Scholarly Paper Sessions – NACADA Annual Conference

Information for Authors/Presenters
(Updated 8/16/2021)

Impact
Your role as an author or co-author of a Scholarly Paper for the NACADA 2021 Annual Conference is critical to advancing the literature base and the lenses through which academic advising is interrogated. Your presentation and the interaction with the Discussant and audience members also models the elements of scholarly discourse and helps articulate the expectations of scholarly work.

Responsibilities & Commitment

Before the Conference
- Familiarize yourself with the NACADA Annual Conference Portal to be sure of the scheduled date, time, and location of your session.

- Reminder: If it is not possible for a lead presenter or co-presenter to participate in this session, the presenter must notify the Executive Office immediately. A cancellation after Sunday, August 1 is considered failure to meet the agreement made between NACADA and the presenter/s.

- Register by August 5: Everyone attending the conference must register and pay the appropriate registration fee. Please register before Thursday, August 5. Scholarly Papers must be presented in person at the Annual Conference.

- Submit your Scholarly Paper manuscript by September 1: In order for the Scholarly Paper Discussant to have ample opportunity to read the papers and prepare their remarks, all Scholarly Paper manuscripts must be uploaded to the Scholarly Paper portal no later than 11:00 pm Central Time on Wednesday, September 1, 2021.

This date is very important, since the manuscripts will almost immediately be forwarded to your Discussant so they can begin their critical work. Note that there is no word limit requirement for your scholarly paper, and you are free to use the style guide most appropriate for your manuscript. Please just be sure that the manuscript is free of errors and properly formatted.

*Scholarly Paper Submission Link: https://kstate.qualtrics.com/jfe/form/SV_ezgzc1x9AznspwO

- “No paper/no podium Policy” - Failure to upload the manuscript will result in removal from the conference program.
• **Conference Proceedings or Not?** We will not be able to publish a compilation of the papers this year so after your presentation you are free to submit your manuscript to any publication you choose (if it’s not already published). For that reason, it is **optional** to submit your manuscript also on the Annual Conference app to be available to all conference attendees. That is why we have a separate process for submitting your manuscript to be sent to your Discussant.

• Feedback from the Discussant will be delivered both in writing to the respective authors and orally to session attendees during the session.

• **If using PowerPoint, the file should be sent prior to the conference to Wendy Troxel at wgtroxel@ksu.edu no later than Friday, October 1, 2021,** and brought on a flash drive (in case the file needs to be loaded just before the session). **A laptop will be provided during the sessions with all of the presentations preloaded.** Using a PowerPoint presentation for your presentation is **not required,** however. If you choose to bring handouts please be sure to bring enough for attendees (about 50 copies) or upload them on the conference website.

• Familiarize yourself with ways to make the session more accessible. Resources include: [How to Make Your Presentations Accessible to All](#), [Using Personal Pronouns](#), [Just Use A Microphone Already](#), and the [NACADA Presenter website](#).

**At the Conference, Before the Session:**

• Authors/presenters are encouraged to arrive to the session at least 15 minutes early. There will likely be another session in the room prior to your session, so please be mindful and respectful of the often hectic transitions.

• The Session Moderator will gather Authors and Discussants for introductions.

• A laptop will be provided, with all presentation files preloaded. The Moderator will confirm that all PowerPoint files are loaded before the session begins, and open them on the desktop. Files for paper #2 (if applicable) will be minimized, but ready for quick launch to minimize the time between presenters. See Appendix A for a list of A/V Provisions and note what is not provided by NACADA.

• The Moderator will review the order of presentations with the authors and discussant—this should follow the order in the program. **Note: This is important as some people “session hop” and plan their timing according to the list in the program.**

• The Moderator will remind presenters and discussants of time allocations and ensure name pronunciations of authors/presenters and discussant.

• Be mindful of accessibility of sessions: Ensure the microphone is working, there is ample room in the aisles, etc. If any issues arise, contact the NACADA Research Staff member in the room or the NACADA Help Desk.
At the Conference, During the Session:

- Time will allow for two scholarly papers to be presented, followed by discussant remarks and audience Q & A. We encourage you to ensure there is time for audience questions. In some case, however, only one paper will be presented. See below for the time "Note: The Moderator is responsible for monitoring and enforcing time."

