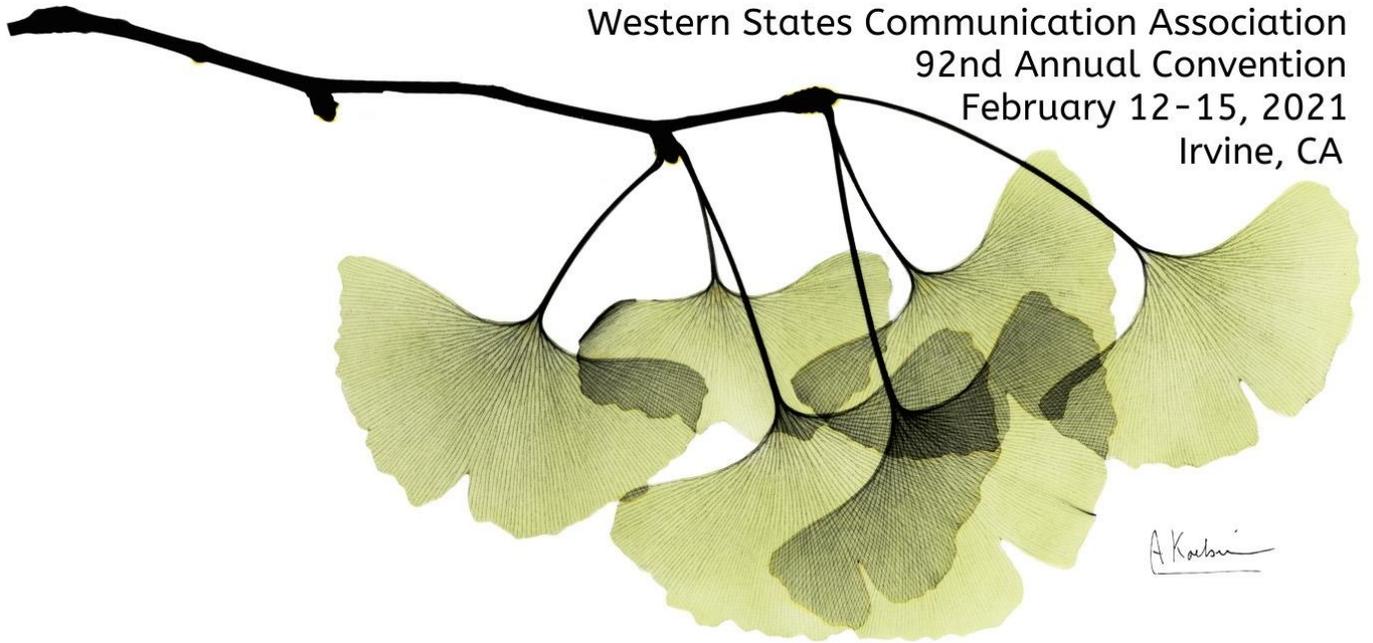


cultivate

Western States Communication Association
92nd Annual Convention
February 12-15, 2021
Irvine, CA



Interest Group Planner's Guide

Table of Contents

2021 WSCA Convention Contacts	3
Cultivate	4
Competitive Papers	5
Panel Session Proposals	6
Pre-Conference Workshop Proposals	7
Basic Course Conference Position Papers	10
Undergraduate Scholars Research Conference (USRC)	10
Institutional Review Board (IRB) Approval	10
A Note About Jargon	10
2021 WSCA Convention Planning Calendar	11
Interest Group Program Planner List	14
Past Program Distribution Information	17
WSCA Policy on the Use of Audio-Visual Equipment at Conventions	19
Suggested Procedures for Judging Competitive Papers	20
Planner's Submission Instructions for Competitive Paper and Panel Sessions	21
Session Requests/Comments	21
Co-Sponsored Sessions	21
Suggestions for Acceptance and Rejection Letters	21
Advice for WSCA Convention Presenters	23
Responsibilities of the Competitive Paper/Panel Session Chairs	24
Responsibilities of Competitive Paper/Panel Session Respondents and Facilitators	25
Pearls of Wisdom from Previous Planners	26

2021 WSCA Convention Contacts

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President-Elect

University of Montana

christina.yoshimura@umontana.edu

406-243-4244

Heather Hundley

Executive Director (until June 30, 2020)

Middle Tennessee State

Heather.Hundley@mtsu.edu

615-898-2412

Sara Hayden

Executive Director (starting July 1, 2020)

University of Montana

406-243-4333

Cultivate

February 12-15, 2021

Irvine, CA

In preparing for the 2021 WSCA convention I have been so grateful that we will take on the programming aspect of this event as a team. I am confident in your expertise, your connections to your interest group, and your dedication to WSCA. I want this convention to have your stamp on it, and to reflect the creativity and intellect that you will share from your interest group's area of the discipline. So in advance, thank you for your participation and your input as we move through this convention planning process together. I am so appreciative to have you on board!



