, for the first time in Portugal, the Conduction® Atelier.
4. The Férias com Jazz has as pedagogical director the trumpet player Gonçalo Marques, and as teachers Ana Araújo (piano), Bruno Santos (guitar), Claus Nymark (trombone, Big Band), João Guimarães (saxophone), Nelson Cascais (bass), Marcos Cavaleiro (drums).
5. The LJSS artistic direction reserves the right to replace any of the teachers at any time, if conditions outside of their control demand it. The applicants will be immediately notified by email of any changes to the group of teachers.
6. The official language of the Jazz Summer Course | Conduction® Atelier is English, and the official language of the Férias com Jazz is Portuguese.

7. All LJSS participants will be able to join the Jam Sessions that take place at CCB's "Cafeteria Quadrante", beginning at 22H, in dates to be announced. Here the participants will have the opportunity to play with each other and with the LJSS teachers/musicians. The Jam Sessions have free entrance and are open to the general public.
8. The Conduction® Atelier Final Performance/Presentation and the Férias com Jazz Closing Concert will take place at the Small Auditorium of the CCB: the first one performed by the participants of the Conduction® Atelier, and the second performed by the participants of the Férias com Jazz (dates and time to be announced). The concerts are open to the general public.

### **APPLICATIONS and ENROLLMENT**

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9. The participation in the LJSS is subject to an application and an enrollment. The application and the enrollment processes are similar both in the Jazz Summer Course | Conduction® Atelier and in the Férias com Jazz, and will occur in the same deadlines, as described below.
10. Applications should be submitted between March 15 and June 1 of 2012.
11. It is assumed that, when submitting the application, the applicant has complete knowledge of the LJSS Regulation for 2012 and accepts it entirely.
12. In order to complete his/her application, the applicant must deliver to the LJSS artistic direction a fully filled-in application form, along with the following elements (obligatory): copy of the identity card (both sides) or passport of the applicant; copy of the identity card (both sides) or passport of the applicant's responsible if he/she is a minor; motivation letter (under 150 words); musical curriculum (under 300 words); and a commercial record or demo of a musical performance of the applicant. These elements can be sent by:
  - Email to the address [ljss.participants@gmail.com](mailto:ljss.participants@gmail.com) (identity card or passport in .jpg format, and audio in MP3 format, or video in MP4 format). The email should be kept to a maximum of 10Mb in size.
  - Postal mail, to the following address:  
Lisbon Jazz Summer School  
Centro Cultural de Belém  
Praça do Império  
1449-003 Lisboa  
Portugal

13. The application form can be downloaded at <http://www.eng.lisbonjazzsummerschool.org> or asked to be sent by email ([ljss.participants@gmail.com](mailto:ljss.participants@gmail.com)).
14. The incorrect filling of the application form or the omission of any of the obligatory elements might result in the enrollment's annulment.
15. The selection of the LJSS participants is of the responsibility of the LJSS artistic direction along with the pedagogical director of the Férias com Jazz.
16. The main goal of this selection process is to optimize the constitution of balanced group(s), considering the instruments played, and the participants' musical skills and artistic level.
17. The selection of the participants will be based on the following documents and criteria: application form; motivation letter (under 150 words); musical curriculum (under 300 words); commercial record or demo of a musical performance; instrument the applicant enrolls in; instrument level and musical skills; fluency in English (only for the Jazz Summer Course candidates).
18. If the LJSS artistic direction considers these elements insufficient to evaluate the applicant, he/she can be asked to audition in a date and place to be determined.
19. Within this edition of the LJSS 2012, and only in the case of the Conduction® Atelier, the audience will be given the chance to witness the process of musical creation and the chance to communicate with the performers/participants. Therefore a limited number of people will be able to attend some of the workshop sessions. The exact dates and number of vacancies will be determined and announced later.
20. Starting on June 11, the artistic direction of the LJSS will contact all applicants by email and/or by phone informing them whether they have or have not been selected to this year's edition of LJSS. If the applicant has been selected, he/she will be instructed by the artistic direction of the LJSS to proceed with his/her enrollment.
21. Enrollment is only allowed to applicants that have been contacted and selected to participate. Enrollment is not allowed to applicants that haven't been contacted yet, as well as to applicants that haven't been selected to participate. No applicant should proceed with their own enrollment, unless he/she was instructed by de LJSS artistic direction to do so.
22. Appeals regarding the process of selection are not accepted.

