NCA 2024

COMMUNICATION FOR GREATER REGARD

110TH ANNUAL CONVENTION

2024 Convention Planner Guide

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CONVENTION CONTACTS

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2024 Program Planners	An email contact list of the 2024 program planners is available on the Program Planners webpage (www.natcom.org/planners).

CALL FOR PARTICIPATION

NCA 110th Annual Convention
"Communication for Greater Regard"
November 21-24, 2024
New Orleans, Louisiana

As we celebrate the 110th anniversary of NCA annual conventions, the 2024 Convention theme calls us to convene around "Communication for Greater Regard." Regard is a word of Old French origin and is connected historically to New Orleans by the city's fertile French roots—making this remarkable city an ideal location for learning, discussing, and contemplating communication for greater regard. Greater regard is a process of cultivating care and concern; that which we regard is deemed important, granted value, and given consideration. To be a "regarder" is to be one who watches, takes notice, and is expressive, often by increasing with thoughtful intensity amid a climate where less use of regard is occurring.

Communication is both the conduit and manifestation for greater regard. For our 110th Annual Convention, we invite thought-provoking papers, panels, pre-conferences, posters, and programming that engage the three-fold nature of our collective, magnificent stewardship of communication for greater regard: (1) greater regard for what has been before us, (2) greater regard for what is presently around us, and (3) greater regard for what will be beyond us. A variety of questions and approaches, which are often both complementary and competing, exist for exploring this theme including: What does it seem the discipline has regarded for 100+ years? How does communication function in today's climate to enrich greater regard, how has this shifted over the years, or does it need to shift in the future? How is greater regard currently exhibited in communication research, teaching, service, and practice? How are priorities and power structures shaped in the discipline and/or in human communication endeavors through greater regard or to create greater regard? What intentional contributions should we be actively undertaking to foster greater regard?

An extension of "Communication for Greater Regard" is examining when and how communication functions with disregard. Thus, this Call also invites conversations about what has been ignored, dismissed, or devalued in our discipline alongside investigating what should be given more consideration. The convention theme is inclusive of submissions designed to foster a steady, significant look at what has been/is being disregarded.

Thank you for the honor of serving you and our Association. I look forward to seeing you next year in New Orleans, which will be 30 years since my first NCA convention that was held in the same city. As communication scholars, educators, and practitioners, we must continue to be "regarders" who hold space for conversations that probe what greater regard and disregard look like in 2024 and beyond.

Jeanetta D. Sims
NCA Second Vice President

About the Convention Logo

Our 110th convention logo celebrates this year's theme and NCA's robust history with deep symbolism. The variety of colors represent calmness, intelligence, honesty, creativity, exploration, growth, adventure, power, hope, nobility, and optimism—all attributes of greater regard. NCA 2024 at the core acknowledges 109 years of past annual convention programming reaching out into the future as a reminder to advance the Association vision and avoid mission drift. The bold, bright shape of a sun reflects the broad array of Association and member diversity, influence and impact while depicting space for what has been disregarded, missed, or is yet to come. The pattern of the sun resembles our technologically networked world as a preview of future virtual learning opportunities that connect members and non-members to one another and to NCA.

CONVENTION PLANNING CALENDAR

Dates listed below are subject to change.

November 2023	❑ Wed., November 15 ❑ Sat., November 18	**2024 Convention Planner Meeting** 11/15, 5:00 – 6:15 p.m., Maryland A, Convention Center, Ballroom Level **2024 Convention Planner Meeting** 11/18, 11:00 a.m. – 12:15 p.m., National Harbor 3, Convention Center, 2nd Floor Convention planners should attend **<u>one</u>** of the two Convention Planner meetings. You do not need to attend both meetings. Information and materials will be repeated. If you cannot attend, please send a unit representative.
December 2023	❑ Mon., Dec. 11 Noon – 1:00 p.m. Eastern ❑ Wed., Dec. 13 4:00 – 5:00 p.m. Eastern ❑ Thur., Dec. 14 10:00 – 11:00 a.m. Eastern	**Convention Planner Training Webinars I** Detailed instructions on how to navigate the process and set up your unit submissions will be given (if applicable). You do not need to attend more than one webinar. Information and materials will be repeated. The webinars will be recorded and posted to the Program Planners' web site (www.natcom.org/planners) for future reference or if you are unable to attend a live session. **What to Do:** - Attend a live training session - Finalize your call for submissions - Secure reviewers - Finalize the reviewer rubric
	❑ Wednesday, Dec. 20	**DEADLINE: Complete Unit Set-Up** Unit set-up must be completed and ready for the submission process to open.
January 2024	❑ Mon., Jan. 29 Noon – 1:00 p.m. Eastern ❑ Tues., Jan. 30 2:00 – 3:00 p.m. Eastern ❑ Wed., Jan. 31 10:00 – 11:00 a.m. Eastern	**Convention Planner Training Webinars II** Detailed instructions on submitting a proposal, managing your submissions, and populating your reviewer pool. You do not need to attend more than one webinar. Information and materials will be repeated. The webinars will be recorded and posted to the Program Planners' web site (www.natcom.org/planners) for future reference or if you are unable to attend a live session. **What to Do:** - Attend a live training session - Encourage submissions