Our 2021 convention will be held February 12-15 in Irvine, California. The theme of the convention is Cultivate.

The term “cultivate” is ripe with meaning in relation to our work in communication studies. Cultivation references breaking up the ground and amending it with missing nutrients to improve areas that are lacking. Cultivation entails nurturing new growth; providing resources for burgeoning shoots to reach their potential. Cultivation involves planting seeds as an intention for the future; a legacy to pass on to generations to come. In all of its many uses, cultivation is an *action*, and one that reflects intentional examination of the current state. Unless we deliberately and carefully work at cultivation we cannot build in the change and diversity inherent in a healthy ecosystem, and we risk languish and depletion.

In 2021 let us look for moments to cultivate our scholarship, pedagogy, and service to turn over new ground. What do we need to break open, break down, or break through so that we can encourage growth that is meaningful and sustainable? What areas require our attention and intention toward fertilization, hydration, pruning, or hybridization? Finally, how can we build a trellis of support for this growth that is both inclusive and equitable within our departments and institutions?

In both our formal programming and our informal interactions at the 2021 convention, let us intentionally create new relationships and deepen existing connections, cultivating in ourselves and others the vitality and variety necessary for flourishing.

Christina G. Yoshimura
WSCA President-Elect
Professor, The University of Montana

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

All papers and proposals, including pre-conference proposals, should be submitted online. Simply go to westcomm.org, Convention, 2021 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. Please instruct interest group members to create only one account in Attendee Interactive, and to check to see if they have an existing account before creating one. All interest group members should inform co-authors if they create an account on their behalf.** Submitters do not need to be a member of WSCA to submit work.

Competitive Papers	Deadline: 9/1/20
Panel Session Proposals	Deadline: 9/1/20
Pre-Conference Workshop Proposals	Deadline: 9/1/20
Basic Course Conference Position Papers	Deadline: 9/15/20
Undergraduate Scholars' Research Conference	Deadline: 12/1/20

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. These calls will be posted to www.westcomm.org after they have been tailored by each interest group. 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 midnight PST on Tuesday, September 1, 2020.

Research in Progress: Some interest groups sponsor "Research in Progress" programs. Papers submitted to these programs 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 midnight PST on Tuesday, September 1, 2020. Please address any competitive paper questions, comments, or concerns to the Interest Group planner or the Primary Program Planner, Christina G. Yoshimura.

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 provides opportunities for interaction among participants and attendees. We welcome programs co-sponsored with other interest groups. We particularly solicit programs that relate to the 2021 convention theme, “Cultivate.”

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. If accepted, additional explanations or details may be included 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 midnight PST on Tuesday, September 1, 2021. Please address any session proposal questions, comments, or concerns to the Interest Group Planner or Primary Program Planner, Christina G. Yoshimura.

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 12, 2021. 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 only) 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 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, Marnel Niles Goins, 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 midnight PST on Tuesday, September 1, 2020. Please address any

workshop proposal questions, comments, or concerns to the President Elect, Christina G. Yoshimura.

Basic Course Conference Position Papers

The Western States Communication Association invites participants for the Basic Course Conference (BCC) on Friday, February 12, 2021 at the WSCA annual convention in Irvine, CA. The Basic Course Conference focuses on issues in the basic communication course (broadly defined). In keeping with the conference theme, “**Cultivate**,” issued by Christina G. Yoshimura, President-Elect, this year's Basic Course Conference will address topics, concerns, positions, and perspectives in the Basic Course that might benefit from active cultivation. How can we better consider and understand what may be fruitfully and metaphorically pruned, hybridized, fertilized, and sown? Dr. Toniesha Taylor serves as this year's Basic Course Conference Coordinator.

