

Communication, Agitation, & Justice

2020 Western States Communication Association Convention

Denver, CO

February 21-24, 2020

Interest Group

Planner's Guide

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2020 WSCA Convention Contacts

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Communication, Agitation, and Justice

February 21-24, 2020

Denver, CO

Our 2020 Convention will take place February 21-24 in Denver, Colorado. I am excited to share with you the Convention theme I have selected: “Communication, Agitation, and Justice.” Human communication plays a critical role in our understanding of and participation in social life. Communication has the power to agitate and justify, changing norms and destabilizing what we view as unacceptable or acceptable societal constructs. As pleas for inclusion and justice increase, so do calls for and against continued agitation. This conference theme invites us to consider the communicative process(es) of agitation, as well as the communication of and response to agitators.



Justice is an important goal for agitators. While communication scholars have contrasting definitions of justice, the conference theme invites further examination of how we analyze and prioritize justice within the discipline, and who benefits from it. Taken together, the theme of Communication, Agitation, and Justice raises questions about when agitation is productive or counter-productive, and if and how it can lead to a more just society.

I encourage you to invite a variety of submission topics from your interest group members related to this important theme. I look forward to working with you as we get ready for the next Convention!

Marnel Niles Goins
WSCA President-Elect
California State University, Fresno

Call for Competitive Papers, Program Proposals, and Pre-Conference Workshop Proposals

All papers and proposals, including pre-conference proposals, should be submitted online. Simply go to westcomm.org, Convention, 2020 Submissions, Submit Papers and Proposals. Your interest group members will submit papers or proposals through Attendee Interactive. **Note that all Attendee Interactive usernames and passwords are separate from WSCA log-in information.** Submitters do not need to be a member of WSCA to submit work.

| | |
|---|-------------------|
| Competitive Papers | Deadline: 9/1/19 |
| Panel Session Proposals | Deadline: 9/1/19 |
| Pre-Conference Workshop Proposals | Deadline: 9/1/19 |
| Undergraduate Scholars' Research Conference | Deadline: 12/1/19 |

Competitive Papers

Authors are encouraged to submit papers to interest groups for competitive selection. Papers may employ any humanistic, scientific, and/or other methodology(ies) and may address theoretical developments, critical analyses, disciplinary issues, pedagogical issues, and/or research advancements.

You should submit your paper to one interest group. Not all interest groups sponsor competitive papers, so be sure to review the interest group's online call for papers prior to submission. Submitted papers should include not include information that identifies the author(s).

Competitive paper submissions must be submitted using the Attendee Interactive system no later than than Sunday, September 1, 2019.

Research in Progress: Some interest groups sponsor "Research in Progress" programs. Papers submitted to these programs should be so and should not exceed ten pages in length. Be sure that the interest group to which you want to send your paper accepts "Research in Progress" programs before submission.

Debut Award: The WSCA Executives Club Debut Award is made to the author (or co-authors) of a paper presented at the convention "who have not presented a paper at a state, regional, national or international convention, or published in any academic journal." Papers presented at student-only conferences are exempt from this requirement. All authors of a co-authored paper must meet these eligibility requirements for a paper to be considered a Debut Paper. Papers eligible for the Debut Award should select "debut" in the Attendee Interactive online submission

system. Some interest groups also sponsor debut programs; papers need not be presented on a debut panel session to be eligible for the Executives Club Debut Award.

Competitive papers must be submitted online using the Attendee Interactive system no later than Sunday, September 1, 2019. Please address any competitive paper questions, comments, or concerns to the Interest Group planner or the Primary Program Planner, Marnel Niles Goins.

Panel Session Proposals

Panel session proposals should focus on a unifying theme relevant to research, theory, or instruction in the area of the sponsoring interest group. Panel sessions may consist of a chair, individual presenters, and a critic/respondent in a traditional conference format. However, we encourage proposals for a debate, a round table discussion, a performance activity, or an innovative program that provide opportunities for interaction among participants and attendees. We welcome programs co-sponsored with other interest groups. We particularly solicit programs that relate to the 2020 convention theme, “Communication, Agitation, and Justice.”