		- Review slot allotment - Continue securing reviewers
	❑ Tues., Jan. 30	**NCA Convention Central Opens for Submissions** **RESOURCE:** Submitters needing assistance with the submission process can access "how-to" guides, sample submissions and other useful resources from the Convention Library on the convention web site or attend a "how-to" webinar.
February 2024	❑ Thu, Feb. 15	**Reviewer Sign Up Portal Opens**
	❑ Tues., Feb. 13 2:00 – 3:00 p.m. Eastern ❑ Wed., Feb. 14 10:00 – 11:00 a.m. Eastern ❑ Mon., Feb. 19 Noon – 1:00 p.m. Eastern	**Convention Planner Training Webinars III** Detailed instructions on how to add and assign reviewers, and transfer submissions will be given. You do not need to attend more than one webinar. Information and materials will be repeated. The webinars will be recorded and posted to the Program Planners' web site (www.natcom.org/planners) for future reference or if you are unable to attend a live session. **What to Do:** - Attend a live training session - Monitor and encourage submissions - Secure additional reviewers
March 2024	❑ Tues., March 5 2:00 – 3:00 p.m. Eastern ❑ Mon., March 11 12:00 – 1:00 p.m. Eastern ❑ Wed., March 13 10:00 – 11:00 a.m. Eastern	**Convention Planner Training Webinars IV** Detailed instructions on submission management and best practice strategies using NCA Convention Central. You do not need to attend more than one webinar. Information and materials will be repeated. The webinars will be recorded and posted to the Program Planners' web site (www.natcom.org/planners) for future reference or if you are unable to attend a live session. **What to Do:** - Attend a live training session - Monitor and encourage submissions - Secure additional reviewers and prepare to assign reviewers
April 2024	❑ Fri., April 5 11:59 p.m. Pacific	**DEADLINES: CONVENTION SUBMISSION DEADLINE** **REVIEWER SIGN UP DEADLINE**
	❑ Mon., April 8 Noon – 1:00 p.m. Eastern	**Convention Planner Training Webinars V** Detailed instructions on how to use reports and monitor reviews.

	❑ Tues., April 9 2:00 – 3:00 p.m. Eastern ❑ Wed., April 17 10:00 – 11:00 a.m. Eastern	You do not need to attend more than one webinar. Information and materials will be repeated. The webinars will be recorded and posted to the Program Planners' web site (www.natcom.org/planners) for future reference or if you are unable to attend a live session.
	❑ Thu., April 11	**DEADLINE: Reviewers Assigned** Planners must assign reviewers to submissions by this date. All submissions to the convention must receive written review feedback.
	❑ Wed., April 17 4:00 – 5:00 p.m. Eastern	**Convention Planner Training Webinar for Planners Who Did Not Issue a Call for Submissions** This webinar is specifically designed for planners who did not issue a call for submissions and/or did not take submissions via NCA Convention Central. Detailed instructions on how to create sessions for your unit will be given.
May 2024	❑ Wed., May 8 11:59 p.m. Pacific	**DEADLINE: All Reviews are Due** Reviewers must have all their reviews completed and submitted to their unit planner. Unit planners do have the discretion of setting their individual review deadlines earlier if desired.
	❑ Wed., May 15	**DEADLINE: Scholar to Scholar Transfer Deadline** Papers for Scholar to Scholar consideration must be transferred to the Scholar to Scholar unit. DO NOT TRANSFER UNREVIEWED/DECLINED PAPERS. Planners should only transfer papers that would have been accepted per the unit's criteria.
June 2024	❑ Wed., June 5	**DEADLINE: Planners Final Session Line-up is Due** Planners must complete their final session decisions. Any unit that has not completed the process by this date will not be scheduled.
	❑ June 10-21	**National Office Staff Schedules Sessions** Any unit that has not completed the final acceptance, rejection, and ranking process will not be scheduled until the process is completed.
	❑ June 24-28	**Convention Planners Review Schedule** Convention planners must review the preliminary convention schedule for corrections and edits. SESSIONS WILL NOT BE MOVED/RESCHEDULED AFTER THIS REVIEW PERIOD.
	❑ Late-June/early-July (exact date TBD)	**DEADLINE: Convention Acceptance/Decline Notices** Acceptance and decline notices will be sent by the National Office.

July 2024	☐ Wed. July 10	**Convention Registration Opens and Preliminary Convention Program is Available Online**
August 2024	☐ Tues., Aug. 13	**Convention Print Program is Final** Any changes after this date will only appear in the online program and app.
	☐ Mid-August (exact date TBD)	**Provide the National Office with the contact information for the 2025 Program Planner** You will be contacted via email for this information, please respond promptly.
September 2024	☐ Mid-September (exact date TBD)	**DEADLINE: Catering Orders Due** For those who wish to provide food and beverage at a business meeting, awards reception, networking event, or other session contact convention@natcom.org. Funding for said order must also be in hand by this date.

GETTING STARTED

Your work and your leadership as a convention planner are greatly appreciated. The information within this guide will assist you in the important role of being a convention planner. First, we initially provide some general information about your role and follow that with specific information about your responsibilities and how they should be implemented. Refer to the Convention Planning Calendar for a summary of dates and tasks.

What is the Role of the Convention Planner?

Your role is to educate your constituency about convention practices and policies, encourage submissions, oversee the review and selection of submissions, and answer questions from your unit members and submitters. Some program planners, specifically special series planners, may also be called upon from time to time to provide written materials to help market and promote the convention.

Where Do I Start?

Learn how to use NCA Convention Central. Handouts and some very general information will be provided at the Planners' meeting during the Annual Convention. Detailed training sessions on how to use our NCA Convention Central will be conducted via webinar. Training will be presented across five sections. You are expected to participate in these webinars, either live or by watching the recorded session. The NCA Convention Team will be your experts on the NCA Convention Central.

Ensure that the NCA National Office always has your current email address and phone number. Contact Hannah Hayes (hhayes@natcom.org) at the National Office if you need to update your contact information.

You can find updated information, notices, and resource materials in several places. The National Office will send regular email communication about upcoming tasks, deadlines, reminders, and new information. You may also access the Convention Program Planner's web page at www.natcom.org/planners which will house the needed forms and reference materials.

Finally, please keep this convention planners' handbook handy as it contains a lot of vital information!

For Program Planners NOT Issuing a Call for Submissions

Not all units issue a call for submissions. If your unit does not plan to issue a call for submissions, contact Hannah Hayes (hhayes@natcom.org). For Program Planners in that group, your first task will be attending the special planner training in April that will review how to create sessions for scheduling (See Phase Three, Step One on page 12).

A STEP-BY-STEP GUIDE TO CONVENTION PLANNING

Phase One: Developing and Disseminating the Unit Call for Submission and Encouraging Convention Participation

Step 1: Seek Advice

Check with previous planners for advice as well as information regarding unit traditions, special events, protocols, etc. Realize that our deadlines and procedures do occasionally change, so monitor our materials closely for the most up-to-date information.

Step 2: Craft Your Unit Call

Please see the Appendix for guidelines about crafting your unit call. Ultimately, you will want to be as clear as possible and develop the call in such a way that generates interest and enthusiasm in not only your unit but also the convention as a whole.