We will shape this year's BCC borrowing from some of the framework created by Past President Michelle Holling and Past Basic Course Conference Coordinator Tom Dunn. The BCC will be constructed around perspectives, needs, and ideas that are articulated by interested attendees, resulting in sessions that engage, educate, and support the multiple positions within the Basic Course community (including course directors, graduate teaching assistants, community college faculty, temporary or term faculty, etc.). To achieve this end, the BCC invites position papers that will aid in creating the content and foci for the conference. We will use position papers to identify themes, as well as to build from the experiences/perspectives of interested attendees. We will facilitate sessions and conversations driven by the community's diverse interests, and work together to cultivate flourishing at the individual, course, and disciplinary levels.

Position papers submitted for the BCC must:

1. NOT exceed ONE (1) page in length, single spaced.
2. Include the name, institutional affiliation, e-mail address, and phone number of the participant. Participants are limited to one submission per person, though co-authored submissions are welcome.
3. Identify how you see yourself positioned relative to the basic course (for example: are you relatively new to the basic course, are you feeling burned out and in need of new ideas from decades of teaching the course, are you a chair or dean seeking assessment ideas or logistical assistance with the basic course, are you a graduate student who is new to teaching overall, etc.).
4. Explicitly pose a question, raise an issue, or offer a bid for change regarding a topic where cultivation is needed within the basic course. This question/issue/bid must be:

- a. **A single sentence.**
- b. **BOLDED and placed at the top of the position paper.**

For example, prospective participants might pose the following kinds of questions/issues/bids:

- a. *“How can we cross-pollinate our public speaking courses with contexts or content from other disciplines, such as public speaking and engineering or public speaking and the arts?”*
 - b. *“What can we do to provide support for our Basic Course instructors who are new to teaching the course?”*
 - c. *“An essential task of department chair should be to advocate for the Basic Course’s inclusion in the core of the college/university curriculum.”*
5. Then narrate how you would address this question, issue, or bid for change in a way that would aid our focus on **cultivation** at the 2021 Basic Course Conference.

We will not be utilizing AV equipment during the BCC; however, participants are welcome to bring handouts if desired.

Submitted position papers will be assessed on their relevance to the BCC, resonance with the conference theme, quality of writing, and potential for sparking a fruitful discussion at the BCC. Based upon these position papers, accepted participants will then be placed in roundtable discussion groups and/or thematic panels by the Basic Course Conference Coordinator. We will focus on active participation and interaction from participants rather than making BCC participants passive audience members.

Given the structure of the BCC, participants selected to join agree to attend and stay for the duration of the event (not to exceed 3 hours). The BCC will be held on the Friday morning of the WSCA conference, so participants should not plan to attend other conflicting Friday events (i.e. the Undergraduate Research Conference, morning or full day pre-conferences, local events, etc.).

There will be no cost associated with attending the 2021 BCC above and beyond registration for the WSCA convention itself. The BCC will also ensure that all discussion leaders are recognized in the conference program in order to secure institutional support.

Position papers will be submitted online at westcomm.org, Conventions, 2021 Submissions, and then when you are directed to the Attendee Interactive system select BCC as the interest group. All submissions should be in Microsoft Word or PDF format. Position papers must be received by midnight PST on Tuesday, September 15, 2020. If you have questions or concerns, please contact Basic Course Conference Coordinator Toniesha Taylor at toniesha.taylor@tsu.edu

Undergraduate Scholars Research Conference (USRC)

USRC submissions must be submitted online using the Attendee Interactive system no later than midnight PST on Tuesday, December 1, 2020. Go to westcomm.org, Conventions, 2021 Submissions, and then when you are directed to the Attendee Interactive system select USRC as the interest group. All submissions should be in Microsoft Word or PDF format. 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, Kimberly Harden at hardenk@seattleu.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, roundtables, 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.