Panel session proposals must contain the following:

1. Thematic title of the panel session;
2. Names and affiliations of all participants;
3. Title and brief description of each presentation;
4. An abstract of 50-75 words that identifies the content and purpose of the panel, which will be printed in the program book. Additional explanations or details should be in a separate panel session leaflet or handout made available at the panel session presentation;
5. Equipment needed for the panel session. Equipment availability is extremely limited (see page 17). Note that an AV request is not a guarantee that AV will be available. If your submission is accepted, your interest group planner should inform you whether or not you will have AV.

Panel session proposals must be submitted online using the Attendee Interactive system no later than no later than Sunday, September 1, 2019. Please address any session proposal questions, comments, or concerns to the Interest Group Planner or Primary Program Planner, Marnel Niles Goins.

Pre-Conference Workshop Proposals

A workshop is intended as a training or informational short course that can be presented in a three-hour or six-hour time block. A workshop topic may concern the presentation of teaching innovations, an area of research, a new theoretical perspective, the application of a body of knowledge, skill development, or another clearly focused topic. Workshop leaders are encouraged to advertise their workshops and solicit participation.

Workshops are scheduled the day of the kick-off, as a pre-conference activity, Friday, February 21, 2020. Participants pay a modest registration fee. The fee is intended to cover only the direct costs (photocopying, materials, etc.) incurred in conducting the workshop.

Pre-conference workshop proposals should include the following:

1. Title of the workshop;
2. Names and affiliations of all presenters;
3. A detailed rationale that outlines the workshop's goals;
4. A brief (50-75 words) outline and description of workshop activities for potential inclusion in the conference program;
5. Room size and configuration requested (e.g., theater seating, tables of eight, etc.);
6. Equipment needed for the pre-conference. Equipment availability is extremely limited (see p. 17). (Note that AV costs are the workshop planner's (submitter's) responsibility. You will either have to pay for it directly, bring it with you (if the hotel contract allows), or put it in the cost of the workshop and pass the fees on to the participants);
7. Maximum enrollment number;
8. Fee amount, set in accordance with WSCA policy (see below);
9. Time-block requested (i.e., three hours or six hours)

Guide to setting fees for workshop leaders: WSCA has set \$5.00 as the base fee for any workshop. The first \$5.00 of each registrant's fee is designed to cover the association's administrative costs. Any fees above \$5.00 should be set at such a level as to provide reimbursement to the workshop leader(s) only for the cost of materials, equipment, and any out-of-the-ordinary expenses. Costs for audio-visual and other equipment rental and costs of producing materials for participants must be covered within the overall fee that is specified. WSCA cannot reimburse more money to a workshop leader than it receives from participant fees. If a part or all of a fee is proposed as covering an individual's expenses or as an honorarium, Rodney Reynolds, current WSCA President, must approve it prior to any commitment to the individual.

Workshop proposals must be submitted online using the Attendee Interactive system no later than no later than Sunday, September 1, 2019. Please address any workshop proposal questions, comments, or concerns to the President Elect, Marnel Niles Goins.

Undergraduate Scholars Research Conference (USRC)

USRC submissions must be submitted online using the Attendee Interactive system no later than Sunday, December 1, 2019. For the USRC, *all* authors of the submitted papers must be

undergraduate students at the time of submission. Please address any questions, comments, or concerns to WSCA Second Vice-President, Shinsuke Eguchi at seguchi@unm.edu.

Institutional Review Board (IRB) Approval

Authors must disclose whether they have obtained Institutional Review Board (IRB) approval, organizational approval, or other necessary permissions for any convention submission involving the collection of data on human participants. If no approval was obtained, the reason should be stated.

For example, if authors have not obtained IRB approval because their institutions do not have IRBs, that fact should be stated. The IRB disclosure statement should be included in a footnote, author note, or submission text.

A Note About Jargon

Most Interest Group Program Planners receive both competitive papers and program proposals. After competitive papers are evaluated, planners organize accepted papers into *competitive paper sessions*. Interest Group Planners also choose from the submitted program proposals to create Interest Group *panel sessions* (which may be in various forms: a set of papers on a theme, performances, expositions of best practices, discussions, etc.) that the Interest Group believes to be suitable for the members of the Association.