- Session Agenda for Two Scholarly Papers: (60 minutes)
  - Moderator: Script is provided (introductions of presenters, the session theme, the papers to be presented, and review of agenda/timing of the session (1 minute) – PowerPoint slides #1 and #2
  - Moderator introduces Paper #1 and presenters—name(s), institution(s), paper title (30 seconds) – PowerPoint slide #3 (Paper #1 Title Slide)
  - Paper #1 (15 minutes) – powerpoint slides from presenter(s)
  - Moderator introduces Paper #2 and presenters—name(s), institution(s), paper title (30 seconds) – PowerPoint slide (Paper #2 Title Slide)
  - Paper #2 (15 minutes) - PowerPoint slides from presenter(s)
  - Moderator introduces Discussant and Discussant Apprentice (30 seconds) – PowerPoint slide (Discussant Title Slide)
  - Discussant (10-15 minutes) – if Discussant does not have ppt slides, leave on Discussant Title Slide
  - Open Q&A (10-15 minutes)

- Session Agenda for One Scholarly Paper: (60 minutes)
  - Moderator: Script is provided (introductions of presenters, the session theme, the paper to be presented, and review of agenda/timing of the session (1 minute) – PowerPoint slides #1 and #2
  - Moderator introduces Paper #1 and presenters—name(s), institution(s), paper title (30 seconds) – PowerPoint slide #3 (Paper #1 Title Slide)
  - Paper #1 (15 minutes) – powerpoint slides from presenter(s)
  - Moderator introduces Discussant and Discussant Apprentice (30 seconds) – PowerPoint slide (Discussant Title Slide)
  - Discussant (10-15 minutes) – if Discussant does not have ppt slides, leave on Discussant Title Slide
  - Open Q&A (10-20 minutes)

At the Conference, After the Session:
- Written feedback is provided to authors/presenters
- The Discussant should be available for any follow up questions the author/presenters may have

At the Conference, you can work with your Moderator if you have questions and issues. The NACADA Research Staff will be available to support Authors, Moderators, and Discussants with questions and issues. The phone number will be provided prior to the conference.
APPENDIX A


NACADA will provide the following for your session:

- Podium with wireless microphone
- Projector and screen
- Laptop computer: Powerpoint slides are optional for all presenters, but if used you must send the file to Wendy Troxel at wgtroxel@ksu.edu no later than Friday, October 1, 2021.

NACADA does not provide the following:

- Laptop computer for any other presentations (concurrent sessions, pre-conference workshops, etc.)
- Adaptors for Mac or PC (e.g., VGA to USB, mini-USB)
- Wired internet connection, or stable wireless internet connection (streaming is not available)
- Printed copies of handouts (if applicable) – you may upload handouts to the conference app, however
APPENDIX B

Timeline, Training, and Support

**Timeline**

- **Fall/Early Winter**: NACADA Annual Conference Call for Proposals opens
- **January**: Call for Readers/Reviewers
- **Early February**: Readers/Reviewers Notified
- **Mid-February**: Annual Conference Proposals Close
- **Mid-March**: Review process ends
- **Early April**: Proposers are notified (accepted or not)
- **Late April**: Proposers formally indicate intent to present
- **May**: NACADA Call for Discussants and Discussant Apprentices opens
  - Scholarly Paper schedule (themed sessions) finalized
- **July**: Notification of Discussant and Discussant Apprentice Assignments
- **August**: Assignment of time, location, and session titles and abstracts
- **September 1**: Papers due to Moderators and Discussants
  - Once submitted, Discussants read and comment on papers (Discussants work with Discussant Apprentices, as well)
- **September 30**: All PowerPoint files due to Wendy Troxel at wgtroxel@ksu.edu
- **October 6-9**: Attend NACADA 2021 Annual Conference and present paper

**Training & Support**

This document, including appendices, serves as the main resource for Authors, Discussants, and Moderators. NACADA Staff will also send a few email reminders as well as include information on the NACADA website.

The NACADA Research Staff is available leading up to the conference to answer questions and provide additional support as needed.

- Wendy Troxel, NACADA Center for Research at KSU, wgtroxel@ksu.edu – (309) 530-0493

**Qualifications for Discussants**

- Previous experience as a published author or editorial board member of an academic journal
- Expertise in the subject area or methodologies of the session for which they are assigned
- Ability to synthesize 2 different papers, find common themes, and deliver this summary to session attendees
- Ability to provide critical, honest, and constructive feedback to authors and openness for follow-up questions from authors (e.g., for clarity of comments).
- Willingness to provide mentorship to a Discussant Apprentice throughout the process
- Current membership in NACADA and registration for the NACADA 2021 Annual Conference (not provided by NACADA)