

# Submission Glossary

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- ▶ **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.
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# 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”



[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:

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.

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.

# 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:

[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.

The screenshot shows the 'NCA National Office' submission interface. At the top, there are six tabs: '1. Title' (highlighted in red), '2. Participant(s)', '3. Special Requests', '4. Other', '5. Preview', and '6. Finalize'. Below the tabs, the section is titled '\* Title' and includes the instruction: 'Use the form below to submit the title of the submission.' There are two dropdown menus for 'Symbols' and 'Special Characters', both set to 'Select'. A large text input field is provided for the title, with a character count 'Remaining: 300' below it. The next section is '\* Submission Type' with a dropdown menu currently showing '-- SELECT --'. A blue 'SAVE' button is located at the bottom right of the form.

# 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

**FAQ:** My Respondent is not listed in the returned search when I search the database. What should I do?

**Answer:** If you have an author, co-author, chair, respondent etc. who does not have a record in NCA Convention Central, you can create one for them. First, do an exhaustive search of the database. If he/she is not in the system use the “Can’t find the person in the system? – Add Respondent” link located at the bottom of the returned search. Enter the required information- First and Last Name, Institution and Email. This will create a NCA Convention Central account for them.

7565 - Panel Test  
NCA National Office

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

**\*Participants**

Use the options below to add participants.

A Chair is required for this session. Are you the Chair?

If you are not the Chair, the system will guide you through finding a Chair and/or adding a new Person.

7567 - paper session test  
NCA National Office

1. Title 2. Participant(s) 3. Add Papers 4. Description 5. Keywords 6. Rationale 7. Special Requests

**\*Participants**

Use the options below to add participants. You will add papers and authors in the next step.

**Chair**

1. [Kristin Yednock](#) - National Communication Association  
[Edit](#) | [Remove](#)

**Co-Chair(s)**

No Co-Chairs have been submitted.

**Respondent(s)**

No Respondents have been submitted.

# Adding Paper(s) Information

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- ▶ 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

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

## \* Add Papers

Click 'Add Paper' option to build individual papers. Once all papers are added and submitted, click 'Save.'

ADD PAPERS

No records found.

SAVE



# 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**

NCA - Mozilla Firefox

https://test.aievolution.com/shows/nca1901/index.cfm?do=att.editChildAbstract&style=1&abstractP: ...

## Edit Paper Form

Use the form below to add or edit a paper.

\* Title:

Remaining: 300

Insert:

\* Description:

Remaining: 10000

Insert:

**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

NCA - Mozilla Firefox  
https://test.aievolution.com/shows/nca1901/index.cfm?do=att.saveAddAssignRole&style=1&display=...

### First Author

1. [Wendy Fernando](#) - National Communication Association  
[Edit](#) | [Remove](#)

### Co-Author(s)

No Co-Authors have been submitted.

[ADD CO-AUTHOR](#)

[Done Adding Authors](#)

NCA - Mozilla Firefox  
https://test.aievolution.com/shows/nca1901/index.cfm?do=att.editChildAbstract&style=1&attendeel=...

### Edit Paper Form

Use the form below to add or edit a paper.

\* Title:  Remaining: 293

Insert:

\* Description:  Remaining: 9973

Insert:

[SAVE](#)

[ADD AUTHOR\(S\)](#)

Click the button below if this paper is now complete.

[COMPLETE](#)



# 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

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

**\*Description**

Use the area below to enter a description of your paper session. This description will appear in the online convention program and used during the rev

Symbols:  Special Characters:

Remaining: 5000

# Keywords

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- ▶ 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 if 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:  Special Characters:

\* Keyword 1

Remaining: 3333

Keyword 2

Remaining: 3333

Keyword 3

Remaining: 3333

**SAVE**

# Session Rationale

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- ▶ Click the **Rationale** tab
- ▶ Enter the justification for this sessions acceptance
- ▶ Click the **save** button

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

**\* Rationale**

Use the area below to provide a rationale for this paper session's acceptance. This will be used during the review process.

Symbols:  Special Characters:

Remaining: 10000



# 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


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

### Special Requests

Use the area below to enter any special requests, such as meeting room accessibility requirements (a ramp or extra wide aisles), ASL interpretation, sign assistance, religious observations, availability limitations, or special room setup requests. Do not enter audio - visual requests here.

Symbols:  Special Characters:



Remaining: 1000

# 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

7567 - paper session test Incomplete  
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

### \* Additional Information

Please review the [NCA Annual Convention: Audio-Visual Equipment Policy](#) and select from the list below. AV equipment **must** be requested at the time of submission. LCD projectors utilize a VGA cable. **If you use an Apple product or mobile device, you are responsible for bringing your own VGA cable adapter.**

\* - indicates a required item.

\* 1. I request the following:

- None
- Internet Access
- Laptop Audio
- LCD Projector

**SAVE**

# 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 that 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