

Lisbon Jazz Summer School

REGULATION FOR 2014



GENERALITIES

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 – *Composition for Jazz Ensemble*, directed to advanced students and professional musicians (>16 years old); 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 Guillermo Klein & Ensemble Concert, the Jazz Summer Course Closing Concert, and the Férias com Jazz Closing Concert. Both Closing Concerts are performed by the LJSS participants.
3. The LJSS artistic directors are Alexandra Ávila Trindade and João Godinho, co-founders of this event in 2008.
4. For this 5th edition of the Jazz Summer Course, the LJSS invited Guillermo Klein to lead, for the first time in Portugal, a course of *Composition for Jazz Ensemble*.
5. 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), and Jorge Mendonça Oliveira (percussion).
6. 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.

7. The official language of the Jazz Jazz Summer Course is English, and the official language of the Férias com Jazz is Portuguese.
8. All LJSS participants will be able to join the Jam Sessions that take place at CCB's "Sandwich-Bar", beginning at 22h00, from July 23 to 26. 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.
9. The Guillermo Klein & Ensemble Concert will take place at the Small Auditorium of the CCB (July 23 at 21h00), and will be performed by Guillermo Klein and the musicians/teachers of the Férias com Jazz. Guillermo Klein is also the musical director of this project. The concert is open to the general public and has paid entrance.
10. The Jazz Summer Course Closing Concert 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 course *Composition for Jazz Ensemble* (July 26 at 21h00), and the second performed by the participants of the Férias com Jazz (July 27 at 18h00). The concerts are open to the general public and have paid entrance.
11. When enrolling in the LJSS each participant is committing to attendance and punctuality in all activities of the course subscribed. The absence, justified or not, of a participant in (a) particular activity(ies) may lead to non participation in the Closing Concert of the respective course, if the Artistic/Pedagogical Direction so wishes.

APPLICATIONS and ENROLLMENT

12. 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 and in the Férias com Jazz, and will occur in the same deadlines, as described below.
13. Applications should be submitted until June 2.
14. It is assumed that, when submitting the application, the applicant has complete knowledge of the LJSS Regulation for 2014 and accepts it entirely.

15. 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 and 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);
 - [obligatory to Férias com Jazz applicants]: a commercial record or demo of a musical performance of the applicant.
 - [obligatory to Jazz Summer Course applicants]: 2 commercial records or demos of the applicant as performer and 2 scores of original compositions of the applicant.

These elements can be sent by:

- [Preferably] Email to the address 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 20Mb in size.
 - Postal mail, to the following address:
Lisbon Jazz Summer School
Centro Cultural de Belém
Praça do Império
1449-003 Lisboa
Portugal
16. The application form can be downloaded at <http://www.eng.lisbonjazzsummerschool.org> or asked to be sent by email (ljss.participants@gmail.com).
17. The incorrect filling of the application form or the omission of any of the obligatory elements might result in the enrollment's annulment.
18. 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.
19. The selection of the LJSS participants is of the responsibility of the Pedagogical Direction of each course, and will be based on the following documents and criteria:
- a. application form;
 - b. motivation letter (under 150 words);
 - c. musical curriculum;

- d. commercial records or demos of musical performances of the applicant (and scores of original compositions)
 - e. instrument the applicant enrolls in;
 - f. instrument level and mastering
 - g. musical skills;
20. 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.
21. In this edition of the LJSS, the Jazz Summer Course will be open to musicians who would like to attend the course of *Composition for Jazz Ensemble* as Listeners:
- a. 14 sessions (7 mornings, 7 afternoons; approximately 3 hours per session);
 - b. 25 openings to Listeners per session;
 - c. The Listener tickets will be available at the CCB Box Office (from 11am until 8pm);
 - d. The price for each ticket is 5 euros per session;
 - e. The price of a pass to every session is 50 euros and includes 1 ticket to the *Guillermo Klein & Ensemble* Concert and 1 ticket to the Jazz Summer Course Closing Concert.
22. Starting on June 3, 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.
23. 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.
24. Appeals regarding the process of selection are not accepted.
25. The selected applicants can enrol from June 3 to 30.
26. 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.

