**Central States Communication Association**

**88th Annual Conference**

**Program Planner Guide**

***Dialogue***

**The Doubletree Hotel**

**Omaha, NE**

**April 3-7, 2019**

**Conference Planner and CSCA 1st VP:**

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**Table of Contents**

Conference Theme 3

Hotel Information and Omaha Highlights 4

Interest Group Planners 5

Unit Slot Projections 6

Program Planner Dates and Responsibilities 7

Program Planner Responsibilities – Explanations & Tips 8

Technology Policy 14

Panel Formats 15

Sample Paper Evaluation 16

Sample Panel Evaluation 17

Forms

 Unit Leadership 18

 Planners Report to Executive Director 19

**Call for Papers and Panels**

**Central States Communication Association (CSCA)**

**Annual Convention in Omaha, NE**

**April 3-6, 2019**

***Dialogue***

The leadership of the Central States Communication Association (CSCA) invites competitive papers, panel discussions, and performance sessions for the 88th Annual Convention in Omaha, NE. Members are urged to reflect on the theme of *Dialogue* and how we might create spaces of dialogue about *research, teaching,* and *service and creative collaboration* between our members, conference attendees, and communities. We encourage you to think outside of the parameters and structures that often limit our interactions at conferences—such as interest groups, methodologies, sub-disciplinary silos, teaching interests, and professional foci. When you are planning your panels and programs for 2019, consider ways that we can construct authentic dialogue in communication situations where we talk with rather than to each other.

Faculty, students, independent researchers, and community members are all encouraged to submit and attend the convention. University and community partnerships are particularly welcome. Submissions inclusive of all methodological perspectives in the communication discipline are expected and embraced.

Look for specific calls and submission information from each of the 20+ CSCA interest groups, caucuses, and sections. For questions about the general call or the 2019 annual convention, please contact Chad McBride, 2019 program planner, at CSCAomaha@gmail.com.

**Hotel Information and Milwaukee Highlights**

**Hotel Address and Contact Information**

DoubleTree by Hilton Hotel Omaha Downtown

1616 Dodge St

Omaha, NE 68102, USA

Tel: +1 402-346-7600

**Rate Information**

*Complimentary high-speed internet in all guest rooms in the CSCA block.*

**Room, Double** $139

**Room, King** $139

**Hotel and Room Highlights**

Business Center

Pet-friendly Hotel

Free Airport Shuttle

Free Shuttle around Downtown Omaha

Room Service, Two Restaurants, and Coffee shop/cafe

Indoor Pool

Fitness Center and Free Bicycles on site

**Omaha Highlights**

Attractions, Dining, and Shopping: Downtown Omaha is home to some of the US’s top companies, but you’ll also find the historic Old Market district here. This area is 6 blocks from the hotel or you can access it using the free hotel shuttle. You can walk around its brick-and-cobblestoned streets among restored 19th-century warehouses now house loft apartments, independent boutiques and bookstores, galleries, and many restaurants. The Joslyn Art Museum is blocks from the hotel. It is housed in a 1931 Art Deco building clad in pink marble and includes beautiful standing and visiting exhibits. Also, within range of the free shuttle is the Durham History Museum housed in a historic train station. Also within a few blocks is TD Ameritrade Park (home of the College World Series) and Holland Performing Arts Center.

Outdoor Activities: The hotel is located near the river front where there are nice running/bike pathways where you can cross a pedestrian bridge into Iowa. Additionally, the #1 ranked Henry Dorley Zoo is near downtown is open year round with a lot of outdoor and indoor exhibit options.

