

# Submission Glossary

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- ▶ **Individual Paper:** A paper submitted directly by an author as a stand alone paper and not part of a preconceived session. Individual papers are reviewed individually and then grouped into paper sessions by the unit planner for presentation.
  
- ▶ **Paper Session:** A preconceived and complete session of papers surrounding a particular topic in which each author(s) presents his or her own paper. Paper sessions are submitted and reviewed for consideration as a whole.
  
- ▶ **Panel Discussion:** A panel discussion is submitted as a preconceived and complete session of presenters discussing a topic or issue. There are no papers presented at a panel discussion.
  - ▶ This powerpoint will review how to submit a Panel Discussion.
  
- ▶ **Performance Session:** A performance session is submitted as a pre-conceived and complete session with a performer(s), chair(s) and respondent (optional). The performance session is reviewed for consideration as a whole.



# Welcome to NCA Convention Central

- ▶ All Submitters are encouraged to read the “[NCA Professional Guidelines for Convention Participants](#)” before submitting.
- ▶ Once Calls for Submissions are available, they will be listed in the top menu under “View Calls”



*Embracing Opportunities*

NCA 101<sup>st</sup> Annual Convention • November 19-22, 2015, Las Vegas, NV

Sign-In My Profile Submissions InfoBooth View Calls

## User Sign-in

Accounts were automatically generated for individuals who held an active NCA membership on **December 1, 2014**. If you were a member on December 1, 2014, please use your current NCA username and password to sign-in. [Click here](#) to retrieve your username and/or password if you have forgotten it.

If you were not an active member of NCA on December 1, 2014, please use the link below the sign-in area to create an account for yourself. You do not need to be a member of NCA to submit.

All submitters are encouraged to review the [NCA Professional Guidelines for Convention Participants](#) before submitting.

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.”

The screenshot shows the user profile page. At the top, there are navigation links: Sign-In, My Profile, and Submissions. Below this, a welcome message reads "Welcome Kristin Sommers" with links for My Profile, My Submissions, My Units, and Sign Off. The main heading is "My Profile" with a status bar indicating "Successfully signed in." Underneath, the "Contact Information" section lists the user's name, affiliation (National Communication Association), and email address (ksommers@natcom.org). At the bottom of this section are three buttons: "EDIT MY PROFILE", "BIOPHOTO", and "PREVIEW".

The screenshot shows the "My Submissions" page. It features navigation links for My Profile, My Submissions, My Units, and Sign Off. The main heading is "My Submissions" with the instruction "Create, review and finalize submissions." Below this, the "My Submissions" section contains a dark blue status bar that reads "No proposals have been submitted." At the bottom of the page, there is a dropdown menu currently set to "- SELECT -" and a prominent orange button labeled "CREATE NEW SUBMISSION".

# Submitting a Panel Discussion

Navigate each section of the submission process by using the tabs for each section. Tabs in orange 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 panel discussion
- ▶ Enter the estimated attendance
- ▶ Skip the Student Paper Submissions question
- ▶ 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.

**AI Test Unit**

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:  Special Characters:

Characters Left: 300

**\*Submission Type**

**Student Paper Submissions Only**

If you are submitting an Individual Paper written solely by student author(s), please indicate Student Author status below (faculty paper).

If you are not submitting a student authored paper, please skip this question.

**\*Estimated Attendance**

**SAVE**

# Add Participant(s)

- ▶ Click on the orange **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**, **Add Respondent**, or **Add Presenter** buttons to add co-chair(s), respondent(s) or presenter(s)
  - ▶ Only Chairs and Presenters are required for submission
- ▶ 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.

137 - Test Panel Discussion  
AI Test Unit

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?

YES NO

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

**\*Participants**

Use the options below to add participants.

**Chair**

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

**Co-Chair(s)**

No Co-Chairs have been submitted.

**ADD CO-CHAIR**

**Presenter(s)**

No Presenters have been submitted.

**ADD PRESENTER**

**Respondent(s)**

No Respondents have been submitted.

**ADD RESPONDENT**

# Add a Description

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

**137 - Test Panel Discussion**  
**AI Test Unit**

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

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**\*Description**

Use the area below to enter a description of the panel discussion. This description will appear in the o

Symbols:  Special Characters:

Characters Left: 5000



# Keywords

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- ▶ Click the orange **Keywords** tab
- ▶ List several descriptive keywords in the available text boxes
- ▶ **Save** your work