The Primary Program Planner (the President-Elect) receives the Interest Group *competitive paper sessions* and *panel sessions* and organizes them, along with pre-conference(s), workshops, etc., into the convention program (printed by Sheridan), which is posted on the WSCA website and distributed at the Convention.

| | | |
|-----------------------|---------------|---|
| July 2019 | Mon, July 1 | Watch Interest Group Planner I video. |
| | Mon, Jul 15 | Interest Group planners review and update evaluation forms on Attendee Interactive. |
| August 2019 | Thur, Aug 1 | Submissions are open through Attendee Interactive. |
| | Mon, Aug 19 | Watch Interest Group Planner II video available. |
| September 2019 | Sun, Sept 1 | Submissions are closed. |
| | Tues, Sept 3 | Interest Group Planners assign each paper and program proposal to reviewers. |
| | Tues, Sept 10 | Planners notify President-Elect regarding how many paper sessions/panel sessions you anticipate requesting. The basis for this number should be (1) the number of competitive paper sessions and programs from previous years and (2) the number of competitive paper and panel session requests received this year relative to previous years. |
| | Tues, Sept 17 | President-Elect notifies Planners regarding number of paper/panel sessions available. *Do not send acceptance or rejection letters until November 1.* |
| October 2019 | Tues, Oct 1 | All reviews due to Program Planners. |
| | Fri, Oct 11 | Planners session line up due on Attendee Interactive, including rankings. Make sure you group together papers that <i>must</i> have AV. Do not include your interest group's business meeting. |
| | Fri, Oct 25 | President-Elect sends draft of program line-up to Interest group planners. |
| November 2019 | Fri, Nov 1 | Interest group planners send corrections to President-Elect. Upon confirmation from the President-Elect, Interest Group Planners send out acceptance/rejection notices to submitters for both competitive paper/panel sessions. See pp. 19-21 for details. |

| | | |
|----------------------|--------------------|--|
| | Fri, Nov 1 (contd) | Interest Group Planners send notifications to paper/panel session chairs and respondents. Interest Group Planners email papers to respondents for competitive papers. See pp. 22-23 for details. |
| | Mon, Nov 4 | Interest Group Planners download (from Attendee Interactive) their Interest Group's Top Debut Paper (one paper per Interest Group), and send it to the Vice President of the Executives Club. Note: include a separate cover page identifying the author(s). |
| | Wed, Nov 27 | President-Elect Marnel Niles Goins posts draft convention program on westcomm.org. |
| December 2019 | Mon, Dec 2 | Interest Group Planners do final proofreading of convention program and notify President-Elect of corrections. |
| | Mon, Dec 16 | Final version of the convention program will be available on the WSCA website. |
| January 2019 | Mon, Jan 6 | Email Executive Director, Heather Hundley at Heather.Hundley@MTSU.edu to request the allocated amount of money for your interest group. Include name of Interest Group, recipient name, award name, and amount requested. |
| February 2019 | Feb 21 - 24 | WSCA Convention in Denver |

Interest Group Program Planner List

2020 Primary Program Planner / President-Elect

Marnel Niles Goins, California State University, Fresno, mngoins@csufresno.edu

Undergraduate Scholars Research Conference / Graduate Workshop / Graduate Programs Open House

2019: Justin Boren, Santa Clara University, jboren@scu.edu

2020: Shinsuke Eguchi, University of New Mexico, seguchi@unm.edu

Communication and Instruction

2019: Hailey Gillen Hoke, Weber State University, haileygillenhoke@weber.edu

2020: Kimberly Aguilar, California State University, Sacramento, kimberly.aguilar@csus.edu

Communication, Identities & Difference

2019: Michelle Holling, California State University, San Marcos, hollingwsca@csusm.edu

2020: Michelle Holling, California State University, San Marcos, hollingwsca@csusm.edu

