

Audio Performance Archive

Guidelines for Preparing Audio Files for Submission

Submitted via the section [Audio Files](#) on the online submission form, audio files are transmitted to *Symposium* separately from abstracts, program notes, or any other text or graphics files. Please review the guidelines below for preparing and transmitting audio files.

Creating or Editing MP3 Files

Before uploading audio files to *Symposium*, you will need to create or edit audio files and save them in high-quality .mp3 format. 192 kbps stereo is preferred. This is fairly simple to do. This can be accomplished in iTunes or an audio editor of your choice. A Google search on “preparing audio files” will provide information concerning many audio editing options. If you do not have an audio editor, Audacity is a free, open-source editor for Mac OS X and Windows. Audacity can be downloaded here:

<http://audacity.sourceforge.net/>

... and here's a quick guide to audio editing with Audacity:

http://www.jtoolkit.com/audio/Audacity_Guide.pdf

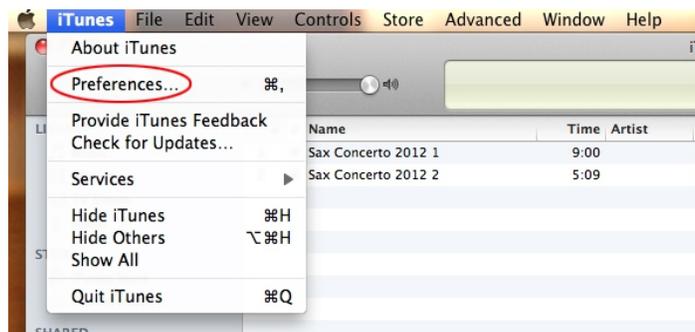
Mp3 conversion (192 kbps) in iTunes (Mac)

Here are instructions for preparing files using iTunes on the Mac:

Mp3 files should be high quality, 192 kbps stereo. CD files (.wav or .aif) can easily be converted to this format in iTunes, which is available as a free download for Mac or PC.

(<http://www.apple.com/itunes/download/>).

1. In iTunes, select “Preferences...” under the iTunes menu.



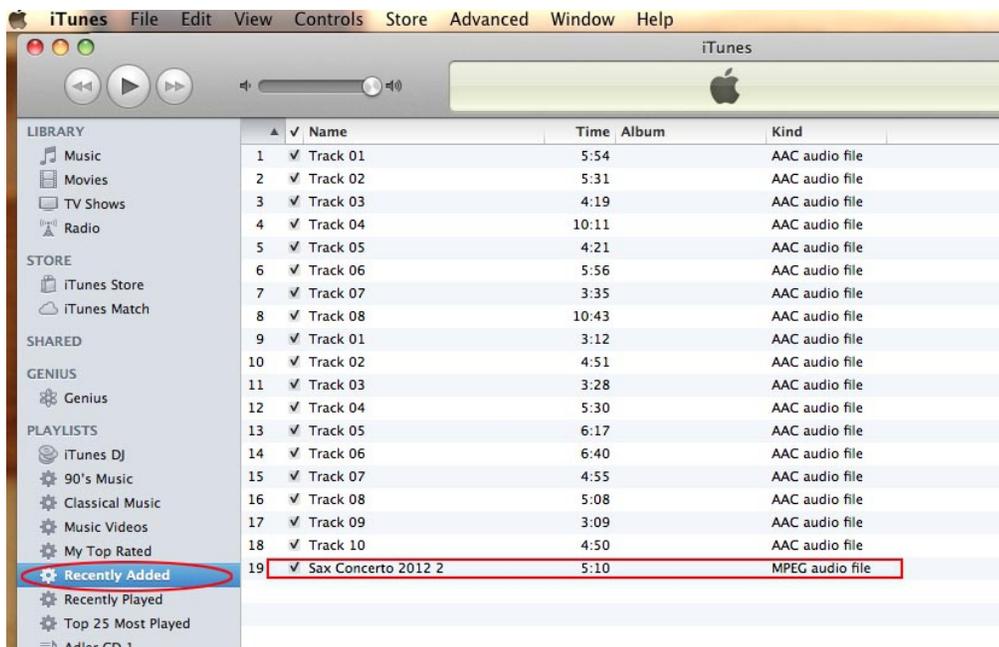
2. In the “General Preferences” tab, choose “Import Settings.” (Yes, it is counterintuitive that you set the import settings in order to set the export settings, but is necessary in order to make the “Create mp3 version” option active.)



3. In the “Import Settings” window, select “MP3 Encoder” and “Higher Quality” in the Setting menu. Click “OK”.



4. iTunes will create an mp3 version, and the easiest place to find it is in the “Recently Added” playlist. You can simply drag it onto the desktop or into another folder.



5. In order to make sure that you export the mp3 (“MPEG audio file”), you can choose to have iTunes display the file type in the “Kind” column. While in the “Recently Added” playlist, go to “View Options” under the “View” window.



6. Then select “Kind”.



Uploading Audio Files to *Symposium*

The audio file must be transmitted to *Symposium* via WeTransfer.com.

To upload an audio file to *Symposium*, do the following:

1. Make sure the audio file name has no spaces. Name it according to the project you are submitting (e.g., smith_brahms_sonata.mp3).
2. Make sure the audio file is in mp3 format.
3. On your local computer, note where you have saved the file.
4. Go to WeTransfer.com and send the file to the following addresses:

~~SymposiumAudio@music.org~~
audio@music.org.
webmaster@music.org

Symposium will acknowledge receipt of your file.