



## NCA Conference Submissions and AI Tools Guidance

Conference presentations are largely based on a peer-review process. NCA's unit planners play a crucial role in ensuring the successful management of this process. As such, we want to inform you of NCA's expectations regarding the use of generative and agentic AI tools (such as ChatGPT, Claude, Gemini, and similar platforms) in the NCA conference unit planning process.

Agentic and generative AI tools can be powerful resources to help us perform our work more effectively. However, they can also inadvertently expose private and proprietary information to unintended audiences, compromise the integrity of the peer review process, and raise concerns about intellectual property rights.

### Guidelines for Unit Planners and Reviewers

- 1. Consistency with NCA Policies:** Any use of agentic or generative AI tools must be consistent with all applicable [NCA policies](#), including but not limited to the NCA [Plagiarism Policy for Convention Submissions](#).
- 2. Quality and Accuracy Responsibility:** It is the responsibility of persons using AI tools to ensure any resulting work product is high-quality, accurate, and does not infringe on any third-party intellectual property rights.
- 3. Protection of Submitter Content (CRITICAL):** Unit planners, reviewers, and all others involved in the review process **may not input content provided by submitters** (including but not limited to manuscript submissions, extended abstracts, abstracts, proposals, and supplementary materials) into any generative or agentic AI tool.

#### Rationale:

- Submitted materials remain the intellectual property of the submitters and represent unpublished or pre-publication research that must be protected.
- Generative and agentic AI tools utilize user-generated content to train their models. Any content entered may be unintentionally exposed to other users, incorporated into the AI system's knowledge base, or accessed by third parties.

- Using submitter content in AI tools without explicit permission violates the trust inherent in the peer review process and does not respect the intellectual property rights of authors.
- Premature exposure of research findings could compromise publication opportunities and the scholarly record.

## Appropriate Uses of AI in Unit Planning

Unit planners and reviewers may use AI tools for administrative and organizational tasks that do not involve inputting submitter content, such as:

- Drafting general correspondence or emails
- Creating organizational frameworks
- Brainstorming session themes or panel configurations

## Related Policies

For information about NCA's approach to plagiarism and academic integrity in convention submissions, please refer to the [\*NCA Policy for Convention Submission Plagiarism Allegations\*](#) (approved June 2013), available on the NCA website.

## Questions

If you have questions about the appropriate use of AI tools in the unit planning process, please contact the NCA National Office at [convention@natcom.org](mailto:convention@natcom.org) or your assigned staff liaison.