Communication Theory and Research

2019: Andy Gilmore, Colorado State University, andy.gilmore@colostate.edu

Emily Amedee, Colorado State University, emily.amedee@colostate.edu

2020: Darrian Carroll, University of Maryland, darriancarroll@gmail.com

Community College

2019: Linda Cooley, Reedley College, linda.cooley@reedleycollege.edu

2020: Rob Leonard, Sinclair College, leonardrobertg@aol.com

Environmental Communication

2019: Betsy A. Brunner, Idaho State University, bruneliz@isu.edu

2020: Jeremy Gordon, Gonzaga University, gordonj@gonzaga.edu

Freedom of Expression and Political Communication

2019: Jennifer Asenas, California State University, Long Beach, jennifer.asenas@csulb.edu

2020: Krista Phair, Ohlone College, kphair@ohlone.edu

Health Communication

2019: Elissa Adame, Arizona State University, elissa.adame@asu.edu

2020: Brian Rogers, University of Wisconsin - Whitewater, rogersb@uww.edu

Intercultural Communication

2019: Gloria Pindi Nziba, California State University, San Marcos, gpindi@csusm.edu

2020: Robert Gutierrez-Perez, University of Nevada, Reno, rgutierrezperez@unr.edu

Interpersonal Communication

2019: Melissa Tafoya, La Sierra University, mtafoya@lasierra.edu

2020: Allison Thorson, University of San Francisco, athorson@usfca.edu

Language and Social Interaction

2019: Julianna Kirschner, Claremont Graduate University, Julianna.Kirschner@cgu.edu

2020: Chelsea R. Chapman, San Diego State University, chelsea.chapman.sdsu@gmail.com

Media Studies

2019: Stephanie Gomez, Weber State University, gomez@utah.edu

Stacey Overholt, University of Utah, stacey.overholt@utah.edu

2020: Hillary Jones, California State University, Fresno, hjones@csufresno.edu

Organizational Communication

2019: Julie Taylor, California State University, San Bernardino, julie.taylor@csusb.edu

2020: Tiffany Dykstra-DeVette, West Virginia University, tiffany.dykstra@mail.wvu.edu

Performance Studies

2019: Amira De La Garza, Arizona State University, delagarza@asu.edu

2020: Subrina Robinson, California State University Long Beach, subrina.robinson@csulb.edu

Rhetoric, Culture, and Advocacy

2019: Roberta Chevrette, Middle Tennessee State University, Roberta.Chevrette@MTSU.edu

2020: Alexander Maier, Sacramento State University, alexandermaier@csus.edu

Michael Walker, Arizona State University, Michael.Walker@asu.edu

Western Forensics & Argumentation Association

2019: Duncan Stewart, University of Utah, duncan.stewart@utah.edu

2020: Ashley Givens, Salt Lake City Community College, ashley.givens@slcc.edu

Michael Middleton, University of Utah, m.middleton@utah.edu

ORWAC

2019: Leslie Harris, University of Wisconsin, Milwaukee, harrisl@uwm.edu

2020: Leslie Harris, University of Wisconsin, Milwaukee, harrisl@uwm.edu

Executives Club

2019: Audrey Deterding, Northern Arizona University, Audrey.deterding@nau.edu

2020: Melissa Tafoya, La Sierra University, mtafoya@lasierra.edu

Past Program Distribution Information

| Interest Group | 2019 Seattle | 2018 Santa Clara | 2017 Salt Lake City | 2016 Mission Bay, San Diego | 2015 Spokane | 2014 Anaheim | 2013 Reno | 2012 Albuquerque | 2011 Monterey |
|---|-----------------|---------------------|------------------------|--------------------------------|-----------------|-----------------|--------------|---------------------|------------------|
| Communication & Instruction | 11 | 12 | 13 | 15 | 10.5 | 15 | 10.5 | 14 | 15 |
| Communication , Identities & Difference | 16 | -- | -- | -- | -- | -- | -- | -- | -- |
| Communication Theory & Research | 3 | 6 | 5 | 6 | 5 | 5 | 7 | 9 | 5 |
| Community College | 15 | 16 | 11 | 13 | 11 | 13 | 10 | 11 | 9.5 |
| Environmental Communication | 5 | 7 | 12 | 9 | 8 | 5 | 9 | 8 | 11.5 |
| Freedom of Expression & Pol Comm | 3 | 2 | 4 | 1 | 3 | 6 | 4 | 2 | 3 |
| Health Communication | 9 | 6 | 6 | 5 | 2.8 | 6 | 3.5 | 3.5 | 4 |
| Intercultural Communication | 9 | 11 | 9 | 10 | 9.2 | 9 | 9.5 | 7 | 11 |
| Interpersonal Communication | 8 | 8 | 7 | 10 | 7.7 | 12 | 9 | 9 | 10 |
| Language & Social Interaction | 6 | 6 | 5 | 8 | 6 | 6 | 7 | 6 | 6 |
| Media Studies | 9 | 11 | 12 | 18 | 15 | 18 | 18 | 11 | 13 |
| ORWAC | 8 | 7 | 6 | 7 | 8.3 | 10 | 9 | 9 | 12 |
| Organizational Communication | 5 | 6 | 6 | 9 | 5.8 | 6 | 8.5 | 6 | 11 |