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

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### \*Keywords

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

\* Keyword 1

Characters Left: 3333

Keyword 2

Characters Left: 3333

Keyword 3

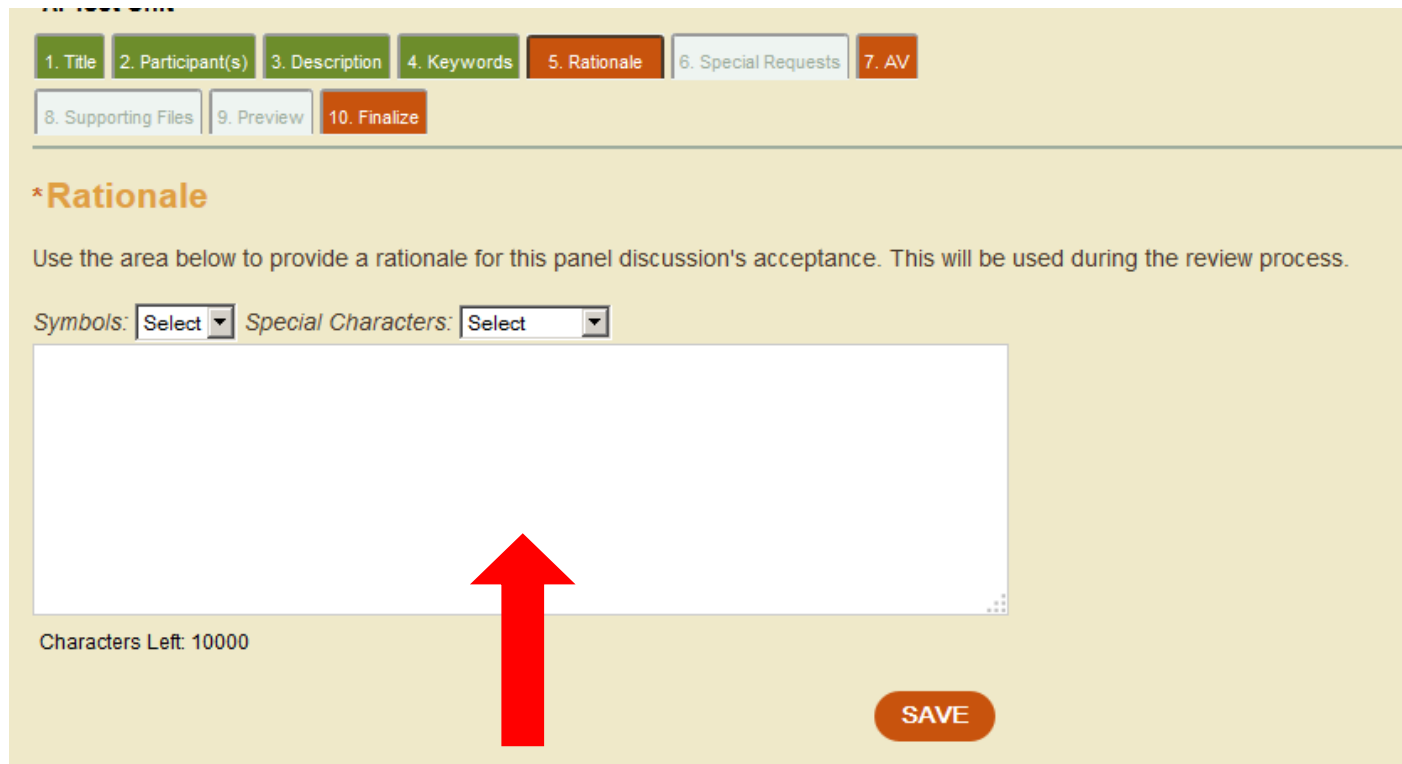
Characters Left: 3333

**SAVE**



# Add Rationale

- ▶ Click the orange **Rationale** tab
- ▶ Type in the text box the justification for this sessions acceptance
- ▶ Click the **Save** button



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

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### \*Rationale

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

Symbols:  Special Characters:

Characters Left: 10000

SAVE



# Include Any Special Requests

- ▶ Click on 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: scheduling requests or specific/special room set-ups
  - ▶ DO NOT enter any AV requests in the Special Requests tab
- ▶ Continue to **save** your work

137 - Test Panel Discussion

AI Test Unit

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8. Supporting Files 9. Preview 10. Finalize

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**\*Rationale**

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

Symbols:  Special Characters:



Characters Left: 10000

**SAVE**

# AV Requests

- ▶ Click on the orange **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

137 - Test Panel Discussion Incom

AI Test Unit

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**\*Other**

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.

\* - indicates a required item.

**\*1. I request the following:**

- None
- Internet Access
- Laptop Audio
- LCD Projector

**SAVE**

# Upload Supporting Documents

## Upload Paper/Supporting Files tab

- ▶ Click the **Upload Paper/Supporting Files** tab
- ▶ Click the white box where it states “click or drag file(s) here to upload” to add your supporting files
  - ▶ Review the call for page limit, format, and accepted or required documents
- ▶ Click the **Upload** link below the white box to add your paper/file to your submission
- ▶ Once uploaded, the page will refresh the file will appear in the list of uploaded documents

**Supporting Files**

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

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

No documents have been uploaded.

Click or drag file(s) here to upload

**SAVE**

1 documents uploaded

Document Title
<a href="#">Asubmissioncheckfor2017pt2.docx</a>

Click or drag file(s) here to upload

**SAVE**

# Preview and Finalize

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- ▶ Click on 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 for consideration
- ▶ Click on the orange **Finalize** tab
- ▶ Click the check box
- ▶ Click the **Finalize** button
  - ▶ Submissions will be listed in My Submissions as “Completed”

The screenshot shows a navigation bar at the top with three tabs: '8. Supporting Files', '9. Preview', and '10. Finalize'. The '10. Finalize' tab is highlighted in orange. Below the navigation bar, the heading '\*Finalize' is displayed in orange. The main content area contains the following text: '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.' followed by 'Please take a few minutes to review your submission prior to finalizing. Once finalized, a submission cannot be edited.' At the bottom of the form, there is a checkbox labeled '\*  Yes, I am ready to submit my Panel Discussion'. A large orange button labeled 'FINALIZE' is positioned at the bottom center of the form.