Step 3: Set up Submission Preferences

Before the NCA Convention Central is open to submitters, planners must indicate what type of sessions that they will accept (e.g., individual papers, paper sessions, performance sessions, panel discussions, etc.). Planners must also create the rating system and criteria they wish to use for reviewing submissions. These details will be covered in the NCA Convention Central webinar trainings in held December.

Step 4: Publicize Your Call

Disseminate your unit's Call for Submissions as soon as possible in order to maximize the time your members have to develop and submit their submissions. Ask for time at your unit's business meeting to explain the convention theme, deadlines, and the online submission process. This is also when you can begin generating interest and excitement about the upcoming convention. In addition to unit submissions, encourage your members to submit to special series like Great Ideas for Teaching Students (G.I.F.T.S), Short Courses, Pre-conferences, and the Convention Theme call.

Planners are encouraged to widely disseminate their call and encourage convention participation through social media outlets, listservs, unit websites, and email. Hannah Hayes (hhayes@natcom.org) can provide unit membership email lists on request.

TIP	Direct your members to the Convention Resource Library on the NCA Convention website where they will find resources and guides to the submission process.

Step 5: Monitor and Meet Deadlines

Keep track of the Convention Planning Calendar that is included at the beginning of this handbook. The NCA Convention Team will adhere strictly to all deadlines. Please make sure your unit members are aware of the submission deadline through regular contact and reminders. Encourage your members to submit as early as they can and at off-peak hours as the deadline approaches to ensure a successful submission.

Phase Two: Reviewing

Planners are responsible for managing the review process. This process involves selecting reviewers, sending proposals out for review, monitoring reviewers' progress, and compiling ratings for acceptance.

Step 1: Ensure Confidentiality

Please ensure that the review process is anonymous and confidential. Ensure that submissions should be unidentifiable meet that criteria by checking submissions and contacting submitters or the National Office as needed to make corrections.

Step 2: Select Reviewers and Create Review Worksheets

Planners should talk with former planners to anticipate how many reviewers the unit will need. Typically, reviewers for submissions are selected or elected at the unit business meeting at the convention. Alternatively, a call can be sent to unit members via email. Generally, each submission is reviewed by three people. While it is sometimes challenging to get established scholars to serve as reviewers, we recommend that units have a preponderance of established scholars as reviewers. It is important that you have reviewers' contact information and that reviewers are aware of the deadline for their reviews as well as the process of and criteria for review of submissions. These details will be addressed in the NCA Convention Central webinar training in February.

TIP	The NCA convention staff can provide lists of past reviewer names upon request. Email LaShawn Duckett (lduckett@natcom.org).

Step 3: Assign Submissions for Review

Planners should do their best to ensure that reviewers are from different institutions than the authors and do not have a close connection to the submitter (from what the planner can determine). During the assignment process, planners need to establish a deadline for the reviewer to return their review(s), taking care to leave themselves time to complete the tasks of programming. Reviewers must be assigned by April 3, 2024.

Step 4: Track Reviews

Planners should track their reviewers' progress to ensure that all reviewers submit their reviews in a timely manner. Please keep in touch with reviewers and send reminders of responsibilities and deadlines. If you do not receive all reviews, as planner, you are encouraged and empowered to use your best judgment on accepting/declining submissions or reassigning submissions to another reviewer quickly, so that you can get your materials in on time.

Phase Three: Transferring, Accepting, and Rejecting Submissions and Creating Sessions

Planners are responsible for transferring, accepting, or rejecting submissions and creating sessions before scheduling can begin. If this has not happened, your unit's program will not be scheduled.

Step 1: Prepare your Sessions for Scheduling

Before your unit programs are scheduled, planners must:
- Consider reviews to determine whether a session and/or paper should be accepted or declined.
- Create paper sessions from accepted individual papers.
- Create unit business meeting(s). Planners should list the names of the unit officers as participants, as well as any other participants with an active role in the session, in the business meeting so that the National Office staff can check all participants for scheduling conflicts. Remember that business meetings are counted toward your total session allotment.

These steps are covered in detail in the NCA Convention Central webinar training in April.

FAQ	**How do units co-sponsor a session?**
	Co-sponsorships are encouraged! If a session might be of interest to another unit or the submitter has recommended co-sponsorship, simply contact the co-sponsoring unit's planner to see if they would be interested in co-sponsoring. Co-sponsored programs will count against the allotment of the unit listed as the first sponsor.

Step 2: Transfer Scholar to Scholar (S2S) Submissions

Individuals may submit a paper to a unit for review and indicate via NCA Convention Central if they would like to present in the Scholar to Scholar format. S2S is an interactive one-on-one presentation format (aka poster session). Once the reviews are complete, planners should transfer papers selected for Scholar to Scholar to the Scholar to Scholar Unit.

Once you transfer a paper to Scholar to Scholar, you no longer have access to that paper, if it is accepted by S2S. If the S2S co-planners determine the submission to be a poor fit for S2S and reject the transfer, the submission shifts back to you, and you, as the unit planner, must determine the final outcome for the submission.

Step 3: Select "Wandering Scholars" for Scholar to Scholar Sessions

Each program planner should recruit one or more persons to serve as a Wandering Scholar for S2S. (This individual could be the chair of your division or another prominent scholar in your area.) Wandering Scholars attend the S2S sessions and talk with the scholars who are presenting their work. Forward your unit name and the Wandering scholar's name, affiliation, and email address to the Scholar to Scholar planner.

Step 4: Notify Submitters of Acceptance and Declines

Planners will be given instructions on the process for acceptance and decline notifications. You will be notified by the NCA Convention staff of this process in late June.

Step 5: Review and Proofreading

Before the convention schedule is made public, planners should review all of the sessions for spelling and grammar mistakes (and other specifics) when reviewing their sessions.

CONVENTION POLICIES

First Vice President Requests/Requirements

1. Thank you for being a planner for the 2024 NCA Convention. We are so grateful that you've decided to serve the Communication discipline in this way, and we are especially delighted to be working with you over the next year. Being a convention planner for your unit is an incredible honor of which you should be very proud. It provides you with opportunities to learn more about the discipline and more about the association. It also provides you with the ability to make a significant and profound impact on your scholarly community. We hope you take a bit of time to appreciate your achievement and enjoy the convention planning process.

