

# Chamber Music America

## NEW JAZZ WORKS CMA CONFERENCE REQUEST

### 1. Please Complete

Grantee Name:	Date:
Ensemble Name:	Year of Award:
Address:	
Phone:	Email:

### 2. Complimentary Conference Registration

I would like to attend the upcoming CMA National Conference

### 3. Hotel and Travel Subsidy

Complete this section if your CMA contract indicates that you are eligible. CMA partially subsidizes conference travel and hotel costs, on a limited basis, for grantees who live more than 200 miles outside New York. Please refer to the CMA website for the Westin Hotel conference rate or select an alternative hotel. CMA reimburses gas @ \$.55/mile or through dated gas receipts.

Cost	Detail	Amount
Hotel (#nights x cost/night)		
Airplane		
Bus/Train		
Car		
Total		

4. For Other Conference Expenses such as pre-conference workshop registration fee, showcasing, exhibiting, mailing list and advertising, use the Payment Request Form. For more information about these fees, contact Sherry Robinson, conference and events manager, [srobinson@chamber-music.org](mailto:srobinson@chamber-music.org) or visit the CMA website, [www.chamber-music.org](http://www.chamber-music.org). For information on how to apply the other conference costs to your NJW grant, contact [Jeanette Vuocolo](mailto:Jeanette.Vuocolo), program director, CMA Jazz.

5. Please Sign: To the best of my knowledge, the data reported above are correct and all outlays will be made in accordance with grant conditions. Payment is due and has not been previously requested.

Signature:	Date:
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6. Send by regular mail, fax, or email to: Chamber Music America, CMAJazz, 305 Seventh Avenue, NY, NY 10001, [jvuocolo@chamber-music.org](mailto:jvuocolo@chamber-music.org), (212) 242-7955 F.

### 7. CMA Approval

Signature:	Date:
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Grantee must receive CMA approval before engaging in any Grant expenditure that requires a Payment Request Form. CMA approval will be sent via email.