| Interest Group <i>(cont'd)</i> | 2019 Seattle | 2018 Santa Clara | 2017 Salt Lake City | 2016 Mission Bay, San Diego | 2015 Spokane | 2014 Anaheim | 2013 Reno | 2012 Albuquerque | 2011 Monterey |
|--|------------------------|----------------------------|-------------------------------|---------------------------------------|------------------------|------------------------|---------------------|----------------------------|-------------------------|
| Performance Studies | 10 | 13 | 10 | 11 | 10 | 11 | 9.5 | 9 | 10 |
| Rhetoric, Culture, and Advocacy | 15 | 16 | 18 | 16 | 17.5 | 18 | 18 | 17 | 16.5 |
| Western Forensics Association | 3 | 4 | 4 | 4 | 2 | 1 | 6.5 | 4.5 | 3.5 |
| Other - NCA/ President-Elect | 3 | 4 | 1 | 2 | 7.2 | 11 | 3 | 2 | 3 |
| TOTAL | | 135 | 129 | 144 | 130 | 152 | 142 | 128 | 144 |

Generally, an Interest Group can anticipate receiving the same number of panels/programs as in the past couple of years.

Do not feel as if you have to fill all the slots—quality is better than quantity. If you decide to request fewer slots than in the previous year, please email President-Elect Marnel Niles Goins (mngoins@csufresno.edu) with a copy to First Vice President Christina Yoshimura (christina.yoshimura@umontana.edu) indicating that you are not giving up the slot permanently and would like it back the next year.

If you work together to co-sponsor programs with other Interest Groups, you may end up with more slots than if you do not co-sponsor any programs.

If you have a great program that puts you over your anticipated number of slots, submit it in case there is space available.

WSCA Policy on the Use of Audio-Visual Equipment at Conventions

The cost of renting audio-visual equipment has become almost prohibitive. Schools are increasingly reluctant to lend expensive items, and security can be hard to provide. For these reasons it seems prudent for our Association to establish clear guidelines to govern the use of AV equipment at our conventions. Accordingly, the Association has concluded that:

1. Any program that wishes to bring its own equipment (including proper cables, knowledgeable operators, and necessary screens) is free to do so provided that local union rules do not prohibit such use.
2. No audio-visual equipment of any kind will be provided to a program that fails to meet published deadlines for requesting equipment. The deadline is the same as the deadline for program proposals.
3. No computers of any kind, or accompanying electronic equipment, will be provided.
4. Under certain circumstances projectors, cables, and screens can sometimes be provided.
5. All programs should consider alternatives to equipment: Can handouts be used? Could a flip chart be used?
6. Workshops and Pre-Conferences that absolutely require AV equipment must anticipate the cost of renting such equipment and build the costs into the fees for the session.
7. Regular panel for which AV equipment is absolutely necessary and for which personal equipment cannot be used will be subject to these understandings:
 - a. The request of AV equipment may not be met in all cases.
 - b. The request for AV equipment may be met in some circumstances only if the program participants are willing to pay for the rental of equipment.
 - c. The requests for overhead projectors must state a substantive reason for the equipment.

Adopted by the WSCA Executive Council, February 1996.

Suggested Procedures for Judging Competitive Papers

If your WSCA Interest Group receives competitive papers, be certain you notify the authors when you begin to process their papers. The authors need to know that you have the paper and that you will process it as a competitive paper.

