CHICAGO DANCE MAKERS FORUM

Elevate Chicago Dance 2022 Curatorial Panel Guide

SECTION 1: INTRODUCTION AND IMPORTANT NOTES

HOW ARE PANELISTS SELECTED?

Panelists are individually selected by the Elevate Chicago Dance programming team and venue partner representatives, with an aim to represent a variety of identities, networks, and artistic backgrounds.

PANELIST RESPONSIBILITIES

- Be intimately acquainted with selection criteria (see "CRITERIA").
- Review all necessary applications within the review window (see "PANEL CALENDAR").
- Attend designated Panel Days (see "PANEL CALENDAR").
- Commit to confidentiality with regards to applications and selection process (see "ETHICS").
- Be honest about potential conflicts of interest (see "ETHICS")
- Bear in mind potential biases while reviewing applications, whether they center around identity or personal tastes (see "ETHICS").

PANEL CALENDAR

Receive Applications: June 2, 2022
Application Review Period: June 2 – 16, 2022 (Scores and notes due **June 16 at 5pm CT**)
- Materials to review:
    - Artist Resume or Brief Description of Recent Artistic Practice
    - Description of proposed project(s)
    - Details: duration, number of performers, production needs
    - Proof of Concept / Work Sample
    - Supplemental Materials (optional)
- Expected # of applications: ~60-120 (process will be adapted if pool is too large for current setup; each panelist will be reviewing no more than 60 applications)
Panel Review Day #1: Wednesday, June 22, 2022, 1pm – 5pm CT (via Zoom)
Panel Review Day #2: Friday, June 24, 2022, 9am – 4pm CT (via Zoom)

ETHICS

Chicago Dancemakers Forum is committed to making the local dance ecosystem a more ethical, accessible, and transparent place. Panelists are asked to please bear the following notes in mind as they review proposals for Elevate Chicago Dance 2022.

Conflicts of interest:
A conflict of interest occurs when a panelist or their affiliate organization is in position to financially benefit from an applicant's involvement in the festival. If any of the panelists know there to be any conflicts of interest, they must recuse themselves and step outside the (Zoom) room before the discussion of those candidate(s) in question.

Panelists should also self-identify a conflict of interest if they feel they are unable to maintain objectivity in discussing the application due to a close personal or working relationship with any applicant.

Confidentiality:
Panelists will be privy to applicants' personal information and intellectual property. They will also be sharing thoughts and opinions about applications among one another. To ensure personal safety and artistic integrity, this is a closed process. Panelists must not share any of the following with those outside of the panel or on social media:
- Identifying information, non-public work samples, or other application materials
- Names of applicants
- Names of other panelists
- Details of the selection process (was X's application found lackluster, will ___ be advancing to the next round, etc.)

If a panelist prints or downloads application material, they must delete all files after the selection process. In addition, panelists should not contact any applicant directly. If an artist contacts a panelist about an application, they should be referred to the Elevate Chicago Dance team.

Panelists' scores and comments throughout the review process will be kept anonymous but may be used to provide feedback to the applicants, if requested. Scores and typed notes in Submittable will be seen by the Elevate programming team but not by the applicants; note that they may be shared among the panelists prior to the discussion, if agreed to by the panel.

Panelists' names will be listed on ChicagoDancemakers.org and in the media release announcing the Elevate Chicago Dance 2022 program (expected July 2022).

Understanding Bias:
Bias is defined by the Oxford English Dictionary as, "a tendency, inclination, or leaning towards a particular characteristic, behavior, etc." Though it is unfortunately impossible to remove all bias from a selection process, panelists should be aware of these two types of

bias while participating in the panel. Art is subjective, but the aim is to be as objective as possible when selecting grantees.