**CSCA 2019 Interest Group Planners**

**Adjunct and Temporary Faculty**: Heather Nesemeier, Minnesota State University—Moorhead

**Argumentation and Forensics**: Julie L. G. Walker, Southwest Minnesota State University

**Basic Course**: Joshua N. Westwick, South Dakota State University

**Communication Education**: Sandra L. Pensoneu-Conway, Southern Illinois University—Carbondale

**Communication Ethics, Activism, and Social Justice:** Kristine Nicolini, University of Wisconsin—OshKosh

**Communication Theory**: Jenna L. Currie-Mueller, North Dakota State University

**Community College**: Tammie Wiebers, North Central Missouri College

**Ethnicity, Race, International, & Class Concerns**: TBD

**Graduate Student**: Maureen Wieland, Purdue University

**G.I.F.T.**: Aaron V. Burton, Tiffin University

**Health Communication**: Andrea Iaccheri, University of Nebraska, Omaha

**Instructional Resources**: Kelly L. Adams, Illinois State University

**Intercultural** **Communication**: Eddah Mbula Mutua, St Cloud University

**Interpersonal and Small Group:** Allison R. Thorson, University of San Francisco

**Media Studies:** Jennifer C. Dunn, Dominican University

**Organizational & Professional Communication:**Sara Riforgiate, Kansas State University

**Performance Studies and Theatre:** Jake Simmons, Missouri State University

**Political Communication:** Terri Easley-Giraldo, Johnson County Community College

**Popular Culture:** Adam Tyma, University of Nebraska—Omaha

**Public Relations**:  Deborah Sellnow-Richmon, Columbus State University

**Rhetorical Theory & Criticism:** Kristi Scholten, Ferris State University

**Sexual Orientation & Gender Identity:** Rebecca Johnson, University of Kansas

**States Advisory Council:** Kimberly Weismann, Williston State College

**Undergraduate Education and Administration:** Malynnda Johnson, University of Mount Union

**Women’s Caucus:** Elizabeth Ribarsky, University of Illinois, Springfield

**CSCA 2019 Unit Slot Projections**

*Note from the planner:* ***These numbers are a starting point.*** *Submit everything that you believe should be slotted, whether the number of submissions is above or below the listed projections.*

|  |  |
| --- | --- |
| **Unit** | **Projected****Slots** |
| Adjunct/Temporary Faculty Caucus | 4 |
| Argumentation and Forensics Interest Group | 6 |
| Basic Course Interest Group | 9 |
| Communication Education Interest Group | 11 |
| Communication Ethics, Activism, and Social Justice Interest Group | 4 |
| Communication Theory Interest Group | 9 |
| Community College Interest Group | 7 |
| CSCA First Vice President | 6 |
| CSCA President | 2 |
| Ethnicity, Race, International, & Class Concerns | 3 |
| Federation Prize Presentation | 1 |
| G.I.F.T. | 6 |
| Graduate Student Caucus | 7 |
| Health Communication Interest Group | 8 |
| Instructional Resources Interest Group | 7 |
| Intercultural Communication Interest Group | 10 |
| Interpersonal & Small Group Communication Interest Group | 15 |
| Media Studies Interest Group | 11 |
| NCA Informational Panel | 1 |
| Organizational & Professional Communication Interest Group | 11 |
| Performance Studies & Autoethnography Interest Group | 5 |
| Political Communication Interest Group | 10 |
| Popular Culture Interest Group | 10 |
| Public Relations Interest Group | 7 |
| Rhetorical Theory & Criticism Interest Group  | 11 |
| Sexual Orientation & Gender Identity Caucus | 8 |
| Short Courses | 7 |
| States Advisory Council | 10 |
| Undergraduate Education & Administration Section | 4 |
| Undergraduate Research Honors Conference | 9 |
| Women’s Caucus | 11 |

**CSCA 2019 Program Planner Dates and Responsibilities**

|  |  |
| --- | --- |
| **Date** | **Responsibility** |
|  |  |
| April 5-7, 2018 | Attend Program Planner Meeting and Unit Meeting |
|  |  |
| April 7, 2018 | Submit Unit Leadership Form F to Katie Cesa at registration desk |
|  |  |
| April 25, 2018 | Submit Unit Call for CSCA website to Chad via email |
|  |  |
| May 15-30, 2018 | Send Unit Call in an Email to Chad (to go to unit membership) |
|  |  |
| August 15-30, 2018 | Submit Unit Call to CRTNET, social media, etc |
|  |  |
| September 1, 2018 | Send Unit Call to Unit Members and Encourage Submissions Again |
|  |  |
| September 15, 2018 | Contact Reviewer Volunteers and Verify Service |
|  |  |
| September 26, 2018 | Contact Unit Members, Reminding them of Upcoming Deadline |
|  |  |
| October 10, 2018 | Receive Submissions and Prepare for Review |
|  |  |
| October 12, 2018 | Send Submissions for Review |
|  |  |
| October 26, 2018 | Receive Reviews |
|  |  |
| November 12, 2018 | Submit Unit Panel/Paper rankings, Awards, etc  |
|  |  |
| December 14, 2018 | Receive Program Proofs |
|  |  |
| December 18, 2018 | Contact Submitters with Acceptance or Rejection |
|  |  |
| December 20, 2018 | Respond to Program Proofs |
|  |  |
| February 1, 2019 | Contact Unit Members, Encouraging them to Register and Book Hotel |
|  |  |
| March 1, 2019 | Contact Unit Members and Encourage Attendance |
|  |  |
| March 8, 2019 | Verify Respondents Possess Papers for Review and Act Accordingly |
|  |  |
| April 3-6, 2019 | Enjoy the Conference |