2021 WSCA Convention Planning Calendar

February 2020	<p>Sat, Feb 22 7:45am-8:45am</p> <p>OR</p> <p>Sun, Feb, 23 8:30-9:30am</p>	<p>Required. Interest Group planners must attend one of these meetings. You do not need to attend both. If you are unable to attend, please send a representative.</p>
March 2020	<p>Fri, Mar 13</p>	<p>Interest Group planners send the following information to Executive Director Heather Hundley:</p> <ul style="list-style-type: none"> ● Newly elected officers, their affiliations, and email addresses ● Interest Group minutes ● Interest Group Call for Papers ● Any updated or revised bylaws <p>Interest Group planners send the following to <i>WSCA News</i> editor Maria Blevins: maria.blevins@uvu.edu:</p> <ul style="list-style-type: none"> ● Interest Group Call for Papers (the main call from the President Elect is usually included in whole or in part, and then amended with interest group specifications. ● Interest Group news (e.g., awards, honors, top paper recipients, etc.)
April 2020	<p>Mon, April 6</p>	<p>Call for Papers is distributed to membership via <i>WSCA News</i>, westcomm.org, and on the Attendee Interactive website.</p>
May - July 2020		<p>Interest Group planners contact Interest Group members to encourage program and competitive paper submissions. Interest Group chairs have administrative rights to your interest group page on the WSCA website and can post to encourage</p>

		submissions, update your IG page, blog, post IG pictures, and email your IG members.
July 2020	Mon, Jul 13	Interest Group planners review and update evaluation forms on Attendee Interactive.
August 2020	Mon, Aug 3	Submissions are open through Attendee Interactive.
September 2020	Tuesday, Sept 1 Thurs, Sept 3 Tues, Sept 8 Tues, Sept 15	Submissions are closed at 11:59pm PST. Interest Group Planners assign each paper and program proposal to reviewers. 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. President-Elect notifies Planners regarding number of paper/panel sessions available. *Do not send acceptance or rejection letters until after confirmation from President-Elect on November 2nd.*
October 2020	Friday, Oct 2 Fri, Oct 9 Fri, Oct 23	All reviews due to Program Planners. 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. President-Elect sends draft of program line-up to Interest group planners.
November 2020	Fri, Nov 2	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. 21-22 for details.) Interest Group Planners also

	<p>Friday, Nov 6</p> <p>Tuesday, December 15</p>	<p>send notifications to paper/panel session chairs and respondents. Interest Group Planners email papers to respondents for competitive papers. (See pp. 24-25 for details.)</p> <p>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).</p> <p>President-Elect Christina G. Yoshimura sends draft convention program to Executive Director to post on westcomm.org.</p>
December 2020	<p>Thursday, December 17</p> <p>Mon, Dec 21</p>	<p>Interest Group Planners do final proofreading of convention program and notify President-Elect of corrections.</p> <p>Final version of the convention program will be available on the WSCA website.</p>
January 2021	<p>Mon, Jan 4</p>	<p>Email Executive Director, Sara Hayden at sara.hayden@umontana.edu to request the allocated amount of money for your interest group. Include name of Interest Group, recipient name, award name, and amount requested. Each IG gets \$300. This can be used for certificates, plaques, award money, food/beverage, etc. Check with Sara if you have questions or ideas.</p>
February 2021	<p>Feb 12 - 15</p>	<p>WSCA Convention in Irvine</p>

Interest Group Program Planner List

2021 Primary Program Planner / President-Elect

Christina G. Yoshimura, University of Montana, christina.yoshimura@umontana.edu

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

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

2021: Kimberly Harden, Seattle University, hardenk@seattleu.edu

Communication and Instruction

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

2021: Kendra Rivera, California State University, San Marcos, kriviera@csusm.edu

Communication, Identities & Difference

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

2021: Toniesha Taylor, Texas Southern University, toniesha.taylor@tsu.edu

Communication Theory and Research

2020: Andy Gilmore, Colorado State University, andy.gilmore@colostate.edu

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

2021: Darrian Carroll, University of Maryland, darriancarroll@gmail.com

Community College

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

2021: Andi Zamora, Bellingham Technical College, azamora@btc.edu

Environmental Communication

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

2021: Stephanie Marek Muller, Florida Atlantic University, mullers@fau.edu

Freedom of Expression and Political Communication

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

2021: Krista Phair, Ohlone College, kphair@ohlone.edu

Health Communication

2020: Alaina Zanin, Arizona State University, alaina.zanin@asu.edu

2021: Alaina Zanin, Arizona State University, alaina.zanin@asu.edu

Intercultural Communication

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

2021: Fatima Zahrae Chrifi Alaoui, San Francisco State University, fzalaoui@sfsu.edu

Interpersonal Communication

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

2021: Jimmie Manning, University of Nevada, Reno, jimmiem@unr.edu

Language and Social Interaction

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

2021: Jerri Strickland, San Diego State University, jerristrickland@gmail.com

Media Studies

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

2021: Louis Rumpf, National University, lrumpf@nu.edu

Organizational Communication

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

2021: Veronica Dawson, California State University, Stanislaus,
vradevadawson@csustan.edu

