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.”
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.
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.
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
Session Rationale

- Click the **Rationale** tab
- Enter the justification for this session's 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

**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

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”