2. We hope that you can help us generate excitement about the convention and encourage participation. This is an opportunity for you to assist the association and to develop the presence of your unit. Please encourage your members to also consider submitting to the special series, including Short Courses, Pre-conferences, Great Ideas for Teaching Students (G.I.F.T.S). and Research in Progress Roundtables.

3. Sessions should include individuals representing multiple institutions rather than individuals from a single or couple of institution(s). Further, a single person should not serve more than one role in a session (i.e., chair, respondent, or presenter).

4. Please carefully consider whether to include respondents, and only do so with careful thought about their role and some guidelines for how to maximize impact.

5. Encourage reviewers to provide concise, constructive, and considerate feedback for all submissions. Negative reviews should be kindly framed. Feedback is a valuable and formative part of the learning process, and it is also an expectation clarified in the NCA Code of Ethics.

6. If your reviewers are reviewing more than 5-7 submissions each, consider ways to increase the number of reviewers/decrease the number of submissions per reviewer so as to better distribute the labor burden.

7. Your pool of reviewers should be diverse, reflecting the wide range of identities in our discipline, and be open to a broad set of methodologies.

8. For those of you leading divisions where paper submissions may include data from participants, it is important that authors give more attention to the ways in which their analysis/discussion is limited by their sample demographics. Papers that include data from participants should include concrete reflection on the demographic diversity of the sample (or lack thereof) and must speak about the ways in which sample demographics shape the boundaries of the conclusions being reached, as per criterion of sample representativeness. This reflection must go beyond the limitations sections in the discussion. Papers with data from participants that do not meet this requirement will not be paneled. *You may adopt this language in part or in whole.*

9. We encourage sending multiple reminders to your reviewers about deadlines. For example, consider a reminder schedule that is three weeks out, two weeks out, one week out, three days out, two days out, and same day.

10. Diversity of scholarship, of voices, of theoretical approaches, and of methodologies is an essential element of a quality set of accepted submissions. Please be selective in the acceptance of submissions while

simultaneously demanding that the reviewers are inclusive in their operationalization of quality. This is important to maintaining the high quality of scholarship presented at our convention.

11. Please follow the deadlines in this guide. Creating a convention, especially one of this size, requires the management of multiple moving pieces and demands more work than most people realize or appreciate. The deadlines for submitting materials are meaningful, and even a single day past a deadline can be detrimental to the overall process. Failure to meet deadlines may result in a unit's sessions not being programmed.

12. The planning process usually goes smoothly. Nevertheless, problems and issues occasionally arise when serving as a convention planner. You are encouraged to always contact First Vice President Jeanetta D. Sims (jsims7@uco.edu) or Director for Conventions and Meetings LaShawn Duckett (lduckett@natcom.org) with any questions or concerns. No question is too small! We are here to help you.

13. Expect a learning curve while navigating the NCA Convention Central. We are here to help on that front in whatever ways we can, and all planners are encouraged to attend the live training webinars or view the training recordings shared on the Program Planners webpage and ask questions throughout the planning process. Give yourself enough time to manage unexpected delays.

14. Please treat everyone at the National Office with the respect that they deserve while planning the convention and during the convention. They are dedicated professionals who are extremely good at their jobs and who are very knowledgeable about what they are doing, and we are fortunate to have them all as part of the association.

Convention Anti-Harassment Code of Conduct

The National Communication Association is committed to creating and supporting inclusive, diverse, and equitable communities of practice. We strive to be a welcoming organization and recognize the value of discourse and dialogue. Together, NCA members study all forms, modes, media, and consequences of communication through humanistic, social scientific, and aesthetic inquiry. We are at our collective best when a wide and diverse array of people, experiences, and ideas, come together. We therefore expect participants at the NCA convention to help create thoughtful and respectful environments where such interactions can take place.

NCA is dedicated to facilitating experiences that are free from all forms of harassment and are inclusive of all people.

Harassment can include use of sexual and/or discriminatory language, deliberate intimidation, stalking, following, harassing photography or recording, bullying behavior, inappropriate physical contact, and unwelcome sexual attention. Importantly, certain situations and circumstances escalate harassing behavior and/or language including power imbalances (e.g., graduate student/mentor, during an interview, etc.) and social events that may or may not involve alcohol consumption.

Some behaviors are specifically prohibited at the NCA convention:
- Harassment or intimidation based on, but not limited to: ability(ies), age, appearance, body size, ethnicity, gender, gender identity or expression, immigration status, language, marital status, national origin, race, religion, sexual orientation, or other group status.
- Sexual harassment or intimidation, including unwanted sexual attention, stalking (physical or virtual), or non-consensual physical contact.

This policy is not intended to constrain responsible scholarly, artistic, or professional discourse and debate.

By registering for the NCA Annual Convention, I assent to and agree to abide by this code of conduct. I understand that if I violate this code of conduct, I may be asked to leave the convention. Information on how to report violations and a list of resources available to convention participants can be found at the convention registration desk and information booths throughout the convention site.

Audio-Visual Equipment Policy

NCA policy entails providing *reasonable* A/V support of presentations at its annual convention and conferences. NCA recognizes that such support is essential to some presentations and greatly enhances the effectiveness of others. The number of requests for A/V support has risen steadily in recent years and may continue to increase, in terms of both the amount and the type of equipment that is needed.

To help control the costs of equipment rental and to provide the best possible support of presenters, NCA has established the following guidelines regarding A/V support at its conventions.

Submitters must request A/V equipment when they submit and organize programs. The NCA Convention and Meetings Department attempts to assign rooms to units based on their equipment needs. No A/V equipment will be provided unless the request is included with the program submission. **No exceptions will be made to this policy.**

Submitters should screen requests carefully and submit only those that are essential to the program. NCA will approve requests for the following equipment: laptop audio, LCD projector, and internet connections. NCA does not provide equipment such as laptops, transparency projectors, VCR or DVD players, camcorders, satellite links, or teleconference/webinar equipment.

On-site rentals: Individuals may elect to rent equipment at the convention or conference at their own expense. Most hotels have an on-site A/V department. Such equipment cannot be charged to NCA.