**CSCA 2019 Program Planner Responsibilities – Explanations and Tips**

First, thank you for your important service to CSCA. The programmer planner plays such a fundamental role in making a great conference. I look forward to working with you in preparation for the 2019 convention. I will do my best to answer any questions you may have. And please, if you have any questions, ask me (CSCAomaha@gmail.com or cmcbride@creighton.edu). Please do not contact Kathie Cesa. She is under contract with CSCA, and we are charged every time she is contacted with a member concern. If you contact her about planning, you will have the charges deducted from the $100 allocation you have for your unit and you will have to wait longer for an answer as she forwards that message to me.

**Attending the Unit Meeting**

The program planner is the incoming chair of the Unit and will take over the meeting once previous and present business has been addressed. It is the responsibility of the newly-established chair to address new/upcoming business which includes planning for the next conference. This is a good opportunity to gather volunteers to serve as reviewers, chairs, and respondents. This is also a good opportunity to begin generating panel ideas. Members of the 2019 Conference Team will visit the meeting of each Unit in order to discuss the conference, answer questions, take suggestions, and encourage attendance.

Tips: Use the time at the Unit meeting to complete Form F. It needs to be left with Kathie at the

 registration desk by the last day of this year’s conference.

Send a sign-up sheet that gathers contact information and a willingness to serve as chair, reviewer, and/or respondent. A quick scan for legibility will prevent associated problems in the future.

Make sure the secretary records panel ideas as they are generated. It is also good to record names of people who express interest in a given panel idea. Be sure to keep this information for later use.

**Submitting the Unit Call**

Your Unit most likely has a call that has been passed down and is slightly modified each year. Feel free to modify the document as you see fit. It is your opportunity to make a positive contribution and impact on the Unit. However, please make your guidelines (like the due date) and procedures consistent with those of other Units and with the general call to minimize confusion.

For consistency, each Unit call must include the following centered at the top of the page:

**DIALOGUE COMMUNICATION INTEREST GROUP**

Call for Papers and Panels

Central States Communication Association (CSCA)

Annual Convention in Omaha, NE

April 3-7, 2019

*Dialogue*

Include a paragraph or two explaining the purpose of your Unit, conference theme, what types of proposals you are seeking, and what types of topics you are seeking. A list of the most common panel formats is located on Page 15. You may simply solicit topics of a general nature, such as in the example provided below. Or, you may wish to provide specific examples of topics, perhaps those generated at the business meeting. Further, indicate that strong preference will be given to those panels that include panelists from multiple institutions. Finally, if your Unit has established awards, include that information here as well.

*The Dialogue Communication Interest Group invites the submission of competitive papers, panels, roundtable discussions, and innovative programming for the 2019 CSCA convention in Omaha, Nebraska. The purpose of the Dialogue Communication Interest Group is to promote the interests of faculty and students, as well as others interested in the way our communication promotes Dialogue. A range of topics encompassing Dialogue are welcome, and we especially encourage members to address issues related to the convention theme of Dialogue. In terms of panels, preference will be given to those with panelists representing multiple institutions rather than representing a single institution.*

Next, include submission details for your interest groups. Submission details must be included for both competitive papers and panels. For papers, remember to specify that only completed papers will be accepted and that author name and identifying information must be removed.