27. The Jazz Summer Course fee is 200,00 Euros, VAT included. This value includes the participant's lunch, at the CCB facilities from July 19 to 26.
28. The Férias com Jazz fee is 200,00 Euros, VAT included. This value includes the participant's lunch, at the CCB facilities from July 20 to 27.
29. The payment can be made by one of the following procedures:
- in person, at the "Direcção Financeira - Departamento de Gestão Financeira e Contabilidade" of the CCB (check or cash);
 - by check, made payable to "Fundação Centro Cultural de Belém", addressed to:

Direcção Financeira e Administrativa – Secção Administrativa
Centro Cultural de Belém
Praça do Império
1449-003 Lisboa
Portugal

- by national or international bank account transfer to:

Bank: BANIF
Office: Agência Restelo
NIB: 0038 0000 38466201771 67
IBAN: PT50 0038 000038466201771 67
SWIFT/BIC: BNIFPTPL

30. The applicants who choose to pay through bank account transfer should send the respective proof of transfer indicating their name (first and last), to sandra.gomes@ccb.pt ou cristina.pinho@ccb.pt (cc) to ljss.participants@gmail.com), or fax to (+351) 21 361 25 00, or by postal mail to:

Direcção Financeira e Administrativa – Secção Administrativa
Centro Cultural de Belém
Praça do Império
1449-003 Lisboa
Portugal

31. If the applicant chooses to pay through bank account transfer online, he/she should insert the following data:

LJSS - NAME AND SURNAME OF THE APPLICANT

32. The applicant who chooses to pay through bank account transfer online also has the obligation of sending the respective proof of transfer, as previous indications.
33. On the first day of the LJSS, the participants will receive the original receipts for the payment of the fee;
34. The act of enrollment in the Lisbon Jazz Summer School implies full acceptance of this Regulation.
35. In case of cancellation, charges are as follows:
 - refund of 100% of the fee if the enrollment is cancelled until June 19;
 - refund of 50% of the fee if the enrollment is cancelled until June 30;
 - no refund for cancellations after July 1.All cancellations must be made in writing, addressed to the LJSS Artistic Direction.

LOGISTICS

36. All the activities of the LJSS will take place at the Centro Cultural de Belém (CCB);
37. The admission and accreditation of the LJSS participants will take place on the following moments and places:
 - a. Jazz Summer Course: July 19 at 10 am at the CCB Artists Entrance
 - b. Férias com Jazz: July 20 at 10 am at the CCB Artists Entrance(access to the Artists Entrance is made by the North ramp that is opposite to the Planetarium)

There, the participants will receive the following material:

- LJSS Identity Card (which always has to be worn inside the CCB facilities);
- 1 LJSS t-shirt;
- 2 tickets for the Guillermo Klein & Ensemble Concert;
- 2 tickets for the Jazz Summer Course Closing Concert;
- 2 tickets for the Férias com Jazz Closing Concert;
- original receipts for the payment of the fee;
- course timetable;
- contacts of the LJSS team;

38. LJSS classes end at 18h00. All participants should leave the CCB building through the Artists Entrance and always present their LJSS Identity Card to the security guard. Minors are only allowed to leave the building with the person previously designated in the application form;
39. 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;
40. Every participant should bring his/her own instrument, except for the following:
 - a. Pianists
 - b. Drummers (must bring their own sticks; can bring their own cymbals)
41. Cello players should bring their "T".

OTHER

42. 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;
43. During the LJSS a personal questionnaire will be delivered to the participants for them to evaluate their level of satisfaction. This questionnaire should be delivered back to the Artistic Direction;
44. 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;
45. 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;
46. 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.