Short Course Instruction and Pre-conference Presenters Policy

Pre-conference presenters may have their Pre-conference registration fees waived. Presenters receiving complimentary registration must be listed as a presenter in the convention program, and justification for the presenters must be included in the proposal at the time of submission. All presenters are expected to register for the convention if they plan to attend convention sessions.

Short course instructors may have their short course registration fees waived. Instructors receiving complimentary registration must be listed as a presenter in the convention program, and justification for the instructors must be included in the proposal at the time of submission.

Pre-conference presenters or Short Course instructors must provide and transport their own printed materials for the conference. Pre-conference presenters and short course instructors may apply for up to $50 per short course/Pre-conference reimbursement to cover material costs after the conference.

The language of the policy will be provided to the short course and Pre-conference convention planners and included in the call for Pre-conference and short course submissions.

Policy Governing the Recording of Convention Sessions and/or Events

The recording, rebroadcasting, or reproducing of any NCA convention session or event is prohibited without the approval of NCA. Any presenter of a session or event recorded by NCA will be notified ahead of time and asked to complete a release form.

Guest Registration Policy

A guest is a person invited by the association whose presence will enrich the entire convention. A guest is someone who would not normally attend the convention (i.e., a person from outside of the discipline) and is not, nor has ever been, an NCA member. Guests are invited and authorized by the Director of Meetings and Convention. Guest registration request forms may be downloaded from the Convention Planner website at www.natcom.org/planners. Unit Planners must disseminate information about this policy to submitters who have included a guest in their submission.

NCA Professional Standards for Convention Participants

The National Communication Association's (NCA) annual convention provides significant professional development opportunities for NCA members and convention participants. Given the centrality of this annual event to the organization and the membership, the following Professional Standards establish guidelines for submitting work to the annual NCA convention.

1. If you submit your work, you are making a commitment to register for and attend the convention.
If you make a submission to the NCA Annual Convention, you are at the same time committing to register for and attend the convention if this work is accepted. The number of programming slots is limited, and thus if you do not register for and attend the convention, besides disappointing your audience, you are leaving vacant a programming slot, and a potential opportunity for someone else to present will have been lost. Acceptance of work carries the obligation to register for and attend the conference.

2. Before you submit a proposal you should secure from all program participants a commitment to register for and attend the convention.
Prior to submitting a proposal that includes other presenters (i.e., chair, respondent, presenter, performer, etc.), secure their permission to include them, and also confirm their commitment that they will register for, attend, and present at the convention upon acceptance of the program. Please do not include the name of any participant who has not expressly agreed to be part of your proposal. When this happens, your proposal is being reviewed and accepted or declined based on inaccurate or unconfirmed information. Non-NCA members are encouraged to participate in the convention. Guest registrations are available for qualified participants.

3. You should submit only work that has not been published or has not been accepted for publication at the time of submission.
You should not submit a paper for presentation at an NCA convention after it has been published or accepted for publication. Because the scholarly community will have an opportunity to read your work, it is not appropriate to occupy a convention slot for a work that has been published or accepted for publication. It is appropriate to submit a paper that you hope will be published yet has not been accepted for publication. Convention presentations are an excellent way to receive feedback about your research from program respondents and colleagues. You may present a paper at an NCA convention if your paper was accepted for publication after it was submitted to the convention.

4. You should submit only original work that has not been presented at another conference and that is not concurrently under consideration for another conference.

In keeping with expected academic professional standards, conference papers, performances, and panel discussions are presented at only one professional conference; violation of this standard is unethical. You should not present the same paper, performance, or panel discussion at more than one conference unless you present for the first time at a small, student-only conference. Short Course proposals are exempt from this standard due to the instructional nature of the submission type.

5. You should submit your proposal to only one NCA interest group or affiliate organization.

You will not be permitted to present the same paper, performance, panel discussion, or paper session multiple times at the convention; consequently, it is not appropriate to submit the same work to more than one interest group/affiliate of NCA. Please read the calls for submissions carefully to select the most appropriate forum for your proposal.

6. You should ensure that respondents have adequate time to prepare a response to your paper, performance, presentation.

In order to provide a quality response, respondents need an appropriate amount of time to prepare. You will be asked to upload a final copy of your paper in August/September to NCA Convention Central, from which respondents will access your final copy. If you miss the deadline to upload a revised/final copy, please email a copy of your revised paper directly to the respondent at least one month before the convention. In addition, if since the time of your submission your paper has been accepted for publication, please inform your respondent.

A Code of Professional Ethics for the Communication Scholar/Teacher

The National Communication Association believes that ethical behavior is a hallmark of professionalism in communication. We believe that ethical behavior is guided by values such as:

- integrity
- fairness
- professional and social responsibility
- equality of opportunity
- confidentiality
- honesty and openness
- respect for self and others
- freedom and safety

The guidelines that follow offer means by which these values can be made manifest in our teaching, research, publications, and professional relationships with colleagues, students, and in the society as a whole.

This code and its guidelines are intended to remind those in the discipline of accepted standards of ethical conduct and they serve at least three broad functions:

1. to highlight ethical responsibilities and issues relevant to members of the communication discipline;
2. to stimulate personal reflection as well as public discussion of the ethical implications of our disciplinary goals and practices; and
3. to set forth the traits and moral characteristics which are appropriate for communication professionals.

Publication

Ethical responsibilities in the scholarly publication process exist for authors, editors, and reviewers. The author's primary responsibility rests in an extension of the ethical parameters for conducting research. The editor's and the reviewer's responsibilities rest primarily in insuring that the author's work receives a fair review and an opportunity for publication based on a fair, ethical evaluation of the merit of the work.

Ethical considerations for each of these three groups of participants in the publication process will be addressed in turn.