Many Interest Groups have established procedures for selecting reviewers, and some may have procedures for undertaking the judging. You can find such procedures in the Interest Group's Bylaws. If there are no procedures, the Program Planner should select individuals representing a variety of perspectives within the Interest Group. Geographical diversity is also encouraged.

Some Interest Groups divide the work among a large group of readers, making sure that at least three readers get each paper. Readers should be asked to make three judgments: 1) a rank order judgment (with no two papers tied); 2) a quality judgment, typically on a 100-point scale, with papers being allowed to be tied; and 3) a convention quality judgment, which is typically done as a yes/no recommendation of "presentable" or "not presentable."

If you have requested a "Top Three/Four" panel, you will need to determine which papers are the Top Three/Four. If your reviewers take the quality ratings task seriously and then show some discernment about the quality of the work, then the best way to select top papers is by summing the quality ratings. It would be helpful if your reviewers have clear instructions on the use of quality ratings. If two papers are close, you might want to use the sum of the rankings for additional information. If the quality ratings lack validity (particularly if the ratings are clumped at the high end or there are wild inconsistencies in the ratings from the reviewers), then it is probably best to rely on summing the ratings of the papers to determine the top papers. Some planners find short (two or three sentence) commentary on each paper from the reviewers helpful in making final decisions about Top Three/Four papers. Sometimes the planner may need to consult with a set reviewers on the final determination of the Top Three/Four papers.

The deadline for reviewers to submit their reviews to Interest Group program planners is Tues, October 1, 2020. The deadline to submit your program materials to the President-Elect is Fri, October 11, 2020. There is a very quick turnaround required between submissions and when you must send materials to the President-Elect.

Planner's Submission Instructions for Competitive Paper and Panel Sessions

(Due: October 11, 2019)

Session Requests/Comments

Be prepared to indicate what sorts of time constraints, if any, (e.g., a certain day or time-slot or needs of individual participants) should be taken into account in scheduling each paper/panel session. Every attempt will be made to honor these requests. Please avoid broad requests such as “no early paper/panel sessions” or “no Monday paper/panel sessions.” The more specific you make your request, the better.

Co-Sponsored Sessions

Co-sponsored sessions are strongly encouraged, especially those that address the theme “Communication, Agitation, and Justice.” Only one interest group should submit a co-sponsored paper/panel session but should list all Interest Group sponsors. Generally, the group originating the session idea submits the program proposal.

Suggestions for Acceptance and Rejection Letters

When you hear from the President-Elect about the scheduled paper/panel sessions for the 2020 Convention (around November 1), please send out acceptance and rejection letters. Suggestions for the letters are below. You may also find samples in your Interest Group documents.

In your acceptance letter to chairs, presenters, and respondents:

- Send instructions for paper/panel session chairs and respondents (see suggestions below) and include time limits for all speakers on the session.
- Send paper/panel session participants specific times and dates of their presentations. Please also say that times and dates may change and they should check the final program on the WSCA website on November 27, 2019. Include *Advice for Convention Presenters* with your letter (p. 21).
- Include WSCA's website (www.westcomm.org) on all correspondence, so that submitters may check the web site for specific information.
- Remind all authors and presenters that they may revise their papers and presentation information if they wish, but they then must send that revision to the session chair and any respondent no later than one month prior to the convention.

In your rejection letters:

- Be sensitive in the language you use.
- Provide as much information as is available about the process used to evaluate competitive papers and program proposals.
- Encourage submitters to attend the convention and to submit again in the future.

C. Ensure that facilitators and respondents know to access competitive papers by Friday, November 1, 2019. When acceptance letters for competitive papers and program proposals go out, send the up-to-date list of competitive papers to your respective program respondents, along with the relevant details on how they can access those papers from Attendee Interactive. Send them *Responsibilities of Competitive Paper/Panel Session Respondents or Facilitators* (p. 23) as well.

Advice for WSCA Convention Presenters

(Send with acceptance email/letter)

“Why can’t presenters communicate better?” is a very common complaint from convention audiences. The following statements are from a number of successful presenters.

