Submission Glossary

- **Individual Paper –** A paper is submitted directly by an author(s) for consideration as an individual paper and not as part of a pre-conceived paper session. Papers are reviewed individually. Sometimes referred to as competitive papers. Unit planners then group papers into paper sessions.

- **Individual Performance** – A performance submitted directly by the performer for consideration as an individual performance and not part of a pre-conceived performance session. Performances are reviewed individually. Unit planners then group performances into performance sessions.

- **Individual Film** – A film submitted directly by the film maker for consideration as an individual film and not part of a pre-conceived film session. Films are reviewed individually. Unit planners then group films into film session.

- **Film Session** – A film session is submitted as a pre-conceived and complete session of film(s). The film(s) are not submitted or reviewed individually and are not submitted by the film maker(s) but rather by the person submitting the film session. The entire film session is reviewed for consideration as a whole

- **Paper Session** – A paper session is submitted as a pre-conceived and complete session of papers. The papers are not submitted or reviewed individually and are not submitted by the author(s) but rather by the person submitting the paper session. The entire paper session is reviewed for consideration as a whole.

    - This webinar will review how to submit a paper session

- **Panel Discussion –** A panel discussion is submitted as a pre-conceived and complete session of presenters discussing a topic/issue. There are no papers presented at a panel discussion.

- **Performance Session** – A performance session is submitted as a pre-conceived and complete session with a performer(s), chair(s) and respondent (optional). The performance session is reviewed for consideration as a whole.

Welcome to NCA Convention Central

▸ All Submitters are encouraged to read the "NCA Professional Guidelines for Convention Participants" before submitting.

▸ Once Calls for Submissions are available, they will be listed in the top menu under "View Calls"

FAQ: Do I need to be a member of NCA to submit?

Answer: No, you do not. If you do not already have a profile on NCA Convention Central, you can create one by clicking the "click here to create an account" link.

NCA 105th Annual Convention
November 14–17, 2019
Baltimore, Maryland

Sign-In   My Profile   View Calls

User Sign-in

PLEASE READ

If you have an NCA issued username and password, you may now use that same username and password to sign in to NCA Convention Central below, regardless of membership status. If you have never been a member of NCA, please see the link below to create a profile. If you have any questions about the sign in updates, please contact the NCA Convention Team.

Username: ksommers

Password: ●●●●●●

SIGN IN

Click here to create an account if you do not already have an account.

Forgot your Username and/or Password? Click here to retrieve it.

Contact the NCA Convention Team if you have any questions or need assistance.

My Account and My Submissions

▸ Verify that your contact information is up-to-date and make changes as needed

▸ Start the submission process by going to the My Submissions tab

▸ Select the unit, affiliate or special series that you are submitting to from the drop down menu

   ▸ Click the Create New Submission button

FAQ: A co-author submitted our paper for consideration, but it is not listed under "My Submissions." Where is it?

Answer: Only submissions that you specifically input into the system will be listed under "My Submissions." Any individual paper, paper session or panel discussion where you are listed, but did not submit it yourself, will not appear under "My Submissions."

Welcome Kristin Yednock

My Profile | My Submissions | My Units | Sign Off

My Profile

Contact Information

Kristin Yednock
National Communication Association
kyednock@natcom.org

EDIT MY PROFILE   BIO/PHOTO   PREVIEW

My Profile | My Submissions | My Units | Sign Off

My Submissions

Create, review and finalize submissions.

My Submissions

No proposals have been submitted.

Select Unit: -- SELECT --   CREATE NEW SUBMISSION

Submitting a Paper Session

Navigate each section of the submission process by using the tabs for each section. Tabs in red are required and once completed will turn green.

- Enter the title of your session
- Select the submission type
  - For this example it will be an Paper Session
- Enter the estimated attendance
- Click the Save button

FAQ: Do I have to go through every section of the submission process in one sitting?

Answer: No, you are able to save your work and come back to it. Saved submissions will be stored in the My Submissions tab. However, once you click the finalize button and finalize your submission, you are not able to make any changes.

NCA National Office

| 1. Title | 2. Participant(s) | 3. Special Requests | 4. Other | 5. Preview | 6. Finalize |

* Title

Use the form below to submit the title of the submission.

