

# 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.
- ▶ **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.
  - ▶ This webinar will review how to submit a performance session.



# 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 on 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 Performance 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 performance 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 'Title' section is active, featuring a red asterisk and the label '\* Title'. A sub-instruction reads: 'Use the form below to submit the title of the submission.' There are two dropdown menus: 'Symbols: Select' and 'Special Characters: Select'. Below these is a large text input field with a character count 'Remaining: 300'. The 'Submission Type' section follows, with a red asterisk and the label '\* Submission Type', and a dropdown menu currently set to '-- SELECT --'. A blue 'SAVE' button is located in the bottom right corner of the form area.

# Add Participant(s)

- ▶ Click on 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), or respondent(s)
- ▶ 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.

# Add Performances

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- ▶ Click the **Add Performance(s)** tab
- ▶ Click the **Add Performance** button
  - ▶ This will open a new window for performance information to be added
  - ▶ You must add each performance that is part of the performance session individually

**7572 - Performance Session Test** Incomplete  
NCA National Office

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

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**\*Add Performances**

Click 'Add Performance' option to add performances to this session. Once all performances are added and submitted, click 'Save.'

[ADD PERFORMANCE](#)

No records found.

[SAVE](#)

# Adding Performances, Continued

- ▶ Enter the performance title into the Title text box
- ▶ Type the performance description into the Description text box
  - ▶ This will appear, as written, in the online program
- ▶ Click **save**

NCA - Mozilla Firefox

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

## Add Performance

Use the form below to add or edit a performance.

\* Title:

Remaining: 300

Insert: Symbol Special Char

\* Description:

Remaining: 10000

Insert: Symbol Special Char

**SAVE**

# Adding Performances, Continued

- ▶ Once you save the performance information, you will then have the option to add performers
  - ▶ Click the [Add Performer\(s\)](#) button
  - ▶ Click [yes](#) if you are a performer, or click [no](#) and use our database to search by last name
  - ▶ Click the [Add Co-Performer](#) button to add co-performers(s), if applicable
- ▶ Once all performers have been added, click the [Done Adding Performers](#) link
- ▶ Click the [Complete](#) button
- ▶ Repeat slides 6-8 to add each performance to the performance session

NCA - Mozilla Firefox  
https://test.aievolution.com/shows/nca1901/index.cfm?do=att.saveChildAbstract&attendeelD=7177

### Add Performance

Use the form below to add or edit a performance.

\* Title: performance 2  
Remaining: 287

Insert: Symbol Special Char

\* Description: description  
Remaining: 9989

Insert: Symbol Special Char

SAVE

ADD PERFORMER(S)

NCA - Mozilla Firefox  
https://test.aievolution.com/shows/nca1901/index.cfm?do=att.editChildAbstract&style=1&attendeelD=7177

### Add Performance

Use the form below to add or edit a performance.

\* Title: performance 2  
Remaining: 287

Insert: Symbol Special Char

\* Description: fdaa  
Remaining: 9996

Insert: Symbol Special Char

SAVE

ADD PERFORMER(S)

Click the button below, if this performance is now complete.

COMPLETE



# Craft a Session Description

- ▶ Click the **Description** tab
- ▶ Type the description of your performance session in the text box
  - ▶ This will appear, as written, in the online program so please proof read your description
- ▶ **Save** your work

7572 - Performance Session Test  
NCA National Office

1. Title 2. Participant(s) 3. Add Performances 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 performance session. This description will appear in the online convention program and used during the

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

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

7572 - Performance Session Test Incomplete  
NCA National Office


1. Title 2. Participant(s) 3. Add Performances 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 performance 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

1. Title 2. Participant(s) 3. Add Performances 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, sighted- guide assistance, religious observations, availability limitations, or special room setup requests. Do not enter audio - visual requests here.

Symbols:  Special Characters:

Remaining: 1000

**SAVE**

# AV Requests

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- ▶ 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

## \* **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



# 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 required documents
- ▶ Click the **Upload** button below the white box to add your 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 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.

1 documents uploaded

Document Title	Action
GeneralRelease.pdf	<a href="#" style="color: white; text-decoration: none;">Remove</a>

Click or drag file(s) here to upload

[SAVE](#)

# 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”

**7572 - Performance Session Test** Incomplete  
NCA National Office

1. Title 2. Participant(s) 3. Add Performances 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 the incomplete 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 Performance Session.

**FINALIZE**