*Papers: Only completed papers will be accepted. Papers must include a title and a brief abstract. Graduate students should type “STUDENT” on the upper right-hand corner of the title page.  If the paper will be a graduate student debut, please type “DEBUT STUDENT” on the upper right- hand corner of the title page.  To be considered a graduate student debut paper, (1) the author must be a graduate student, (2) the paper must have single authorship, and (3) the paper must be the author’s first paper to be presented at CSCA. Indicate if author(s) are CSCA members Author names and any identifying information must be removed prior to submission.*

Next, include notice that technology requests must be made at the time of submission. The association’s complete technology policy can be found on Page 14. Finally, include the deadline for submissions and where to send submissions.

*All technology requests must be made at the time of submission.*

 *Submissions must be received by* ***October 10, 2017****.*

*Send submissions electronically through our online system via the CSCA website.*

**Contacting Unit Members**

Some Units maintain a dedicated social networking site page and/or a listserv. These are helpful ways to provide information about the conference, to enable members to maintain contact as well as to generate and collaborate on ideas, and to provide information about the conference and to encourage attendance. If your Unit does not have such a site or listserv, you may want to consider developing one while program planner for your group.

At minimum, you should maintain contact with your group through email. Correspondence through email is encouraged even with the above resources, since many members may not visit the social networking site page or participate in the listserv.

To contact all members of the Unit, all you have to do is submit your message to Chad McBride: CSCAomaha@gmail.com. Do not send them to Kathie Cesa.

Tips: Encourage potential submitters to put people from multiple institutions on their panels. Additionally, no one person should serve more than one role on a panel. For example, a chair should not be a paper presenter or discussant on the same panel.

It is good to keep in contact with members, but do not overwhelm them with messages. Keep in mind that our members have multiple Unit affiliations and receive email from all of them.

Be sure to provide members with relevant information but also be sure to generate excitement and encourage participation. This is an opportunity for you to assist the association and to develop the presence of your group.

**Submitting Unit Call to CRTNET**

CSCA is always looking to attract new members and to include people from beyond the region. CRTNET (<https://www.natcom.org/crtnet/>) is one way to reach nonmembers of the association. Also feel free to submit the call for your Unit to other listservs associated with the focus of your group and to send the call for your Unit to scholars who may be affiliated with your area but who are not members of the association.

Tips: When submitting the call on CRTNET or other listservs, do not just use *Call* or *Call for Papers and Panels* or something similar as your title, since such titles will likely not catch the attention of interested parties when presented at the top of the message. Instead, use a title that ensures readers will know what your announcement entails. For instance: *CSCA 2019 “Difference” Call for Papers and Panels*. You may also want to include the name of your unit in the title.

Also when submitting the call on CRTNET or other listservs, be aware that formatting (bolding, italics, and tabs) may not transfer and may interrupt the spacing of your post. Accordingly, it is best to remove such formatting prior to submitting your post.

**Receiving Submissions and Preparing for Review**

For competitive papers, also verify that the paper does not include author name or any other identifying features (be sure to check the Properties). If the online submission is incomplete, or if the paper includes identifying material, notify the submitter what must be done in order to ensure review. As we learn more about the online submission system, I will have more tips for you.

Your Unit may have its own rubrics for reviewing papers and panels. In this new online system, we assume each division can have its own rubric. However, as we learn this system, we will let you know.

When sending papers and panels to reviewers make sure to include (a) how many papers/panels are being sent for review, (b) specifications and guidelines for reviewing, and (d) the deadline to submit reviews.

Tips:

When preparing competitive papers for anonymous peer review, make sure author identification is not evident in the Properties section or in the author signature section of the document.

One reviewer should be able to handle around 6-8 submissions in the specified time period. You are strongly urged to use three reviewers for each submission, if at all possible. Thus, Reviewers 1, 2, and 3 could review Submissions #1-8. Reviewers 4, 5, and 6 could review Submissions #8-15, and so on. It is important to balance submissions so one person is not reviewing unequally to other members.

As the deadline for reviews nears, send a reminder to reviewers about the approaching deadline. If you have not received materials from a reviewer by the day after the deadline, it is more than acceptable to contact them.

Unfortunately, sometimes a reviewer does not complete the assignment. Consider calling upon a unit member that has not reviewed for you to complete the task, being careful not to give them more than they can handle in the extremely short turn around time. In fact, it may be necessary to split one reviewer’s load amongst two members.