Identity-based bias:
Identity-based bias as defined here would be an opinion of someone or their work based on:

- Race
- Religion
- Ethnicity
- Veteran status
- Age
- Education
- Political affiliation
- Sexuality
- Gender identity
- Marital/parental status
- Disability
- Appearance
- Residency status
- Class

These kinds of biases have historically put minority groups at a disadvantage not only within the artistic community, but in American society at large. By having a say in who will receive funding and opportunities, panelists have the power to either perpetuate or break down harmful structures created by such identity-based bias. The following tools may help panelists understand where they currently stand on personal biases so that they may improve.

- [Project Implicit](#) offers free implicit bias tests including (but not limited to) biases of race, religion, appearance, gender, and sexuality.
- [Eight tactics to identify and reduce your implicit biases](#)
- [6 Ways to Overcome Your Biases for Good](#)
- [The different types of unconscious bias: examples, effects, and solutions](#)

Artistic bias:
Panelists will be coming to the table with different aesthetic sensibilities, interests, and preferences. These personal tastes are likely to influence decisions at least somewhat but panelists should try to put them aside and be as objective as possible when reviewing. Panelists are asked to try to recognize where they may have a bias for and against different disciplines of dance.

It is also extremely important to be aware of how artistic and identity-based bias may overlap. A standard of [Eurocentrism](#), [heteronormativity](#), and [ability](#) has been pervasive in the art world, especially in dance. Panelists can ask themselves if/why they hold certain preferences: are certain aesthetics or virtuosity genuinely preferred, or has society

perpetuated the notion that certain artistic elements are "better"? We all benefit when we take the time to self-reflect and examine our biases.

SECTION 2: SELECTION PROCESS

Elevate Chicago Dance, a city-wide festival produced by Chicago Dancemakers Forum, returns for its third iteration in October 2022. Elevate invites proposals for public performances and other activities by Chicago-based dancemakers to present at a range of spaces as part of the festival.

- **Dance Presentations:** Presenting opportunities include performances, films, excerpts, installations, and in-progress sharings by up to 20 Chicago-based dancemakers and collectives/companies highlighting the wide-ranging dance happening in Chicago today.
- **Professional Interactions:** Activities include industry workshops and panels designed and led by local artists. In addition, the festival provides environments for artists to meet one another, to engage in dialogue with writers, and to develop relationships with local, regional, and national presenters.
- **Contributing to the Pandemic Recovery and Offering Multiple Models of Audience Engagement:** Elevate 2022 is designed for the pandemic environment, honoring where artists are and offering virtual and/or in-person engagement.
- **Engaging Dance Writing:** To expand the impact of the festival, Elevate 2022 is working with dance writers to reflect, archive, and engage with the dancers, presenters, and audiences throughout the festival.

Dates: October 13-16, 2022

Current Festival Locations: Big Marsh Park, Chicago Cultural Center, The Dance Center at Columbia College Chicago, and Segundo Ruiz Belvis Cultural Center.

Compensation: All participating artists will be paid an honorarium that meets [Working Artists and the Great Economy (W.A.G.E.)](#) requirements.

Who can submit a proposal?: Elevate 2022 invites ALL dancemakers, dance crews, companies, collectives, or collaborations whose lead artist identifies with the following statements to submit a proposal for festival participation:
- I am currently and actively engaged in dancemaking in the Chicago Metropolitan Area (Cook, DuPage, Kane, Lake, McHenry, or Will County).
- I am 18 years of age or older.
- I have clear ideas about my dance work including potential audiences, ideal types of venues/platforms, and the presentation principles that best align with my values. I am ready to discuss my dance work with peers, audiences, presenters, (agents), and/or curators.

Available Opportunities: Artists who meet the criteria above can submit a proposal by June 1 with up to two of the following:

- Full-length, staged performance (20-70 minutes) with technical production
- Work-in-progress sharing, or excerpt
- Outdoor site-specific work and/or promenade performance
- Dance for the camera or screen, dance film/video, or an episode of a dance-themed audio podcast

- Indoor performance-based installation or full-length work with limited technical production
- Land/labor acknowledgement or ritual
- Communal dance activity such as a cypher, peña, open session, jam, ball, battle, dance down, or dance party.
- Industry panel or workshop for/with other local dance artists.

