Hello Planners,

With my upcoming departure this Friday, March 17, below are some resources, information, and deadlines to keep in mind over the next few months. While this list is lengthy, this is all important information so please take a few minutes to read through it and if you have any questions I am here until Friday to assist you in any way. This text has also been added to the program planners webpage [www.natcom.org/planners](http://www.natcom.org/planners) so you do not have to search your email later to reference these dates and information. After March 17, please contact [convention@natcom.org](mailto:convention@natcom.org) with questions.

This is a recap of all upcoming dates; additional information is below.

* March 28: If you have not already done so, please have your reviewer pool and review feedback forms set up
* March 29: Submission deadline
* April 5: Deadline to assign reviewers to submissions
* May 3: Review deadline
* May 10: Scholar to Scholar transfer deadline
* May 15: Donald P. Cushman Award nomination deadline
* May 28: Deadline to provide your units Wandering Scholar to S2S planners (if applicable)
* May 31: Final session line up deadline
* June 1: Additional slot request deadline
* Mid-late June (date TBD): Send accept/decline email notifications
* Training webinars
  + Using NCA Convention Central – Part III recording from 2022 has been posted on the program planners webpage in lieu of live sessions.
  + Using NCA Convention Central – Part IV recording has been made for this year and posted to the program planners webpage in lieu of live sessions.
  + Please be sure to watch both of these sessions between now and end of April to stay on track with your work.
* Creating your unit’s reviewer pool
  + If you have not already done so, please complete this task prior to the end of March.
    - How to do this was covered in the first webinar training.
  + As a reminder, every submission must receive feedback. If your unit is taking submissions, you do need to be prepared to send them out for review.
* Submission deadline: **March 29 at 11:59 p.m. Pacific Time**
  + Most submissions are received in the last week, with a majority coming in the last 48 hours. As much as possible the week of March 27 please make yourself available via email to answer last minute questions.
  + Following the deadline, you likely will receive calls and emails from people who missed the submission deadline. In all cases, accepting a late submission is at your discretion.
    - Any late submissions will need to be made administratively so please email [convention@natcom.org](mailto:convention@natcom.org) for assistance.
* All submissions must be assigned at least one reviewer by **April 5**.
  + How to assign reviewers to submissions was covered in webinar training Part II.
  + Reviewers are not notified automatically that they have been assigned a review, you will need to notify them.
  + There are cases of email systems rejecting emails from convention central as spam. If you are having trouble reaching a reviewer, I would recommend emailing them individually outside of the system. Their email will be listed in your reviewer pool for easy access.
* Review deadline is **May 3 at 11:59 PM Pacific Time**
  + Leading up to review deadline monitor your reviewers status’ by using the Reviewer Status (By Submission) report for each submission type and contacting reviewers who still have work to do.
  + In some cases, emails sent from convention central do get sent to spam/junk folders. If you are not receiving a response from a reviewer, I would recommend contacting them outside of the system. All reviewer email addresses are available in the “manage call/reviewers” tab by clicking on the “manage reviewer pool” button.
* Scholar to Scholar transfer deadline is **May 10.** Scholar to Scholar was discussed in Training Webinar Part II but submissions should meet the following criteria:
  + - Submission was well reviewed, and would meet your units criteria for acceptance
    - Submitter indicated they would be willing to participate in this presentation format
    - Submission has a visual component
  + If any transfers are approved, you are responsible for providing at least one person to act as a Wandering Scholar (respondent) during the session.
    - Wandering Scholars names should be sent to S2S planners Clover Baker-Brown [bakercm@pgcc.edu](mailto:bakercm@pgcc.edu) and Heather Harris [hharris@stevenson.edu](mailto:hharris@stevenson.edu) by **May 28.**
  + The planners have until May 24 to make their decisions on transferred papers. If you receive an email that the transfer was approved then the submission will be accepted and programmed into Scholar to Scholar and a Wandering Scholar is required.
* Donald P. Cushman Memorial award deadline is **May 15**
  + The Cushman award honors the top-ranked student-authored paper from all NCA interest groups that competitively rank papers. This award is unique in that all nominations come from Interest Group planners.
  + Award call: <https://www.natcom.org/calendar/call-2023-nca-award-nominations>
  + You will need to include a PDF copy of the with all author information removed, and a separate file with the author information.
* Final Session Line Up: **May 31**
  + How to complete this task is discussed in the 4th webinar training. The recording of this training was just posted. This is all discussed in the training webinar but to reiterate:
    - All requests regarding scheduling of sessions, such as your interest group/affiliate business meeting, need to be included in the **Accommodations and Special Requests** tab when creating the session to be considered. This section cannot be edited after the session is finalized and emailed requests will not be considered.
    - When creating your sessions you do have to **complete all tabs and finalize the session in one sitting**. If you close your browser at any point while in the process of creating your session, and you did not finalize, you will not be able to access it again; you will have to start over. Title, description, and session participants can all be edited when the session is in your final session line up (post finalizing). AV requests and special requests cannot be edited once the session is finalized.
    - To add a **co-sponsor(s)** to your session click on the “add sponsor/co-sponsor” link listed with the session in your session builder tab. All the interest group/affiliates will be listed alphabetically, and it is only a matter of clicking the check box and saving to add your co-sponsor(s).
      * Only if the session is in your final session line up does it count against your total session allotment. Adding a co-sponsor to your session does not affect their total allotment. However, you should be communicating with the other unit’s planner(s) *before* adding a co-sponsor.
      * Please be sure to review the Special Requests on submissions as the submitter may have suggested or requested co-sponsorship as well.
    - **Do NOT send out any accept/decline notices until given the go ahead by the National Office. It is important that each interest group/affiliate send out these emails during the same time period.**
* Additional slot requests: **Due June 1**. All submissions that are being considered for additional slots should be left as “pending” in your manage submissions tab.
  + Email the following to [convention@natcom.org](mailto:convention@natcom.org) and cc [mngoins@marymount.edu](mailto:mngoins@marymount.edu)
    - Title and submission number of the session(s) to be considered for an extra slot
    - PDF copy of the submission(s)
    - Short rationale for granting an additional slot.
  + Additional slots are not considered until the entire original allotment is scheduled. It will be several weeks before a decision is made on these requests.