

### **CMS No-Show Policy**

(Approved by the CMS Board of Directors, April 1, 2011)

- 1) If a proposal is accepted, the presenter agrees to register for the full conference and present in person. A presenter may not assign someone else to give their presentation. If a proposal for an original composition is accepted, the composer agrees to register for the full conference and attend the concert on which their work is performed.
- 2) If a presenter or composer is unable to attend the conference and present in person, they are expected to contact the [Program Chair](#) or the CMS [Conference Planner](#) and withdraw at least 30 days in advance of the program.
- 3) If there are extenuating circumstances that prevent the presenter or composer from contacting CMS by the above deadline, it is expected that they will still contact the Program Chair or the CMS Executive Office as soon as possible to notify that s/he will be unable to attend.
- 4) A presenter or composer who has made no contact with the Program Chair or the CMS Executive Office, and who does not present in person, will be considered a “No Show” and will be prohibited from submitting proposals in the next year to both CMS Regional and National conferences, and to the following International Conference.