For Editors and Convention Program Planners:
- Editors and planners have an obligation to select associate editors and manuscript reviewers based on scholarly acumen, accomplishments and
- openness to various methodologies, topics, and theoretical perspectives. To maintain fairness in the review process, reviewers should represent a variety of geographic regions and a diversity of gender, ethnicity, and cultural backgrounds.
- Editors and planners should maximize the likelihood that the peer review process is blind with the identity of the author(s) concealed from the reviewers.
- Editors and planners have an obligation to forward submissions to the reviewers in a timely fashion and to monitor the review process to ensure that reviews are returned in a timely fashion. If a manuscript's review exceeds the amount of time normally allotted to review, an editor should notify the author of the review's progress and should take steps to ensure that a speedy conclusion to the review process is reached.
- Editors and planners, to the extent possible, should select manuscript reviewers who are qualified to review the submission, able to render a fair judgment, and have no relationship with the author that might bias judgment.
- In communicating a decision to the author, editors and planners should provide copies of reviewers' comments where appropriate, explain the basis or reasons for the decision, and maintain a professional demeanor toward the author and the work.
- Editors should maintain accurate records of their expenditures and use subsidies from sponsoring organizations solely for publication and editorial expenses.

For Manuscript Reviewers:
- Reviewers should acknowledge any factors that might unfairly influence their assessment of a manuscript and promptly return that manuscript so that it might be sent to a different referee.
- Reviewers should render judicious, professional assessments and evaluations, devoid of personal attacks.
- Reviewers should thoroughly elucidate the reasons for their recommendations and provide constructive criticism and advice for the benefit of the author.
- Reviewers should submit their reviews in a timely manner or notify the editor or planner why a delay is necessary. Necessary delays should be minimal in length.
- Reviewers are obligated to advise the editor or planner of any elements in the manuscript that may be unethical, unprofessional, or of questionable validity.

APPENDIX

Anatomy of a Call for Submissions

A. Description of Unit

B. What are you looking for in content?

C. Types of submissions accepted (individual papers, individual performances, individual films, paper sessions, performance session, film sessions, and/or panel discussions).

    i. Include reference to convention library for definitions of submission types

    ii. Include definition of type in call itself

D. Requirements for each submission type

    i. Do I want to consider abstracts or complete papers only?

    ii. Is there a page limit or other format requirements?

    iii. Include all requirements of the electronic submission form

E. Top paper or other considerations

F. Submission resources

G. Your contact information

Hypothetical Communication Division Call for Submissions

The purpose of the Hypothetical Communication Division is to promote research and teaching that highlights communicative behavior in organizational settings. Members are concerned with the creation of meaning, the production of messages, and the processing of information that makes organizing possible. Our work speaks to the diverse array of issues facing organizations and members of all types.

The Hypothetical Communication Division seeks submissions that portray, research, or enhance the convention theme. We encourage creative submissions that describe and analyze innovative approaches to organizational issues as well as ones that foster opportunities for collaboration between attendees.

The Hypothetical Communication Division will accept the following submission types: Individual Papers, Paper Sessions, Individual Films, Individual Performances, Film Sessions, Performance Sessions and Panel Discussions. All submissions must be made via NCA Convention Central. Emailed submissions will not be accepted.

1. **Individual Papers**: Submissions must include a max 30-page, double-spaced uploaded copy of the paper. Copies must be uploaded into NCA Convention Central and must not include identifying information. Instructions on how to prepare an unidentifiable copy are provided in the Convention Library. Submitters should NOT upload a separate cover page, or any file with identifying information in the document text or properties. We will recognize the Top Paper in our division. Submissions should include title, paper description (abstract), keywords, and author information in the appropriate sections of the electronic submission form. AV requests must be made at the time of submission. If a student submission select student in the electronic form. All authors must be students, in this case. Submitters

interested in being considered for Scholar to Scholar session (poster session) should indicate their interest in the electronic submission form.

2. **Paper Sessions**: Submissions must include a title and overall session description. Submission must include the title, description (abstract) and author(s) of each paper. A session chair is required, respondent is optional. Please provide a rationale for acceptance outlining the importance of the submission. AV requests must be made at the time of submission.

3. **Panel Discussions**: Submissions must include a title and session description. Submissions must include the list of each presenter involved. A session chair is required. Please provide a rationale for acceptance outlining the importance of the submission. AV requests must be made at the time of submission. No papers are presented as part of a panel discussion.

4. **Individual Film:** Submissions must include a film title, description, keywords, and film maker information. AV requests must be made at the time of submission. As a supporting file, upload a copy of the script (no more than 100 pages) or a word document that contains a link to the film or film trailer. Do not upload a video file to NCA Convention Central. In the uploaded supporting file indicate the length of the film. Individual films should be no more than 20 minutes in length. If the film is longer than 20 minutes, consider developing a Film Session submission (see requirements in this call).

5. **Individual Performance:** Submissions must include a title, description, keywords and performers information. Performances must be no longer that 20 minutes in length. AV requests must be made at the time of submission. As a supporting file, include a script, link to a video of the performance, or an outline of the performance.

6. **Performance Session:** Submissions must include a session title and description. Submissions must include individual performance titles, description, and performers. A chair is required. Please provide a session rationale for acceptance outlining the importance of the submission. In the supporting file please indicate the length of the performance(s) within this submission.

7. **Film Session:** Submissions must include a session title and description, titles of each film, descriptions of each film and film maker(s) information. A session chair is required. AV requests must be made at the time of submission. Do not upload film(s) to Convention Central. Rather, upload a word document that contains a link to the film(s), film trailer(s), or script(s). In the supporting file please indicate the length of the film(s) within this submission.

All submitters are encouraged to review the Professional Standards for Convention Participants prior to submission. Helpful resources, including live and recorded step-by-step instructions on how to submit, are available in the Convention Resource Library.

LaShawn Duckett
Hypothetical Communication Division Planner
lduckett@natcom.org

Great Ideas for Teaching Students Call for Submissions

NCA 110th Annual Convention
Great Ideas for Teaching Students (G.I.F.T.S)
Call for Submissions

We invite you to be in community and share your great ideas for teaching students with your fellow teachers and scholars during the NCA's 110th Annual Convention in New Orleans, LA. This year's convention theme of "Communication for Greater Regard" gives us an opportunity to discuss and share how we can use our classrooms to examine what it means to have greater regard. The classroom is a space that allows us to explore and interrogate the concept of greater regard, to (re)imagine what greater regard can be, and to identify strategies for attaining greater regard.