Keep all documents related to the programming of your group until after the conference.

**Preparing and Submitting Proposal Forms**

Once the reviews are returned, you can then go about preparing and submitting the panel proposals for your group. In doing so, you will use (a) organize your papers into panels in the online system, (b) rank your panels within your division, (c) submit online forms for top competitive paper, panel, and other division/caucus awards, and (d) submit the Student Debut Panel.

**Developing Competitive Paper Panels**: The first thing you may wish to do is to develop panels for the competitive papers. These panels usually include at least three but no more than five papers. These panels will also need to have a chair and a respondent. As with the guidelines set for paper panel submissions, a single person should not assume both roles. Rewarding paper reviewers with these positions is customary, but you may also draw from your list of volunteers from the previous business meeting. In either case, make sure you contact each person to make sure they are willing to serve in this capacity. You will also need to develop a title and description for each competitive paper panel created.

Tips: When developing titles for competitive paper panels, strive to develop titles which include the conference theme, are memorable and are likely to draw an audience. This same advice applies to the descriptions of these panels.

**Ranking Your Panels**: To help Chad McBride slot your panels, you must rank all of the panels you are submitting from the highest rated to the lowest rated. The highest rated panels will usually receive the most favorable time slots, while the lower rated panels will usually receive less favorable time slots. Generally, competitive papers, especially those featuring top ranked or award winning papers, are ranked near the top of this list. However, the ranking of your panels is based on your discretion. **Also, be sure to include a greater number of panels than your Unit is allotted. If at all possible, Units will receive more slots and be able to program more panels than indicated.**

Tips: Although it is good and advisable to pay close attention to the feedback of your reviewers, you ultimately decide the rankings of your group. Accordingly, if you disagree with how the rankings turn out, you are not bound by them. You are the program planner for your Unit and are ultimately responsible for what is moved forward.

As program planner for your group, it is also your prerogative to develop a premier panel or panels of your own. These panels should include the best of the best scholars in your area and ideally correspond with the convention theme. If, for some reason, your Unit receives fewer submissions than will fill its allotted slots, developing panels to fill those slots is especially encouraged.

 It is not necessary to include your Unit’s business meeting on this list.

**Organizing Panels in Online System** In the online system, you will be able to create the paper panels (put the papers into groups). This will include a program copy of the panel, exactly as it may appear in the program. A discussion panel model and a paper panel model are included on this form to help guide you in the completion of the program copy.

Tips: You must use your editorial license to rewrite the program descriptions and program titles as you see fit so that they are grammatically correct and clear.

Make sure presenter names and institutions are accurate and spelled correctly. Also make sure presenter names are consistent. For instance, if a person appears on more than one of the panels you are submitting, their name should be the same in all cases (i.e., Minnie M. Planner, Minnie Planner, or Minnie Marie Planner, not multiple versions).

Institutions should also be consistent. In one regard, a single presenter should have the same institutional affiliation, if appearing on more than one panel. In another regard, institutions should be written in the same format. Do not use abbreviations (i.e., University of Iowa, not U of Iowa or other variation).

Use a comma for schools with directions or place names in the title rather than a hyphen (i.e., University of Minnesota State, Mankato, not University of Minnesota State - Mankato).

**Reviewers for your Group**: In the online system, you will be able to assign reviewers. We should be able to pull this information from the online system, but if not Chad McBride will ask you for these names so that they can be acknowledged for their service in the program.

Tips: Only include those individuals who actually reviewed. Do not include those individuals who volunteered but ultimately could not serve or those individuals who never returned their reviews.

 Make sure names and affiliations are consistent as discussed above.

**Top Paper/Panels**: If your group has an award for the top competitive paper and/or the top panel, we will ask you for this information in one place either online or in a form that Chad McBride will provide.

Tips: When completing the paper awards, include all authors if the paper is a co-authored piece. When completing the panel award, include all participants (i.e., chair, presenters, and respondent, if applicable).

 Make sure names and affiliations are consistent as discussed above.