23. The selected applicants can enrol between June 11 and June 29.
24. The enrollment in both LJSS courses is made with the full payment of the fee, and is only considered complete when the applicant receives a written confirmation of that payment from the artistic direction.
25. The Jazz Summer Course | Conduction® Atelier fee is 150,00 Euros, VAT included. This value does not include trips, transportation, housing or meals.
26. The Férias com Jazz fee is 200,00 Euros, VAT included. This value includes the participant's lunch, at the CCB facilities from July 16 to 22, and does not include trips, transportation, housing or any other meals.

27. The payment can be made by one of the following procedures:

- in person, at the “Direcção Financeira” of the CCB (check or cash);
- by check, made payable to “Fundação Centro Cultural de Belém”, addressed to:

José Rodrigues  
Direcção Financeira do CCB  
Lisbon Jazz Summer School  
Centro Cultural de Belém  
Praça do Império  
1449-003 Lisboa  
Portugal

- by national or international bank account transfer to:

Bank: CAIXA GERAL DE DEPÓSITOS  
Office: Belém  
NIB: 0035 0150 00048952 63023  
IBAN: PT 50 0035 0150000 4895 2630 23  
SWIFT/BIC: CGDIPT PL

28. The applicants who choose to pay through bank account transfer should send the respective proof of transfer indicating their name (first and last), to the artistic direction (by email or postal mail);
29. On the first day of the LJSS during the participants will receive the original receipts for the payment of the fee;
30. In case of cancellation, charges are as follows:
  - refund of 100% of the fee if the registration is cancelled until June 22;
  - refund of 50% of the fee if the registration is cancelled until June 29;
  - no refund for cancellations after June 29.

All cancellations must be made in writing, addressed to the LJSS artistic direction.

## LOGISTICS

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31. All the activities of the LJSS will take place at the Centro Cultural de Belém (CCB);
32. The admission and accreditation of the LJSS participants will be lead by the artistic direction and a member of the CCB team. It will take place on July 16, first day of the LJSS, between 10 am and 12 noon, at the Small Auditorium foyer. There, the participants will receive the following material:
  - LJSS Identity card (which always has to be worn inside the CCB facilities)
  - 2 tickets for the Conduction® Atelier Final Performance/Presentation;
  - 2 tickets for the Férias com Jazz Closing Concert;
  - original receipts for the payment of the fee;
  - course goals, curriculum and contents;
  - documentation for classes;
  - course timetable;
  - names of the musicians/ teachers;
  - contacts of the LJSS team;
  - CCB facilities: where to eat, where to access the internet, where to make phone calls, where to ask for photocopies, etc.;
33. LJSS classes end at 6 pm. All participants should leave the CCB building through the Artists Entrance. Minors are only allowed to leave the building with the person previously designated in the application form;
34. In case a minor is authorized by his/her parent/family member to leave the CCB building alone, a written authorization and declaration of responsibility must be added to the application form;
35. Every participant should bring his/her own instrument, except for the following:
  - a. Pianists
  - b. Drummers (they must bring their own sticks; they can bring their own cymbals)

## OTHER

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36. Every LJSS participant will be given a diploma signed by the pedagogical director of his/her course that certifies the participation in the LJSS. In what concerns the Jazz Summer Course participants, the diploma will only be granted to those who attended more than 50% of the classes;
37. By the end of the LJSS, a personal questionnaire will be delivered to the participants to evaluate their level of satisfaction. This questionnaire should be delivered back to the artistic direction;
38. For the promotion of this and other future editions of the LJSS, images and sound maybe recorded in any LJSS activity, by the CCB team or by the authorized press. CCB assures that none of the recordings will be ever used for commercial purposes;
39. The LJSS artistic direction and the CCB reserve the right to suspend the participation in the LJSS of any participant who reveals a behavior that prevents the good functioning of the LJSS and the work of any intervenient in this event;
40. The LJSS artistic direction and the CCB reserve the right to cancel the LJSS if conditions outside of their control demand it. Under these circumstances a full refund of the participants' fees will be made. Please note that the LJSS artistic direction and the CCB cannot be held responsible for any costs or expenses incurred by the participants as a result of the cancellation.