Great Ideas For Teaching Students (G.I.F.T.S) offers pedagogical activities, assignments, projects, games, simulations, and/or assessment methods that serve to address communication theories, concepts, and skills. We encourage submissions from across the discipline that reflect creative pedagogical ideas about teaching communication in traditional, online/hybrid, hyflex, and non-traditional (consulting venues, community engagement initiatives, etc.) settings. Further, we encourage submissions that reflect inclusive teaching practices, social justice pedagogy, and equity-focused teaching.

This year we are especially interested in G.I.F.T.S. that focus on greater regard. For example:

- Assignments and readings that challenge traditional notions of cultivating care and concern that preserve the status quo;
- Assignments and activities that promote greater regard in inquiry—that is, assignments that foster student curiosity and provide students an opportunity to examine what is deemed important, granted value, or given consideration and to do so in creative ways;
- Pedagogical ideas that provide access to different modes of learning as well as assignments that center the praxis of greater regard;
- Pedagogical practices that create opportunities for self-reflexivity by exploring how we understand greater regard (e.g., Who is/are regarded? What does greater regard mean for different people? How can we attain greater regard?) and create personal and collective opportunities to become or remain regarders.
- Activities that promote intersectional understandings of greater regard in and outside of the classroom; and
- Art, narrative, and service-learning based projects that create opportunities for students to engage in the practice of greater regard and/or to promote greater regard in the larger community.

Each GIFTS must include the following information:
a. Proposal title/Activity title
b. Learning objectives
c. Steps/Procedures
d. Scholarly or community resourced support
e. Assessment recommendations

Please follow the steps below to submit:

1. Go to NCA Convention Central
2. Fill out the form from the following link (this can be in lieu of a separate proposal since the form asks you to address items a-e above)
   https://www.natcom.org/sites/default/files/NCA_Convention_GIFTS_Proposal_form.docx
3. Save the form as a PDF (NCA accepts ONLY PDF format)
4. Fill out the submission fields in Convention Central and select "Individual Paper" as the submission type
5. Attach the PDF form (from step 2) as supporting file

All submissions must be made via NCA Convention Central. Emailed or mailed submissions will not be accepted. For instructions on completing a submission, please refer to the step-by-step "How to Submit" instructions provided in the Convention Resource Library. All submitters are encouraged to review the Professional Standards for Convention Participants prior to submission---

https://natcom.org/convention-events/convention-resources/convention-resource-library
Special Note: This year, we will be continuing a tradition of awarding certificates to the
Top Ten GIFTS – as determined by peer reviews.

For questions, please contact the G.I.F.T.S Planner---Dr. Suzy Prentiss at suzy.prentiss@ucf.edu.

Pre-conference Call for Submissions

NCA 110th Annual Convention
Pre-conferences
Call for Submissions

Dr. Shavonne Shorter, Pre-conferences Planner

Convention Theme: Communication for Greater Regard
The 2024 Convention theme calls us to convene around "Communication for Greater Regard." Regard is a word of Old French origin and is connected historically to New Orleans by the city's fertile French roots—making this remarkable city an ideal location for learning, discussing, and contemplating communication for greater regard. Communication is both the conduit and manifestation for greater regard. The theme of greater regard aims to spotlight sessions that convene conversation about the process of cultivating care and concern; that which we regard is deemed important, granted value, and given consideration.

The program planning committee solicits proposals for Pre-conference sessions for the NCA 110th Annual Convention. Keeping in focus with this year's convention theme, we invite Pre-conference submissions that challenge our members to thoughtfully interrogate the notion of greater regard by exploring factors that contribute to decisions and experiences related to greater regard within rhetorical, health, organizational, relational, and other forms of communication contexts. We invite pre-conference submissions that engage the three-fold nature of our collective, magnificent stewardship of communication for greater regard: (1) greater regard for what has been before us, (2) greater regard for what is presently around us, and (3) greater regard for what will be beyond us.
Pre-conferences convene for a half or a full day before the regular convention program begins. To promote more significant opportunities for scholars worldwide to engage in, participate in, and sustain conversations that take place at the Pre-conference sessions, we are allowing proposals for half-day

pre-conferences that are entirely virtual or entirely in person (all full-day proposals must be in person). All half-day proposals will require an indication of format preference. Virtual half-day proposals can be four or three hours. If you are proposing a virtual format, the proposal must include a rationale explaining that preference and specific plans for engaging the online audience. Each Pre-conference can request up to $50 reimbursement for materials. Meals are not provided to participants.

Proposals should contain:
- Program title
- Expected attendance number and expected interest groups, with rationale
- Brief (~250-word) abstract of the event for inclusion in the convention program
- An extended explanation of the topic, its significance, its appropriateness for a Pre-conference, and its relevance to the conference theme
- Format(s) description and tentative schedule
- Specify full-day or half-day designation in the uploaded document with the tentative schedule
- Specify virtual or in person
- If submitting a virtual proposal, include your rational and plans for engaging an online audience. Also, include if you prefer a three or four-hour half day session.
- Request for on-site location, or plan/budget for off-site location
- Requests for A/V equipment or virtual assistance

Pre-conference registration will be at $10 for students and $20 for all other registered attendees.

Proposals will be reviewed by the program committee and evaluated according to the following criteria:
- Presents a consideration of variables related to greater regard such as care, concern, importance, value, trust, and consideration in communication scholarship that strongly relates to or expands upon the conference theme
- Presents a clear persuasive argument for the topic's importance and the role of communication scholarship in advancing greater regard within the discipline
- Articulates a rationale for why a Pre-conference format is appropriate for the program
- Presents a feasible plan for executing the Pre-conference event

All submitters are encouraged to review the Professional Standards for Convention Participants before submission. Helpful resources, including live and recorded step-by-step instructions on how to submit, are available in the Convention Library online: http://www.natcom.org/conventionresources/

Proposals should be submitted via NCA Convention Central to the Pre-conferences special series.
For more information, please contact the lead Pre-conference program planner, Dr. Shavonne Shorter, at sshorter@umw.edu. In the email subject line, please include "NCA Pre-conference 2024."

Research in Progress Roundtables Call for Submissions

NCA 110th Annual Convention
Research in Progress Roundtables
Call for Submissions

Research in Progress Roundtables (RPR) are an opportunity for NCA members to engage in a lively discussion about research "in progress" with fellow members who have similar interests. Led by senior scholars and comprised of participants from multiple subdisciplines, RPR provide more than an opportunity for members to receive feedback on their work; they are conversational spaces intended to foster mentorship, collaboration, and disciplinary connections. Research "in progress" extends beyond a single study or product and includes larger projects that challenge theoretical and methodological boundaries and innovate communication praxis.

