

# 2024 Convention FAQs

**November 20-24, 2024 ♦ New Orleans, LA**

## General Information

**Q: Where can I find all convention related information.**

A: The easiest way to find all convention related information is via the NCA website and app.



NCA 2024 App



NCA Website

**Q: Where can I find the schedule of events?**

A: The schedule is available in the convention program booklet, on our [website](#), and in the app.

**Q. This is my first NCA Convention. Does NCA offer any special events for newcomers?**

Yes. You are central to the growth and development of NCA, and we extend ourselves to you. There is a special Newcomer's Welcome and Orientation just for you. You will meet leaders in the discipline, learn about the structure of the organization, and have time to network with others who are new to NCA. Schedule information will be available in the online program on NCA Convention Central. Just search "Newcomer." Prepare for attending the Annual Convention by reviewing the [First Time Convention Attendees](#) webpage.

**Q: When are concurrent sessions being held during the convention?**

A: Concurrent sessions are being held at the following dates and times:

- Wednesday, 8:00 AM-5:00 PM (pre-conferences)
- Thursday, 8:00 AM-5:15 PM
- Friday, 8:00 AM-5:15 PM
- Saturday, 8:00 AM-5:15 PM
- Sunday, 8:00 AM-12:15 PM

## **Q: Where is...**

### ***The Legislative Assembly meeting?***

The Legislative Assembly is being held at the following dates and times:

- Wednesday: 12:00-4:00 PM (Preservation Hall Studios, 2<sup>nd</sup> Floor, Marriott)
- Saturday: 8:00-10:00 AM (Grand Ballroom C, 5<sup>th</sup> Floor, Marriott)

### ***The Exhibit Hall?***

Grand Ballroom, 3rd Floor, Marriott

### ***NCA Hub (Booth)?***

Exhibit Hall, booth #309

### ***General Sessions?***

All General Sessions are being held in Grand Ballroom C, 5<sup>th</sup> Floor, Marriott at the following dates and times:

- Opening Session: Thursday, 5:30-6:45 PM
- Carroll C. Arnold Lecture: Friday, 5:30-6:30 PM
- Presidential Address and Awards Presentation: Saturday, 5:00-7:00 PM

### ***Career Fair, Graduate School Open House, Scholar to Scholar (poster sessions)?***

- Career Fair: Friday, November 22 from 9:00 AM – 12:00 PM
- Graduate School Open House: Thursday, November **21** from 1:00 – 4:00 PM
- Scholar to Scholar: Located in Preservation Hall Studios Foyer, 2<sup>nd</sup> Floor, Marriott
  - Thursday, 1:00 PM - 2:15 PM
  - Friday, 1:00 PM - 2:15 PM
  - Saturday, 11:00 AM - 12:15 PM

## **Q. Should I attend the division/caucus/section business meetings that are listed in the program?**

A: Yes. Business Meetings are optional but offer many advantages. One advantage is the input you will have in disciplinary issues and directions. You will have the opportunity to elect leaders and discuss new directions in your research area. Business meetings offer both leadership and networking opportunities. If you would like to become active in NCA, volunteering to serve your unit can help you in that direction. You will be able to meet other scholars and teachers who share your research interests and gain opportunities to work with them. Finally, these meetings offer you the chance to meet people on a social level.

## **Q. How should I organize my time at the convention?**

A: With more than 1,000 scheduled sessions, you have many choices. Veterans of the NCA convention maximize their convention experience by using the “My Itinerary” feature on the mobile app and online program. By using

keywords, interest group names, and individual’s names, you can find presentations and business meetings you would like to attend and save them to “My Itinerary.” It’s that simple!

Here are some other helpful hints.

- First priority: Know when you are scheduled to present. You should find out this event as soon as possible, as your trip planning may be scheduled around your presentation.
- Review the Events of General Interest. These are spotlighted or convention-wide programs that will appeal to a large cross-section of convention attendees. These are great networking and educational opportunities.
- Choose the presentations you would like to attend. These choices can be based on topics of interest to you, friends or faculty who are presenting, or even presenters you would like to meet (a presentation provides a great opportunity to begin a conversation with them). Many presenters will also have papers you might like to receive.
- Choose the business meetings you would like to attend. Meetings of the commissions, divisions, sections, caucuses and other units are open for any NCA member to attend. If you are registered for these units or caucuses, you can become an active participant in these meetings, which is a perfect way to experience NCA membership, as well as a valuable opportunity to meet people and create professional relationships.
- Don’t forget to save some time for fun! NCA offers several social events as part of the overall convention experience. A large all-convention Welcome Reception will be held on Thursday, making it a good place to meet with friends or to make new ones.
- Have fun outside the convention as well! Set aside some time to explore this year's convention location. Many attractions, historical tours, shopping, and other events will compete for your time.

## Venue Information

**Q: Where can I find the convention venue floorplans?**

A: Floor plans are available in the front section of the print program, online program, convention website, and app. You can also scan the QR code below to access the programs.