**Top Graduate Student Paper:** We will ask you for this information only if your Unit received a graduate student debut paper. Send the completed form and an electronic copy of the paper so that it may be considered for the Past Officers’ Debut Graduate Student Debut Program award. To be eligible for participation in the Debut Program, (a) the author must be a graduate student, (b) the paper must have single authorship, and (c) the paper must be the author's first paper to be presented at CSCA.

**Submitting all of this information**: These forms are due no later than **November 12, 2018**. However, please send them as soon as they completed; the earlier the better.

**Receiving and Responding to Program Proofs**

You will receive program proofs on or about **December 14, 2018** and will need to return them with corrections by **Dec. 20, 2018**. It is very important that these proofs are reviewed carefully and completely.

**Contacting Submitters with Acceptance or Rejection**: Once you have received the proofs, you will be able to contact submitters about the status of their submissions. It is imperative that you contact everyone who submitted. Failure to do so is extremely unprofessional and discourteous. In the new online system, you should be able to assign the respondents so that they can see the papers they need to respond to electronically. If this is not possible (as we hope), then we will do like in years past and have you remind authors to send their respondents the papers 4-6 weeks in advance. Do not let anyone know about days and times of panels, since these may change between this point and the final version of the program. Remember to contact chairs and respondents of competitive paper panels as well.

Tips: When contacting submitters be sure to include the specific title of the submission and the Unit you are representing.

 Regardless of the status of their submission, genuinely thank the person for their submission.

Use tactful professionalism when rejecting a submission. When you reject a competitive paper, include a rationale for the rejection. Be kind, informative, and supportive. Encourage revision and resubmission for CSCA 2019. The same things apply, although to a lesser degree, when rejecting panels. People will remember how you offer rejection of a submission more than how you offer acceptance of a submission. When rejecting a submission, indicate that you still hope to see the person at the conference and encourage their attendance.

 Let all submitters know that they will receive information about the conference program, registration, and hotel registration by January. Remind them that the conference hotel will fill quickly, and so they should reserve as soon as possible if they wish to stay at the official conference hotel.

**Submitting Your Unit Report to the Executive Director**

Each Unit must send the 2019 Program Planner’s Report to Chad Edwards, CSCA Executive Director, by Jan. 1, 2019. Failure to do so means that your Unit will not have award certificates for the convention, nor will your Unit be able to spend any of its $100 fee allocation. See this form for more details, including Jimmie’s contact information.

**Technology Policy**

CSCA will attempt to provide multimedia projectors and speakers based on financial considerations to all presenters who request them at the time of the program submission.

CSCA is unable to approve requests for equipment such as personal computers, laser printers, satellite links, teleconference equipment, DVD/VHS players, or Internet access. CSCA members or individuals attending the convention either may elect to rent such equipment from the convention hotel at their own personal expense or may bring their own equipment, unless prohibited by the convention hotel (Please check beforehand with the Executive Director about the convention hotel policy). If individuals provide their own equipment, the hotel may elect not to help if service is needed. If the hotel does help and assesses a fee, the individual requesting help is responsible for all charges.

Any technology request made by CSCA participants at the convention that was not requested at the time of the program submission cannot be charged to CSCA.

**Panel Formats**

The most common panel formats are listed below along with their descriptions. However, feel free to be creative in the panels that are developed and proposed.

**Competitive Paper Panels** are those including competitively-selected papers grouped together by the program planner. These panels must have a *chair* to introduce each paper and to moderate the discussion and a *respondent* to discuss connections between the papers and to provide supportive criticism and guidance. Scholars filling these roles will be selected by the program planner. Generally, these panels will include at least three but no more than five papers. It is especially important to limit the number of papers included so that sufficient time is allowed for the delivery of the papers, for the respondent’s feedback, and for the audience to provide questions and reactions following delivery of the papers and the response.

**Paper Panels** are those including completed papers encompassing a specific topic. These panels must have a chair, but a respondent is not always necessary. Generally, these panels will include at least four but no more than five panelists. Audience questions and reactions usually are reserved until after everyone on the panel has presented their paper.

**Discussion Panels** are those including 4-7 panelists who provide a brief opening statement concerning a topic and then engage in discussion. These panels must have a chair to introduce the panelists and to moderate the discussion. Audience questions/participation are encouraged.

