

Program Planner's Packet

for the

**77th Annual Convention of the
Southern States Communication Association**

**March 29 to April 1, 2007
Marriott Louisville Downtown Hotel
Louisville, Kentucky**

Relationships and Communities in the Digital Age

Contents

1. Memo from the Vice President and Program Planner Craig Allen Smith
2. List of Program Planners (Division & Interest Group Vice-Chairs)
3. Contacting the Vice-President
4. 2007 Call for Papers
5. Program Planning Tips
6. Proposing a Panel
7. Vice-Chair Information and Business Meeting Request Form (complete & return)**

Memorandum from the Vice-President

TO: SSCA Vice-chairs
FROM: Craig Allen Smith, SSCA Vice President
SUBJ: Planning the 2007 Convention
DATE: April 8, 2006

Attached to this memo you will find:

1. Vice President's "Call for Papers" for the 2007 SSCA Convention
2. Instructions and forms for submitting program proposals

Please attend to these carefully. I hope that each unit will submit one or more programs that are consistent with the convention theme.

The three major deadlines associated with this process are:

May 15th: Vice Chairs submit the program copy for your unit's "call for papers" electronically to the Vice President of SSCA at sscauhc@social.chass.ncsu.edu.
The single SSCA-wide deadline is September 15th.

September 15th: Vice Chairs receive all paper and panel submissions (preferably as e-mail attachments) and re-direct them to the division's reviewers with a suggested deadline of October 10th.

October 31st: Vice Chairs submit their units' screened program proposals to the Vice President electronically (sscauhc@social.chass.ncsu.edu).

All program and panel submissions need four elements:

- (a) the Program Proposal Form
- (b) a one-page rationale for the proposed panel (including the expertise of the participants to address the topic(s) of the panel. (This is not necessary for panels that consist of competitively selected papers.)
- (c) the program copy, and
- (d) a list of all proposed participants, including their names, affiliations, mailing addresses, telephone and fax numbers, and e-mail addresses.

Please follow the format of the Program Copy faithfully in every detail. When you receive submissions that are formatted improperly (and you will) you will need to reformat them before recommending them for selection if you want them to be favorably considered.

Please keep requests for audio-visual equipment to that which is absolutely essential. Equipment is prohibitively expensive to rent and difficult to transport. *Vice Chairs must submit a justification for all requests for audio-visual equipment, and you are free to disallow AV requests that seem to you unwarranted.*

Do not notify submitters of the disposition of their programs until you have heard from me. I will include as many panels on the program as possible, but that does not mean that all submissions from any unit will be successful.

Submit your unit's proposals to me electronically (by October 31st). Send one e-mail with the proposals attached to it. Each submitted program will consist of the three pages (for competitively selected papers) or four pages (for all other programs) mentioned above. In addition, each program planner will need to attach a separate file (named a variant of "sscarhetpa07.doc") that contains Microsoft Word program copy (only) for the all programs submitted for your unit. Please put all of the submissions into one file, and order them from first, as the most desired proposal, to the last, which would be the least desired proposal.

In addition, each program planner should attach a memo that:

1. Ranks all submissions from most preferred to least preferred (the same as the order in which the program copy appears in your submission file).
2. Lists the winners of any division or interest group award recipients (top paper, top graduate student paper, etc.). Each award should be clearly indicated, with the name, institution, and (if appropriate) paper title of each recipient.

I look forward to working with you to plan this convention. I'm sure every Vice President and Vice Chair feels the same way, but I hope that, together, we can make this the best convention SSCA has ever had.

If you have any questions or suggestions, please feel free to contact me.

2 2007 Program Planners (Division and Interest Group Vice-chairs)

Applied Communication Division

Thomas J. Socha, Old Dominion University

Communication Theory Division

Sherry G. Ford, University of Montevallo

Community College Division

Paula Rodriguez, Hinds Community College

Freedom of Speech Division

David Dewberry, University of Denver

Gender Studies Division

Mindy Chang, Texas A & M University,
Corpus Christi until 6/30/6; Western New
England College effective 7/1/6