Performance Studies

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

2021: Miranda Olzman, University of Denver, miranda.olzman@du.edu

Rhetoric, Culture, and Advocacy

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

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

2021: Benny LeMaster, Arizona State University, benny.lemaster@asu.edu

Western Forensics & Argumentation Association

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

2021: Michael Middleton, University of Utah, m.middleton@utah.edu

ORWAC

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

2021: Diane Keeling, University of San Diego, keeling@sandiego.edu

Past Program Distribution Information

Interest Group	2020 Denver	2019 Seattle	2018 Santa Clara	2017 Salt Lake City	2016 Mission Bay, San Diego	2015 Spokane	2014 Anaheim	2013 Reno	2012 Albuquerque
Communication & Instruction	12	11	12	13	15	10.5	15	10.5	14
Communication, Identities & Difference	15	16	--	--	--	--	--	--	--
Communication Theory & Research	5	3	6	5	6	5	5	7	9
Community College	8	15	16	11	13	11	13	10	11
Environmental Communication	7	5	7	12	9	8	5	9	8
Freedom of Expression & Pol Comm	3	3	2	4	1	3	6	4	2
Health Communication	6	9	6	6	5	2.8	6	3.5	3.5
Intercultural Communication	5	9	11	9	10	9.2	9	9.5	7
Interpersonal Communication	8	8	8	7	10	7.7	12	9	9
Language & Social Interaction	3	6	6	5	8	6	6	7	6
Media Studies	11	9	11	12	18	15	18	18	11
ORWAC	7	8	7	6	7	8.3	10	9	9
Organizational Communication	6	5	6	6	9	5.8	6	8.5	6

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
Performance Studies	12	10	13	10	11	10	11	9.5	9
Rhetoric, Culture, and Advocacy	14	15	16	18	16	17.5	18	18	17
Western Forensics Association	3	3	4	4	4	2	1	6.5	4.5
Other - NCA/ President-Elect	7**	3	4	1	2	7.2	11	3	2
TOTAL	136	138	135	129	144	130	152	142	128

**This includes the President's panels, which were not added to this column in previous years: Forensics Spotlight panel, Model Communication Program panel, NCA's panel, and Distinguished Scholar panel.

Business meetings are included in this tally of panel slots.

Generally, an Interest Group can anticipate receiving approximately 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. We encourage co-sponsorship of panels/programs between interest groups. One group will submit the program and claim it as one of their spots, but the other interest group(s) will be listed in the program as co-sponsors.

If you have a great program that puts you over your anticipated/previous 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. Pre-Conferences workshops 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. Reviewer forms can be found in the AI system for your interest group. Please be sure to follow your interest group bylaws regarding who can review/respond to papers and how papers should be reviewed.

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 of reviewers on the final determination of the Top Three/Four papers. Some interest groups allow for notes to the submitter and separate (confidential) notes to the planner.

The deadline for reviewers to submit their reviews to Interest Group program planners is Friday, October 2, 2020. The deadline to submit your program materials through AI to the President-Elect is Friday, October 9, 2020. There is a very quick turnaround required between receiving the reviews and your submission of your interest group's requests for programming through AI. Offerring a reminder to reviewers one week prior to the deadline is prudent.

Planner's Submission Instructions for Competitive Paper and Panel Sessions

(Due: October 9, 2020)

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 “Cultivate.” 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 2021 Convention (by November 2), please send out acceptance and rejection letters. Suggestions for the letters are below. You may also find samples in your Interest Group documents and in AI. Letters should be sent out through the AI system.

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 December 15, 2020. You may include information from *Advice for Convention Presenters* with your letter (p. 23) and you may also point them to our convention documents at www.westcomm.org that pertain to attending and presenting at conventions.
- 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 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. 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 or from the presenters. Send them *Responsibilities of Competitive Paper/Panel Session Respondents or Facilitators* (p. 25) as well.

Advice for WSCA Convention Presenters

“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, or provide a sheet where interested parties can list their emails to receive digital copies.

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. Please make sure that names and institutions as you have them listed are precisely as they appear in the AI account for each individual (i.e., no changes in abbreviations or form of name).

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—your interest group members will respond more favorably and quickly to personal requests from you.

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.