1. Deliver an extemporaneous talk about the paper (planned, but not canned!). Do not read portions of the paper.
2. Consider the presentation a chance to invite people to read your paper. Strive for quality of information over quantity.
3. Share with the audience, emphasizing why this work is important, how the project/study emerged, and then focus on the findings. Make the presentation conversational and share the important conclusions. For quantitative studies, you may wish to concentrate on results and conclusions (what you found and what these findings mean to you and scholars in the discipline) instead of the statistics. With interpretive studies or rhetorical arguments, again select key themes, observations, or major claims.
4. To present a conference paper effectively, follow the rules of public speaking:
 - a. Know your time limit and practice so that you meet that limit.
 - b. Time yourself as you speak.
 - c. Consider your audience; that is, think about what would be most interesting for them to hear.
5. Use all the skills of a good public presenter including using an extemporaneous (i.e., conversational) style that is planned, practiced, and talk with the audience; and good eye contact are always preferred. Show enthusiasm for, and commitment to, your hard work by preparing and presenting well.

Courtesy Demands

1. Send a copy of your paper to the respondent well in advance of the conference.
2. Bring ample copies of your paper to the conference.

Responsibilities of the Competitive Paper/Panel Session Chairs

(Send to chairs when confirming their participation)

1. Please welcome the audience and indicate that this is one of the paper/panel sessions sponsored by your Interest Group (indicate co-sponsor when applicable) and give the title of the session.
2. Introduce all speakers at the beginning of the paper/panel session, but do not take too much of the time. Confirm the correct pronunciation of each participant's name before the session begins. Check also for any changes in title or paper authors.
3. Introduce each participant again prior to his/her presentation; please also announce the title of the paper about to be presented.
4. Please keep time and give each speaker a signal at an agreed-upon time and a final one-minute warning. It is important to keep on time so that each speaker gets his/her full time. Some chairs appoint time-keepers from members of the audience so that they do not need to shuffle notes to the presenters. Note that sessions are 75 minutes long. Assuming that you take 5 minutes for introductions, each participant should have approximately 10-12 minutes to present (assuming there are four papers and one respondent). This should leave time for the respondent and discussion.
5. At the end of the session, lead a discussion by recognizing people and regulating the length of their comments.
6. At the conclusion of the panel/program session, please thank the participants and indicate that there are other major convention activities (such as a keynote address) or sessions sponsored by your Interest Group (specify when) and a business meeting (specify time and place). Invite audience members to participate in conference activities and to support your Interest Group.

Responsibilities of Competitive Paper/Panel Session Respondents and Facilitators

(Send to respondents/facilitators when confirming their participation)

1. Respondents/facilitators can be an important part of the scholarly experience. This is especially true for students and first-time presenters.
2. The tasks of a respondent may vary. When called upon to respond to papers, the expectation is to provide insightful comments about the contributions each individual paper has made to a larger body of research and scholarship. Sometimes the respondent is able to weave a thematic frame into the presentation.
3. Respondents are encouraged to provide written comments about the more damaging aspects of a paper so that those points are not discussed publicly.
4. Facilitators have the task of developing useful questions that stimulate discussion. This discussion should include the audience. This role assumes that the facilitator will also field questions from the audience and encourage discussion about the information presented by the paper/panel session members.
5. Both respondents and facilitators should receive the paper/panel session papers with enough time to prepare comments for the convention. They should receive the papers no less than one month prior to the convention.

Pearls of Wisdom from Previous Planners

Use this Program Planner's Guide! Consult it early and often.

Contact your paper reviewers over the summer and remind them of deadlines.

Please proofread carefully; do whatever you can to ensure accuracy.

Do not procrastinate!! The Interest Group Program Planner should be proactive EARLY about personally soliciting manuscripts and program proposals from people. Do not rely on the official call for papers or the *WSCA News* to solicit submissions—do it yourself!!! Do it NOW!!!

Remember that you or your IG Chair can email or message your IG members anytime.

You are not reinventing the convention. Find the veterans who have been around, who can give you advice, and USE these people and their ideas.

Take this opportunity to shape your Interest Group's offerings. Propose a "Showcase" session or "Spotlight" an issue in your area. Review past convention programs for inspiration and/or ideas.