Instructional Development Division

Ryan Loyd, West Texas A & M University

Intercultural Communication Division

Stephen A. King, Delta State University

Interpersonal Communication

Melissa Young, Texas Christian University

Language and Social Interaction Division

Linda Vangelis, Eastern Carolina University

Mass Communication Division

Melissa M. Smith, Mississippi State
University

Performance Studies Division

Tracy Stevenson Shaffer, Louisiana State University

Political Communication Division

Monette Callaway-Ezell, Hinds Community
College

Popular Communication Division

David Silverman, Xavier University of
Louisiana

Public Relations Division

William E. Thompson, University of
Louisville

Rhetoric and Public Address Division

Kenneth Zagacki, North Carolina State
University

Southern Forensics Division

Darren C. Goins, Towson University

Association for Communication

Administrators Interest Group

Renee Edwards, Louisiana State University

American Society for the History of Rhetoric Interest Group

M. Lane Bruner, Georgia State University

Kenneth Burke Society Interest Group

Kim Golimbisky, University of South
Florida

3 Contacting the Vice-President

Our communication with one another will enact our theme of “Relationships and Communities in the Digital Age.” I will be in North Carolina through June and then after Christmas. But thanks to an Off Campus Research Assignment I will be working in various places (including Michigan in July and London from August 15th until Christmas).

I will be on-line everywhere with access to my e-mail. This will be our best means of communicating when it matters most.

E-mail: ca.smith@ncsu.edu

SSCA correspondence: sscauhc@social.chass.ncsu.edu.

Phone: (919) 280-3583 **This direct line will be inoperable while I am in London, August 15-December 31**

Professor Craig Allen Smith
Head, Department of Communication
North Carolina State University
Campus Box 8104
Raleigh, NC 27695-8104

NC State Support Team:

Beverly McTaggart: Bev is retiring at the end of May as our department receptionist. She is accustomed to routing traffic, assisting me and handling unexpected developments. She is also fun to work with. Bev has agreed to take a couple hours from snorkeling, climbing mountains in Peru and visiting her new grandkids to see that our candy dish is full, and that all of us are on task.

Jen Hadra and Tracy Paxton are second year graduate teaching assistants in our M.S. program. You may have met them in Dallas, where they spent time working at the “Caring Connections” table.

Fortunate Overlaps:

Ken Zagacki has been my indispensable right hand in all things for three years now as Associate Head for Undergraduate Programs, and from July 1 through December he will be our Interim Head while I am in London. Ken is also SSCA Rhetoric and Public Address Division program planner.

William Thompson of the University of Louisville is our Local Arrangements Coordinator for the convention. He is also SSCA Public Relations Division program planner.

4 CALL FOR PAPERS

Southern States Communication Association

77th Annual Convention

March 29 to April 1, 2007

Marriott Louisville Downtown Hotel

Louisville, Kentucky

Relationships and Communities in the Digital Age

Our personal relationships, universities, politics, leisure activities and professional associations are being transformed by new communication technologies. People in workplaces and communities the world over are seeking sound advice to help them use these new technologies to enhance their communication.

The Vice President is especially interested in papers and programs that explore topics related to the conference theme. Divisions and interest groups are encouraged to develop one panel consistent with this theme. Co-sponsored panels are also welcome.

In addition to traditional panels of papers, the Vice President is interested in workshops and interactive programs that maximize engagement.

Program proposals that do not fit within SSCA's divisional and interest group structure may be submitted directly to the Vice President for consideration as part of the Vice President's Spotlight Series.

The complete call for papers will be posted on SSCA's website at *www.scca.net* and appear in the summer issue of SSCA's newsletter, *Connections*. All program proposals and papers are due to the appropriate Division or Interest Group Vice Chair (or, to the Vice President under the paragraph above) by September 15, 2006.

As you plan your submissions, please limit your requests for audiovisual equipment, which is difficult to transport and prohibitively expensive to rent.

For more information, contact Craig Allen Smith of North Carolina State University at sscauhc@social.chass.ncsu.edu.

See you in Louisville in 2007!

5 Program Planning Tips

1. Number of Panels: Divisions can anticipate three panels and interest groups one panel; every division and interest groups gets a business meeting. But that is not a guarantee; it is a rule of thumb. Units that plan quality programs consistent with the conference objectives may receive an additional panel. Available meeting slots will be allocated based on the quality of the proposed panels and the number of members in the unit.

2. Plan Ahead: Everything takes much longer than you can possibly imagine. Identify reviewers as soon as possible, and secure their commitments to review for you during the reviewing window in late September. SSCA traditionally recommends that each unit have at least two reviewers for the program proposals and two for the competitively submitted papers (more reviewers may be needed depending on the number of proposals that you receive).

3. Finalize the Call for Papers: The call must be submitted electronically to the Vice President by May 15th. Send yours to Craig Allen Smith at: sscauhc@social.chass.ncsu.edu

4. Soliciting Programs and Papers: Plan to e-mail (or write to) your unit's members in early August, reminding them of the deadlines and enclosing your call for papers/proposals. Many groups also send a form that allows members to volunteer to help by reading papers or proposals, and serving as chairs and respondents.