The proposal process is intentionally flexible. Artists have the option to complete the online form (with no word-count limits or minimums) or to upload a file that you create (i.e., a video, PDF, PowerPoint, etc).

Whichever method artists choose for their proposals, they must include the following information for no more than two projects:

1. Artist resume or a brief overview of your dancemaking practice within the last few years.
2. Brief description(s) of what you'd like to do and why.
   a. Remember, programming will be organized into different venues and online platforms, so please indicate how your work is suited for a certain setting.
   b. You may want to talk about how being part of Elevate 2022 could advance you and/or your dance community in your chosen path and goals.
3. Duration of each of the proposed projects
4. Number of performers (dancers, musicians, etc), if proposing a live performance.
5. Any technical equipment or particular production needs.
6. Proof of Concept: URL to a video excerpt of proposed work or an example of dance work that is relevant to the proposed project(s)
7. Supplemental Material (optional): Could include things such as articles, reviews, TV/radio appearances, still images, tech rider, social media comments from a past performance, etc.

ONLINE REVIEW PROCESS

By June 16th, panelists are expected to have reviewed each assigned application with scores and notes for all three criteria areas. Here are step-by-step logistical instructions on how to review the applications:

1. Applications are collected via Submittable, so you will need a Submittable account before reviewing. You can easily make one here.
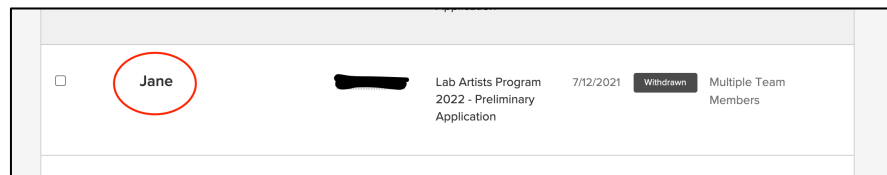
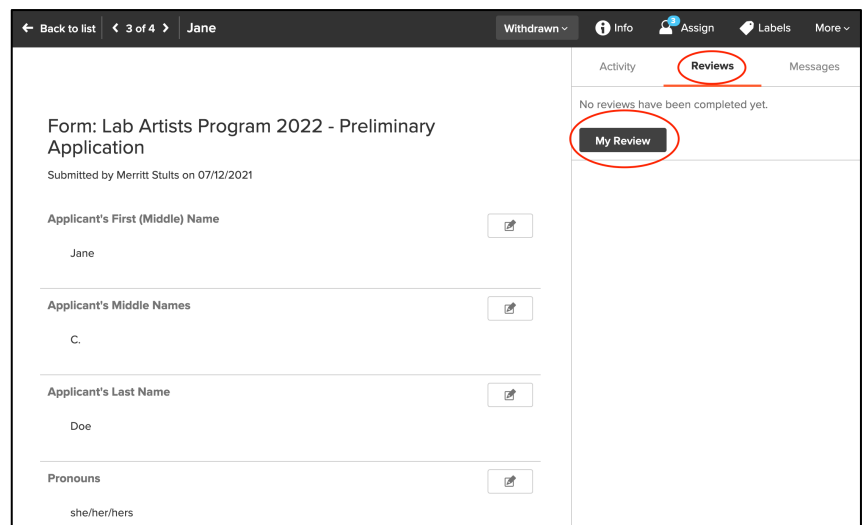2. Next, click on the tab that says "Submissions".
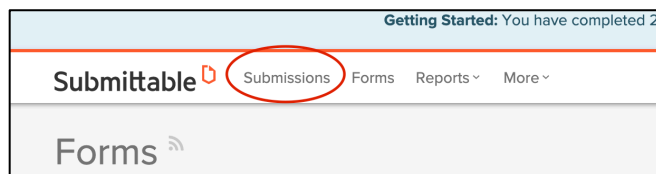
3. Go to the tab that says "Show Filters" (it says "Hide Filters" once clicked on). Toggle down from "Form" and select "Elevate Chicago Dance 2022" from the list.
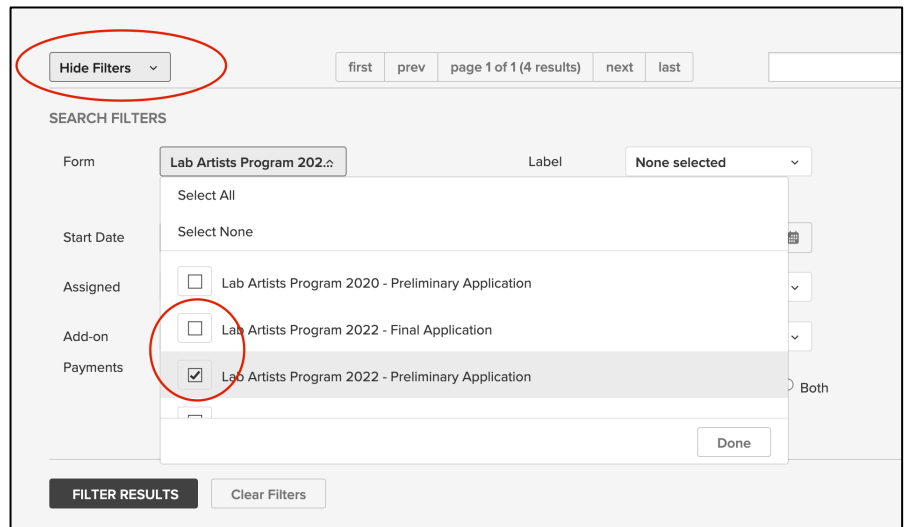
4. Select an application number from the list.

