

Instructions for Submitting Unit Panels

STEP ONE:

Each unit planner should submit a **SUMMARY SUBMISSION SHEET** (see attached word file titled *Unit Summary Submission Sheet*) as a word document titled and saved as your “unit name” (or abbreviation) and “Summary” (e.g., BasicCourseSummary, or HealthCommSummary, or PoliCommSummary, etc.).

Your unit Summary sheet will contain your Unit Name at the top of the summary document, followed by a rank-ordered list (panel titles) of all of your program submissions (with #1 as your TOP ranked panel, #2 as your second ranked panel, etc.). Higher ranked panels will be slotted at more desirable times, and lower-ranked panels will be scheduled at less desirable times (such as an early morning time slot). You may wish to consider listing as your top-ranked panels your Top Paper panel, or panels featuring senior scholars, or topics of high interest to your members, etc.

Remember, you do NOT need to list your unit’s business meeting as part of your list of rank-ordered panels. You should list any co-sponsored panels (indicating which division you are co-sponsoring this submission / and thus this panel title will appear on both units’ lists – even if the panel is ranked differently by each unit).

After your list of rank-ordered panels, and the total number of panels listed should correspond to the number of panels your unit received (along with any additional panel(s) due to co-sponsorship), you may also include requests in the section ADDITIONAL PANEL REQUESTS. Here, if you have an additional panel or two you’d like to recommend be included in the program — beyond the number of slots your unit has been awarded — you can list these programs (along with a short explanation – a sentence or two – indicating why you’d like to have these extra panels added, such as your unit received an unusually high number of submissions, these additional panels especially reflect the conference theme, etc.). Once I receive submissions from all units, I’ll then evaluate requests for additional panel slots.

Finally, as part of your summary sheet, you might wish to provide additional programming details in the section SPECIAL PROGRAMMING REQUESTS. Here, please indicate any special requests you have regarding the programming of any of your panels. For example, if you wish to have a particular panel immediately before / following your unit’s business meeting, please indicate. Sometimes units request two of their panels be programmed back-to-back (occurring during consecutive time slots). If so, please indicate which panel you’d like to go first, and which panel you’d like to follow. Another special request that is sometimes made is for a panel to occur at the end of the day (allowing a social event or other unit activity to follow the panel). While you may request particular panels be programmed on certain days / times due to participant availability (e.g., a particular panelist may not be able to arrive until Friday, etc.), special requests regarding specific day / time slots may be difficult to honor. Finally, if a particular program you wish to schedule requires certain room accommodations (e.g., a “high density” poster session, or a larger room to accommodate presentations or performance beyond the typical panelists presenting papers, etc.), please indicate. In general, use this section of your Summary Submission Sheet to make any requests that I need to know when scheduling your unit’s programs.

STEP TWO:

Format each of your unit's proposed panels according to the panel template files included as attachments. Panel program options (and templates) include:

Paper Panel without Description

This template is for the standard panel of papers, listing each paper title and author / institutional affiliation, along with the panel sponsor, chair and respondent.

Discussion Panel with Description

This template is for a discussion panel that lists discussants or presenters with their institutional affiliations (without paper titles). All discussion panels should have a short description of the panel (*no more than 75 words*).

Paper Panel with Description

Often, a thematic panel that lists papers and authors (frequently proposed without completed papers) will have a short abstract describing the panel theme / goals. (*Again, if a panel description is included as part of a thematic panel, it should be no more than 75 words*).

Once you have formatted your unit's panels, copy and paste each of your programs into a single word file (which may be several pages long), and save this document as your "unit name" (or abbreviation) and "Programs" (e.g., BasicCoursePrograms, or HealthCommPrograms, or PoliCommPrograms, etc.). Make sure that you include an appropriately formatted program for each program listed on your Summary Submission Sheet. (The full panel description of co-sponsored panels may be included as part of both sponsoring units' program files if desired. If, however, the full description of a co-sponsored panel is included as part of the "lead" sponsor's file, at least the panel title should also appear as part of the co-sponsor's file indicating with which unit this panel will be co-sponsored.) Panels should be arranged in your unit's Programs file in order of their rank as indicated on your summary submission sheet.

As possible, please use the formatted panel templates included as attachments (Paper Panel without Description, Paper Panel with Description, and Discussion Panel with Description). In fact, each time you create a formatted program, you might copy the appropriate template and simply replace the example type with your panel's information (as these templates are created with the font type / size that will appear as final program copy). In case you'd like to see how panels will appear as part of the program copy, I've also attached a file titled Program Copy Example.

Finally, for any panels that are co-sponsored, please list both sponsoring units in alphabetical order (e.g., Sponsors: Communication Education & Intercultural Communication)

As you are constructing your unit's programs, please attend carefully to paper titles as they have been submitted by members, along with correct spelling of presenter names and institutional affiliations.

By **Monday, Nov. 7**, each program planner should e-mail their panel proposal requests to CSCA2012@missouri.edu with two attachments: a ***summary submission sheet*** and a ***unit program file*** that contains each of the unit's proposed programs formatted according to the three panel templates.