5. Use E-submissions: E-mail submission of papers will simplify your handling of manuscripts because you can save each panel or paper with a number, attach papers for review to an e-mail to your reviewers. Get all contact and identifying information for all authors. Create and maintain a table in either Microsoft Word or Excel that allows you to update and sort your information.

6. Anticipate September 15th: Be ready to process the submissions and send them for review immediately after the deadline. Provide a very short deadline for the reviewers. Again, send materials as e-mail attachments will save you time and money. Be sure to include a rating form that reviewers can return to you by email. Allow yourself two weeks to make your decisions and prepare the materials to submit to me.

7. Prepare Your Submission Carefully: The competitive papers that you want to accept have to be organized into coherent panels with chairs and respondents. All panels that you hope to have accepted must be ranked. Any awardees must be identified. The program copy information for all panels must be typed, proof-read, and proof-read again. All of this must be done so that I receive the materials by October 31st.

8. Keep Submitters Informed: Acknowledge receipt of papers and panels. By using e-submissions you will be able to respond immediately that you received it. Do not tell authors that you have accepted their submissions until you receive official word from me. You can tell submitters that you have recommended their work for inclusion, and you can inform those whose work you rejected. But please be careful that you do not invite the impression that a final decision has been made until you have received that official word from me. At that time you will need to quickly confirm final acceptance and participation.

6 Panel Submission Template:

RANK#

PANEL TITLE IN BOLDFACE ALL CAPS: NO HANGING INDENTATIONS OR ANYTING ELSE, JUST KEEP IT GOING LIKE THIS IS 12-PT TIMESNEW ROMAN

SPONSOR: UNIT CAPS

CHAIR: FIRSTNAME LASTNAME, ALLCAPS UNIVERSITY

“Paper Title in Bold Times New Roman 12-pt Font with Quotation Marks”

Author S. Name, Twelve Point University – Normal

“Paper Title in Bold Times New Roman 12-pt Font with Quotation Marks”

Author S. Name, Twelve Point University – Normal

“Paper Title in Bold Times New Roman 12-pt Font with Quotation Marks”

Author S. Name, Twelve Point University – Normal

“Paper Title in Bold Times New Roman 12-pt Font with Quotation Marks”

Author S. Name, Twelve Point University – Normal

“Paper Title in Bold Times New Roman 12-pt Font with Quotation Marks”

Author S. Name, Twelve Point University – Normal

Rationale:

Panel Submission Sample

Each panel will eventually look like this:

2208

Room

9:30 a.m. – 10:45 a.m.

COMMUNICATING ON MULTIPLE FRONTS: THE INTERSECTION OF THEORY, INTERPERSONAL, AND MASS MEDIA IN A TIME OF CRISIS

SPONSOR: VICE PRESIDENT

CHAIR: KELLI L. FELLOWS, APPALACHIAN STATE UNIVERSITY

“Was it a Failure in Risk Communication?”

Terry W. Cole, Appalachian State University

“Conflict in the Midst of a Disaster: A Critical Analysis of Conflict Between Local, State, and National Government Officials”

Steven J. Madden, Appalachian State University

“Health Risk? What Health Risk? Assessing Health Messages and Delivery During and Following Hurricane Katrina”

Kelli L. Fellows, Appalachian State University

“Crisis Communication in Times of Disasters: The Role of College Radio Stations in the Aftermath of Hurricane Katrina”

Monica T. Pombo, Appalachian State University

“Providing Mass Social Support: Narrative Accounts of Disaster Relief Volunteers from Louisiana, Mississippi, and Texas”

Jean L. DeHart and Kelli L. Fellows, Appalachian State University

7 Vice Chair Information

Name of Division or Interest Group:

Name of Vice Chair:

E-mail Address:

Preferred Phone (Home/Office/Mobile):

Phone 2 (Home/Office/Mobile):

Phone 3 (Home/Office/Mobile):

Fax:

Mailing Address:

Business Meeting Request Form

Division or Interest Group:

Do you have a preference for the day of your business meeting?

Thursday

Friday

Saturday

No preference--any day is okay

Please indicate approximate Business Meeting attendance:

Which Divisions or Interest Groups are most likely to share members with your unit?:

PLEASE COMPLETE THIS FORM AND GIVE IT TO CRAIG SMITH, NEXT YEAR'S SSCA VICE PRESIDENT, BEFORE YOU LEAVE THE PLANNING MEETING OR FAX BY APRIL 12TH TO HIM AT (919-515-7942).

DIRECT QUESTIONS, COMMENTS, AND SUGGESTIONS TO sscauhc@social.chass.ncsu.edu.