**Spotlight Panels** are those dedicated to a scholar, a body of scholarship, or a specific piece of research (i.e., book or article). The subject of these panels must be determined by the sponsoring Unit to have made a significant contribution to the discipline. Generally, these panels include 4-7 panelists with a connection to the subject of spotlight who offer a prepared statement. A chair must be included to introduce the panelists and to moderate the session. If possible, the subject (i.e., scholar or author) will serve as respondent. Audience questions and participation are strongly encouraged.

**Debate Panels** are those featuring two debaters or two teams of debaters offering pros or cons and rebuttals concerning a predetermined topic or resolution. These panels usually include a chair to introduce the panelists and to moderate the debate. Audience questions and reactions are encouraged following the debate. It is also possible that the audience may be asked to determine the “winner(s).”

**Sample Paper Evaluation**

*Complete this form for each competitive paper. Use as a general standard what you consider to be an average CSCA paper presented at recent CSCA conventions. By this standard, if you consider a paper to be an average paper, you should assign it a 4. If it is below average, assign it a value between 1 and 3. If it is above average, assign it a value between 5 and 7.*

**Manuscript Title**:

**Manuscript Number**:

**Overall Rank**:

**Evaluation** (Circle or bold the applicable ratings)

**Conceptual Framework**

Below Average 1 2 3 4 5 6 7 Above Average

**Method and Analysis**

Below Average 1 2 3 4 5 6 7 Above Average

**Presentation (Organization, Grammar)**

Below Average 1 2 3 4 5 6 7 Above Average

**Discussion and Conclusion**

Below Average 1 2 3 4 5 6 7 Above Average

**Program** (Circle or bold the applicable response)

YES NO

**Sample Panel Evaluation**

*Complete this form for each panel. Use as a general standard what you consider to be an average CSCA panel presented at recent CSCA conventions. By this standard, if you consider a panel to be an average panel, you should assign it a 4. If it is below average, assign it a value between 1 and 3. If it is above average, assign it a value between 5 and 7.*

**Panel Title**:

**Panel Number**:

**Overall Rank**:

**Evaluation** (Circle or bold the applicable ratings)

**Clarity of Purpose and Format**

Below Average 1 2 3 4 5 6 7 Above Average

**Institutional Diversity of Panelists**

Below Average 1 2 3 4 5 6 7 Above Average

**Appropriateness of Panelists (Expertise, Experience)**

Below Average 1 2 3 4 5 6 7 Above Average

**Anticipated Interest of Conference Attendees**

Below Average 1 2 3 4 5 6 7 Above Average

**Program** (Circle or bold the applicable response)

YES NO

**2018-2019 UNIT LEADERSHIP**

*Please complete and return to the registration desk by the final day of the 2017 conference.*

**Unit Name**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Chair**

 **Professional Name**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 **Affiliation**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 **Address**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 **Email**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 **Telephone**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Vice-Chair**

 **Professional Name**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 **Affiliation**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 **Address**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 **Email**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 **Telephone**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Secretary**

 **Professional Name**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 **Affiliation**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 **Address**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 **Email**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 **Telephone**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**2019 Planner’s Report to the Executive Director**

*Please submit to Chad Edwards at* csca-13@wmich.edu *by Jan. 1, 2019.*

**Planner Name:**

**Planning Unit:**

**Email: Phone:**

**UNIT AWARD INFORMATION.** *If you do not offer an award in a specific category, please mark with N/A.*

1. Top Paper Title:

Author(s), title(s), and institution(s):

Quote about paper from planner (to be used in press releases):

1. Top Student Paper Title:

Author(s), title(s), and institution(s):

Quote about paper from planner (to be used in press releases):

1. Top Panel Title:

Author(s), title(s), and institution(s):

Quote about paper from planner (to be used in press releases):

**EXPENDITURES.**

Do you give cash awards for your awards? If so, please list the amounts for each here and who should receive the check. This information should be in your Unit bylaws. *Remember, only one check can be written for each award.*

Do you have any other expenses you wish to have covered? *Remember, unless you have an endowed award within your Unit, you are limited to $100 worth of expenditures each year. Please review the bylaws (online – see the CSCA website) to examine how money can be spent.*

**Failure to submit by the Jan. 1 deadline will result in forfeiture of awards and funds. Unfortunately, no exceptions can be made for this rule.**