Symbols: [Select ▾] *Special Characters:* [Select ▾]

Remaining: 300

*Submission Type

[-- SELECT -- ▾]

SAVE

Add Participant(s)

- Click the Participant(s) tab
- If you are the chair of this session, click yes
- If you are not the chair of this session, click no
  - Use the database to search for the chair by last name
- Click the Add Co-Chair or Add Respondent buttons to add co-chair(s) and/or respondents
  - Search the database for the co-chairs/respondents last name
- Click the Save button

Adding Paper(s) Information

▸ Click the Add Papers tab

▸ Click the Add Paper button

  ▸ This will open a new window for paper information (title and description) to be added

  ▸ You must add each individual paper that is part of the paper session to your submission

Adding Paper(s) Information, Continued

▸ Enter the paper title into the Title text box

▸ Type the paper description into the Description text box

  ▸ This will appear, as written, in the online program so please proof read your description

▸ Click save

Adding Paper(s) Information, Continued

- Once you save the paper, you will then have the option to add authors
    - Click the Add Author(s) button
    - Click yes if you are the first author, or click no to use our database to search by last name
    - Click the Add Co-Author button to add co-author(s), if applicable
- Once all authors have been added, click the Done Adding Authors link
- Click the Complete button
- Repeat steps in slides 6-8 to add each individual paper to the paper session
    - You will upload documents later in the submission process

Craft a Session Description

▸ Click the Description tab

▸ Type the description of your paper session in the text box

　　▸ This will appear, as written, in the online program so please proof read your description

▸ Save your work

Keywords

▸ The keywords tab is white, meaning it is not required.

  ▸ Reference the call for submissions for the specific unit to see if it is required for your submission.

    ▸ If it's not you can either skip this tab, or include key words it you wish

    ▸ If it is not required do not write NA, none, etc. Just leave it blank

▸ Click the Keywords tab

▸ List several descriptive keywords in the available text boxes

▸ Save your work

Keywords

Use the form below to enter the keywords used as part of the submission.

Symbols: Select ⌄ *Special Characters:* Select ⌄

* Keyword 1

Remaining: 3333

Keyword 2

Remaining: 3333

Keyword 3

Remaining: 3333

SAVE

Session Rationale

▸ Click the Rationale tab

▸ Enter the justification for this sessions acceptance

▸ Click the save button

Include Any Special Requests

- Click the white Special Requests tab
  - This section is not required
- Use the text box to add any special requests you would like considered
  - Special requests include: accommodations, scheduling requests, or specific/special room set-ups
  - DO NOT enter any AV requests in the Special Requests tab
- Continue to save your work

AV Requests

▸ Click the AV tab

▸ Use the check boxes for requested AV

▸▸ All AV requests must be made at the time of submission to be considered

▸ Click the Save button

Upload Supporting Documents

▸ Click the Supporting Files tab

▸ Click the white box where it states "click or drag file(s) here to upload" to add your supporting files

　▸ Review the call for page limit, format, and accepted or required documents

▸ Click the Upload button to add your paper/file to your submission

▸ Once uploaded, the page will refresh the file will appear in the list of uploaded documents

Supporting Files

Upload a video and/or script per the unit/affiliate call.

1. Click the area below to search for your file. A browse pop-up screen will appear to locate the file.
2. Select the file and click 'Open.'
3. Click 'Upload.' Once the file has been added, then click on the title of the file to review it for accuracy once the file has been uploaded.
4. Files greater than 200MB will not be accepted.

No documents have been uploaded.

Click or drag file(s) here to upload

SAVE

Supporting Files

Upload your paper, extended abstract, and/or supporting files per the interest group or affiliate call instructions below. If the interest group/affiliate call requires an unidentifiable copy of your paper/extended abstract, please be sure to remove **all** identifying information. Instructions on preparing an unidentifiable copy are available here.

Be sure to follow the instruction in the call.

1. Click the area below to search for your file. A browse pop-up screen will appear to locate the file.
2. Select the file and click 'Open.'
3. Click 'Upload.' Once the file has been added, then click on the title of the file to review it for accuracy once the file has been uploaded.
4. Files greater than 200MB will not be accepted.
5. Files other than PDFs will not be accepted.

1 documents uploaded

Document Title	Action
GeneralRelease.docx	Remove

Click or drag file(s) here to upload

Preview and Finalize

▸ Click the white Preview tab

▸ Review your work before finalizing

    ▸ While not required, you are strongly encouraged to preview your submission to ensure that all information is correct

    ▸ Once finalized, your submission cannot be edited or changed, only withdrawn

▸ Click the Finalize tab

▸ Click the check box

▸ Click the Finalize button

    ▸ Submissions will be listed in My Submissions as "Completed"

7567 - paper session test
NCA National Office

| 1. Title | 2. Participant(s) | 3. Add Papers | 4. Description | 5. Keywords | 6. Rationale | 7. Special Requests | 8. AV | 9. Supporting Files | 10. Preview | 11. Finalize |

*Finalize

Use this screen to finalize your submission. If you have not completed all required steps (noted in red), please review the list of steps above and return to step.

Please take a few minutes to review your submission prior to finalizing. Once finalized, a submission cannot be edited.

* ☑ Yes, I am ready to submit my Paper Session.

FINALIZE