RPR will be held at the NCA Annual Convention and participants will convene for a 75-minute conversation. Each RPR will have approximately six participants and be led by a senior scholar who has expertise on the topic. Participants will share a brief description of their research in progress (5-7 minutes each). Then, discussion will follow among the group. There is no expectation that participants will have made substantial progress on the project between the time of submission and the Convention (e.g., collected data, completed analysis).

Preparing an abstract:
To be considered for RPR, please prepare an extended abstract of 1,000-1,500 words (not including references). The abstract should include the following elements, using relevant subheadings:
1. The purpose of the research project
2. A rationale for the project's significance
3. A brief and concise review of relevant literature (no more than two paragraphs)
4. The guiding research questions or hypotheses
5. The proposed methodology for the project
6. Desired next stages or outcomes for the project (from conceptualization to published/funded/implemented project)
7. Two other subdisciplines that can strengthen the impact of the project

RPR will prioritize strong submissions:
1. From members who are associated with NCA's caucuses (Asian/Pacific American Caucus, Black Caucus, Disability Issues Caucus, Indigenous Caucus, Caucus on LGBTQ Concerns, La Raza Caucus, and/or Women's Caucus) and from researchers who identify as members of under-represented groups. Please address your caucus membership(s) and/or positionality, if you are comfortable doing so, and if you want this to be taken into consideration in matching projects/researchers with senior scholars.
2. That explicitly addresses the experience of marginalized communities, either theoretically or methodologically.
3. Reflecting the convention theme, "Communication for Greater Regard." Submitters are encouraged to consider how their work addresses the possibilities, meanings, and scope of greater regard.

How to submit:
1. All submitters are encouraged to review the Professional Standards for Convention Participants prior to submission. Helpful resources, including live and recorded step-by-step instructions on how to submit, are available at the Convention Resource Library website.
2. Submissions should be made through NCA Convention Central as an "Individual Paper" and submitted to the Research in Progress Roundtable.
3. Please indicate if you are a "STUDENT" in Convention Central system.
4. Submissions should not include the author's name or institutional affiliation in the body or properties of the document.

Questions?
Please reach out to the 2024 RPR program planner, Dr. Darrin J. Griffin (djgriffin1@ua.edu), with any questions.

Short Courses Call for Submissions

NCA 110th Annual Convention

Short Courses

Call for Submissions

Short Courses are extended convention sessions that offer participants an intense, pedagogically driven experience. Short Course proposals may address theories or concepts, research practices or methods, pedagogical techniques, a specific teaching content area, or other specialized topics of interest to communication teachers, practitioners, and scholars. Proposals that engage communication research and pedagogy within an interdisciplinary context are also encouraged. Short courses should strive for application and practicality.

The goal of any Short Course should be to enrich the communication knowledge base of the course participants within a well-structured seminar atmosphere. This year, we are encouraging proposals that focus on one or more aspects of the convention theme: "Communication for Greater Regard." We invite Communication scholars, researchers, and instructors to submit proposals to share their thoughts, experiences, and methods to help people understand how greater regard is so critical to our understandings of and behaviors in the communication process. We would like to include a diverse set of presenters who explore and examine multiple perspectives of greater regard during the short course program. International scholars and researchers are especially encouraged to apply to share their perspectives on the impact of greater regard on their communication processes. All submitters are encouraged to be thoughtful and provocative in the integration of the convention theme.

Because of the competitive nature of Short Courses, submitters who have presented several times in the past few years should be cautioned against resubmitting the same course. Short Course proposals that meaningfully reflect intentional inclusiveness are especially encouraged.

Submitters must select **Panel Discussion** as the submission type for Short Courses in NCA Convention Central.

Short Course proposals will be evaluated based on the compelling nature of the topic, the soundness of the underlying instructional plan, and the extent to which the convention theme is incorporated, although incorporating the theme is not a requirement for acceptance. Providing sufficient detail in the proposal is necessary so that reviewers can adequately evaluate:

1. The intended topic,
2. The overall lesson plan,
3. The credibility of the presenters, and
4. What knowledge, practice, or understanding the participants can take away

A clear statement should accompany the proposal indicating whether the Short Course has been presented within the past five NCA conventions and if so, how many times the course has been offered. If you have presented within the past five NCA conventions, please include how you have updated your content.

In addition to the required fields in NCA Convention Central, proposal submissions are REQUIRED to include an uploaded document that provides information on the following topics:

1. The title of the Short Course,
2. A brief statement of purpose,
3. A rationale addressing the importance of the topic,
4. If appropriate, an explanation of the connection to the convention theme,
5. A statement of the intended target audience,
6. The anticipated outcomes for the participants,
7. A template of the instructional agenda for short course activities,
8. The names, titles, institution affiliation, email, and phone number for each facilitator,
9. A brief statement describing the expertise, experience or credibility of each course facilitator, and
10. A statement that identifies the Short Course as enhancing the use of a textbook or other instructional aid (if applicable).

Short Courses will be reviewed using the following guidelines, among others:

1. Importance of topic to NCA members and contribution to their growth as scholars, researchers and/or teachers,
2. Connection to and integration of the convention theme,
3. Relevancy of the course to communication curricula,
4. Quality of the Short Course instructional design, and
5. Clarity of learning outcomes/objectives.

Short Course Policies

Short course instructors may have their short course registration fees waived. Instructors receiving complimentary registration must be listed as a presenter in the convention program and justification for the instructors must be included in the proposal at the time of submission.

Short Course instructors must provide and transport their own printed materials for the conference. Short course instructors may apply for up to $50 per short course reimbursement to cover material costs. Reimbursement will be made after the convention.

All submitters are encouraged to review the Professional Standards for Convention Participants prior to submission. Helpful resources, including live and recorded step-by-step instructions on how to submit, are available in the Convention Resource Library.

Questions regarding the content of proposals should be directed to Dr. Sean Upshaw, sean.upshaw@austin.utexas.edu.