5. On the screen, you will see the application to the left and a menu to the right. Click on the "Review" tab, and then click "My Review".

6. Carefully scroll through the application, being sure to view all materials. On the right side of your screen, complete evaluations and comments for the application. When finished, hit "Finalize Review".

7. And that's it! You will be directed to a screen with the score you gave the applicant. From there you can click through other applications or go back to the main list with the buttons in the upper left.

PANEL DISCUSSION PROCESS

1. The Curator will propose an order of review based on the scoring collected prior to convening, and the panel will collectively agree on a review order and whether to revisit the proof of concept videos through screen share, independently, or not at all. In addition, the Program Director will propose a method of timekeeping communication for the panel's approval.
2. Accordingly, the Program Director will announce the name of each candidate, and as panelists find their corresponding notes, will call on one of the readers to begin the discussion.

3. At this time, a panelist should announce any potential conflict of interest, and recuse themself by stepping outside the room/main Zoom meeting before the discussion of the applicant(s) in question. A conflict of interest, for the purpose Elevate reviews, is defined previously on Page 2.
4. For each candidate, the panel may first revisit the proof of concept.
5. The panel will have a set amount of time to discuss each candidate based on all criteria. The Program Director will be responsible for tracking the timing and keeping timing fair for all applicants.
6. After each application has been discussed, the panel will have an opportunity to edit their scores.
7. The Program Director will tally scores and announce the results.
8. Panelists will then discuss the proposals for recommendation, using scores as key information but not as final determination. After consensus is reached for selected / alternate projects and confirmed by the Curator, the panel adjourns.

THANK YOU FOR BEING A PART OF THE ELEVATE 2022 PANEL!
IF YOU HAVE ANY QUESTIONS OR COMMENTS ABOUT THE PROCESS OR THIS GUIDE, PLEASE REACH OUT TO CHICAGO DANCEMAKERS FORUM STAFF.

Guide created and designed by Merritt Stults, August 2021.

Informed, in part, by Re-Tool: Racial Equity in the Panel Process.