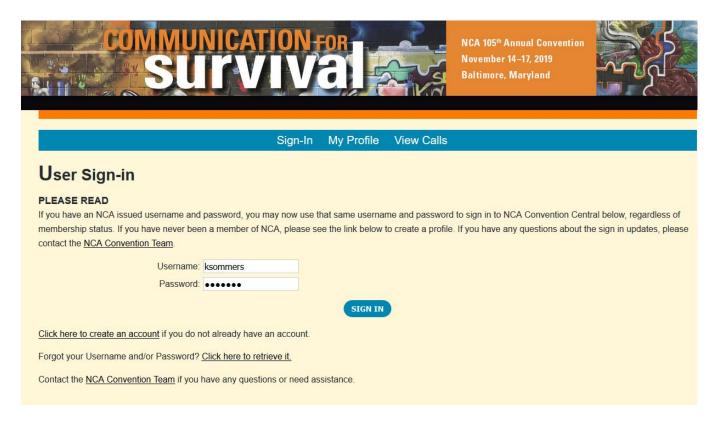# Submission Glossary

▶ **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.

▶ **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"

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
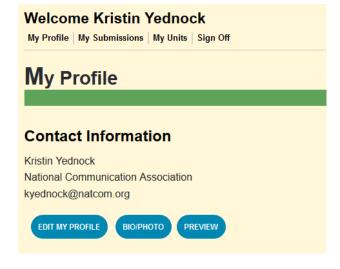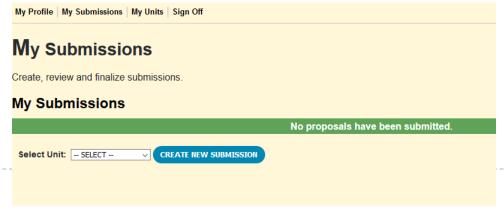
    ▸ Click the Create New Submission button

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.
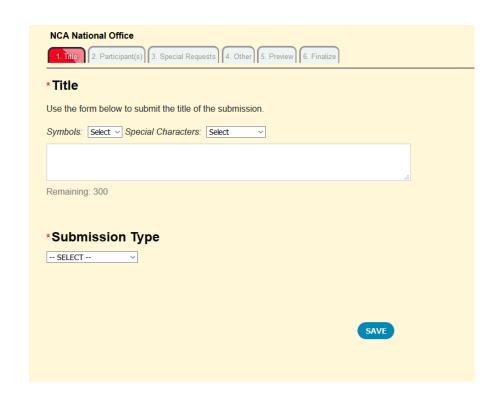
Select Unit: -- SELECT --   CREATE NEW SUBMISSION

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.

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)

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.

▸ 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

Add Performances

▸ 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

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

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

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

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

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*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	Remove

Click or drag file(s) here to upload

SAVE

▸ This slide was updated January 2017

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
NCA National Office   Incomplete

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