

## **Program Planner's Handbook**

Duties are listed below are also in the planner Handbook that you should distribute to all the interest group planners. The full document is passed down every year to the new President-Elect.

### **February (at WSCA):**

Convention Planners meet with President-Elect

Interest Group Chairs submit names of the newly-elected planners to First Vice President who becomes the Program Planner and President-Elect.

### **March (Post WSCA): \*\*\*\*\***

Interest Group Program Planners send Interest Group news (e.g., awards, honors, top paper recipients, etc.) to *WSCA News* editor. Please consult the WSCA web site for further information on *WSCA News*: [www.westcomm.org/publications/newsletter.asp](http://www.westcomm.org/publications/newsletter.asp)

Program planner should remind Interest Group Planners that they should encourage members to look at the Call for Papers on the WSCA web site [www.westcomm.org](http://www.westcomm.org) under Conventions and this year's program to begin planning program proposals and competitive paper submissions.

Remind Interest Group Planners send Interest Group Call for Papers to the Executive Director for posting on the WSCA web site and to *WSCA News* editor.

In addition, Interest Group Planners may submit a Call for Papers to CRTNET [CRTNET@natcom.org](mailto:CRTNET@natcom.org) or other appropriate sites. See the 'Submission Procedures' section at <http://www.natcom.org/crtnet/> for additional information.

### **April:**

Call for Papers is distributed to membership via *WSCA News* and on the association's web site.

President-Elect emails program summary and proposal forms to Planners.

Interest Group Planners begin lining up chairs and respondents; these are usually Interest Group officers and reviewers; consult the Interest Group's Bylaws for details.

### **May-July:**

Program Planners may want to use Interest Group email lists or regular mail to encourage program and competitive paper submissions. The Executive Director can help planners email their members via the association management software.

### **September 1,(the deadline for everything!):**

Membership submits competitive papers and program proposals to Interest Group Planners.  
Membership submits workshops and pre-conference programs to President-Elect

**NOTE:** September 1<sup>st</sup> is the traditional WSCA submission deadline, and past planners recommend NEVER changing the deadline!

### **September 3:**

Interest Group Planners implement evaluation process. (Typically this entails sending submissions to readers to evaluate through usual Interest Group procedures described in the Interest Group's Bylaws. See *Suggested Procedures for Judging Competitive Papers* in the full planners guide.)

### **September 10:**

Planners notify President-Elect regarding how many panels/programs you anticipate requesting. This number should be based on (1) the number of competitive paper panels and programs from previous years and (2) the number of competitive papers and program requests received this year relative to previous years.

President-Elect notifies Planners regarding number of programs/panels available.

### **October 10:**

President-Elect RECEIVES all Program/Panel Proposal Forms from Interest Group Planners. Program/Panel Proposal Forms MUST be submitted VIA EMAIL. USE Program/Panel Proposal Form (P/PPF) in this packet and submit as a WORD attachment (i.e., .doc or .docx file type). Also indicate final number of programs/panels requested, rank order the panels/programs, and indicate the number of competitive papers submitted and accepted. Do not rank your Interest Group Business Meeting; likely you will rank your Top Papers panel first (if your Interest Group has one), followed by the panels that contain highly-ranked papers, then panels with lower-ranked papers, then programs. The rankings are used to determine what is most important to program if there's a shortage of rooms. Work with the number of panels/programs you've been allocated, but **do** request additional panels/programs if you have worthy candidates.

**Proposals from Interest Group Planners must be received by  
President-Elect October 10!**

**Do not send acceptance and rejection letters yet.**

### **October 24:**

President-Elect emails preliminary convention program to Interest Group Planners to double check and edit. President-Elect notifies Interest Group Planners of number of programs/panels each Interest Group received. The convention program corrections are due to the President-Elect by October 29. It is never too early to contact Cadmus press about formatting details. Every Planner makes their own “mark” on the program, and make sure deviations from past programs will work with the press and the other officers of the organization.

### **October 29:**

Interest Group Planners send convention program corrections to the President-Elect by this date.

Interest Group Planners send out acceptance/rejection letters to submitters (for both competitive papers and programs) after official notification from program planner.

Interest Group Planners send notification to program/panel chairs and respondents.

Interest Group Planners send papers to respondents for competitive papers.

**\*\* Inform all participants that the program will be posted on the WSCA web site <http://www.westcomm.org> by December 1\*\*.**

Interest Group Planners **must** submit an electronic copy (*one paper per interest group ONLY*) of their TOP DEBUT PAPER in the Interest Group, with a separate cover page identifying the author(s), to the Vice President of the Executives Club, for the Debut Paper Award competition. TOP DEBUT PAPERS must be **RECEIVED** by **Oct. 29**.

### **November 12, 2015:**

President-Elect sends draft convention program to Executive Director for uploading on the web site. **Interest Group Planners do final proofreading of convention program and notify President-Elect with corrections by December 1.** The final version of the convention program should appear on the web site about December 15.

### **November –Convention:**

Many changes may be made to the program, and the President-Elect should contact Cadmus Press early and often during the production process. The Executive Director and President can

offer advice about process, but in the end, it is up to you to make the program work for you, the press, and the organization.