



**Wittenberg University
Theatre and Dance Department
Chakeres Memorial Theatre
905 Woodlawn Avenue
Springfield, OH 45504
937-327-7466**

March 1 - 4, 2019

Dear Conference Participant:

Welcome to the ACDA East-Central Conference and to Wittenberg University. As the Conference Coordinator, it is my pleasure and honor to welcome you. The next four days will be filled with classes, workshops, rehearsals, performances, social events and the joy of dancing together. We hope this conference will give you wonderful memories and new insights to carry home. Please read on to learn more about what we have planned for you.

Faculty Representative - Enclosed in your welcome packet:

- One hard copy of conference materials
- Faculty (blue)/Student (ivory) name badges
 - *Please wear name badges to the concerts and to the social events*
- Faculty/Student wristbands (green)
 - *Please wear your wristbands at all times.*
- Pre-purchased meal and T-shirt tickets/vouchers for your group (if applicable)
 - *A limited number of shirts are also available for purchase at the registration table.*
- Tickets for pre-purchased Faculty/Musicians Dinner (if applicable)
- Maps, Restaurant Guide
- Four (4) coffee vouchers for our campus café, Post95.
- Souvenir gifts

Faculty/Musician - Enclosed in your welcome packet:

- One hard copy of conference materials
- Faculty (blue)/Student (ivory) name badges
 - *Please wear name badges to the concerts and to the social events*
- Faculty/Student wristbands (green)
 - *Please wear your wristbands at all times.*
- Maps and Restaurant Guide
- Four (4) coffee vouchers for our campus café, Post95.
- Souvenir gifts

Conference Materials Online: Class Schedules, Maps, Tech Information, etc.:

All conference materials are available as downloads through both of the following sites:

- www.regonline.com/acdaec19 (on the top of our conference web site home page)
- <https://www.wittenberg.edu/academics/thdn/2019DanceConference>

**Please note that a few hard copies of class schedules will be available at the registration table for reference and will be posted outside of every classroom as well.

Internet Access:

Guest Wi-Fi on campus is available for all to use without need for a password.

Username: Witt-Guest

- Make sure that the Wireless is enabled on your desktop, notebook or Mobile Device
- Select Witt-Guest
- If your web browser does not open automatically, open your web browser. Then fill out the information requested and click Submit.
- Witt-Guest will only allow connections for 3 days, after which you will have to re-register for a connection to Witt-Guest

**Please note that Wi-Fi will not available at the John Legend Theater.

Contact Numbers:

ACDA Conference Coordinator Cell Phone: Shih-Ming Li Chang (614) 832-2854 (texts preferred)

ACDA Student Volunteers' Coordinator: Gabby S. (330) 240-6329 (text only)

Wittenberg Police Department:

- Non-Emergency: (937) 327 - 6231
- Emergency: (937) 327 - 6363

All volunteers will have a special colored nametag. If you need help, ask any volunteer or anyone at the registration desk.

Tech Information:

All schools will need to check in at the John Legend Theater lobby at least 30 minutes prior to their designated tech time. An attendant will be there to guide you to the waiting area. Another attendant will guide you to the backstage.

Class Information:

Classes will be held on campus and in an off-campus downtown studio, Gary Geis School of Dance. All conference locations are within walking distance but we will have shuttle vans available between classes to help you get where you need to go on time. Four vans will be driving in loops every half hour from 8am to 6pm on Friday, Saturday, and Sunday, and from 8am to 1:35pm on Monday. They will begin at the Student Center, then go to the downtown dance studio, the John Legend Theater, the downtown dance studio once again, and end back at the Student Center.

Classes are limited to 20 - 100 participants based upon the size of the space. Classes will be available on a first-come/first-admitted basis, so arriving at class spaces early is advised. There will be a class monitor stationed at the studio door to help control class size. We will try to accommodate as many as possible but, for safety's sake, we will keep classes at a reasonable size. The capacity of the class will be noted on the class schedule. Please respect the class monitors throughout the conference; their job is to ensure the safety and enjoyment of all participants in classes. Each class space will be stocked with a first aid kit.

Classes are a great learning opportunity even if you are not actively dancing, so all are open for observation. If you choose to observe a class, please be respectful to the teacher. We ask that you avoid conversation, silence your phones, and simply be polite.

Guest artist classes (Jeanne Mam-Luft [Modern], Corrinne Bailey [Improvisation], and Julius Jenkins [Street Dance]): These classes are capped at the number appropriate for the space where each class is held. Participation is first-come/first-admitted.

Panels, Presentations, and Meetings: Adjudicators Panel; Video Choreography Showcase; Funding Conference Attendance: Yes We Can; ACDA Membership Meeting; and Regional Planning Meeting.

Faculty Only Events: Faculty/Musician Dinner in our student union's Alumni Room – additional tickets will be available for purchase at the registration table.

**Faculty members will have access to the faculty lounge, located right behind the registration desk. It will open every day when the registration desk is up. You will be provided with a voucher for coffee each day, which can be found in this packet.

Reserving rehearsal space: If you would like to rehearse, there will be a sign-up sheet at the registration desk so that you may reserve an open space. This will be first come, first serve. If you are late for your reserved time, then others will be allowed to use the space.

We wish you a successful and enjoyable conference!

With kind regards,

Shih-Ming Li Chang and Esther Chang