Marriott



Sheraton

**Q: Where can I find restrooms?**

A: Restrooms are located on each floor of the convention venues. Please review the maps for exact locations and follow the signs throughout the venue to guide you.

**Q: Is parking available?**

A: Yes! Both the Marriott and the Sheraton offer parking options. Below are their respective prices:

- Marriott: Valet- \$49 regular sized vehicles, \$55 oversized vehicles
- Sheraton: On-Site- \$42 Valet- \$52

## Registration and Exhibit Hall

**Q: What are registration and exhibit hall hours, and where are they located?**

A: The NCA registration and exhibit hall are located in the Grand Ballroom of the Marriott (3<sup>rd</sup> floor).

**Registration Hours:**

- Wednesday, November 20            3:00 – 7:00 PM
- Thursday, November 21            7:30 AM – 5:00 PM
- Friday, November 22                7:30 AM – 5:00 PM
- Saturday, November 23            7:30 AM – 3:00 PM

*Note: The registration area will not be open on Sunday, November 24.*

**Exhibit Hall Hours:**

- Wednesday, November 20            3:00 PM – 7:00 PM
- Thursday, November 21            7:30 AM – 5:00 PM
- Friday, November 22                7:30 AM – 5:00 PM

*Note: Food kiosks will be available in the Exhibit Hall on Thursday and Friday from 11:45 AM - 1:15 PM*

**Additional Events in the Exhibit Hall:**

- Graduate School Open House: **Thursday, November 21** from 1:00 – 4:00 PM. This event provides a chance to meet with representatives from various graduate programs.
- Career Fair: **Friday, November 22** from 9:00 AM – 12:00 PM. This event offers resources for job seekers at all stages of their employment search. Bring a copy of your CV for feedback at the CV Consulting Corner.

**Q: What and where is the NCA Hub?**

A: The NCA Hub is NCA's booth (#309) in the exhibit hall booth. Visit the Hub to connect with NCA staff and learn about available resources. You can also demo our new website, take headshots, and win prizes. This is a great opportunity for students, educators, and professionals in the field of communication to stay updated on the latest developments in research, teaching, and practice.



**Q: How do I register for Pre-conferences, Short Courses, or the convention?**

A: Registration can be completed [online](#) or at the registration desk. You must be registered for the convention to sign up for Pre-conferences and Short Courses.

**Q: Can I purchase a one-day pass for the convention?**

A: No, you must be registered for the full convention in order to attend.

## Networking and Social Events

**Q: Is there a designated area for networking?**

A: New this year, the **Student Lounge** will be available from Thursday to Sunday in the Southdown Room, 4th Floor, Sheraton for students to relax, recharge, and share experiences. Both student and non-student attendees can network at social events, in the **Recharge Room** (Poydras, Sheraton, 3rd floor), or in common areas throughout the venue.

**Q: Are there any social events or mixers planned?**

A: Yes! Use the “Social Event” filter on the online program or app to find all scheduled events.

- **Online Program:** click on Search/Filter Program > Social Event (in the “Type” section) > Submit
- **App:** click on Program > Full Program > Filter > Session Types > Social Event.

## Accessibility and Services

**Q: Where can I find accessibility services?**

A: Accessibility services are available at the registration desk. Our access assistants will be located near the entrance of each venue.

- **Area of Rescue Assistance:** Clearly marked areas will be established on each upper floor for attendees needing assistance during a hotel evacuation. For help locating these areas, contact an NCA staff member. In the event of a hotel evacuation during convention hours, hotel staff will check these areas for attendees who require assistance. In the event of a hotel evacuation outside of convention hours, attendees are instructed to remain in their guest rooms. Please be sure to indicate that you may need assistance upon check-in.
- **Emergency Evacuation Plan:** Follow hotel staff instructions during evacuations. In the event of a city-wide evacuation, updates will be posted on the NCA Convention Website ([www.natcom.org/convention](http://www.natcom.org/convention)) and app and sent via email to registered attendees.
- **Wheelchair/Scooter Charging Stations:** Available in the Exhibit Hall at the Marriott and the Evergreen Room (4<sup>th</sup> floor) at the Sheraton.

- **Wheelchair/Scooter Rentals:** NCA will have a limited number of scooters available for attendees. Attendees are required to sign the scooters in and out each day in the exhibit hall. Please note that these are for unanticipated needs. Convention attendees are responsible for renting, paying, and organizing the drop off and pick up of wheelchairs and scooters.

**Total Access Mobility Services**

Address: 500 Port of New Orleans Pl, New Orleans, LA 70130

Phone: 504.534.3366

Website: [totalaccessmobility.com](http://totalaccessmobility.com)

Discount Code: NCANO24

- **Enlarged Print Program:** Large print versions of the program are available at the registration desk.
- **ASL Interpretation:** There will be interpreters at all general sessions.
- **Braille:** Room numbers, elevator buttons, and meeting room names/numbers are labeled in Braille.
- **Gender Neutral Restrooms:** Located on the 2nd floor near Galerie 6 and on the 4th floor near the Blues Office in the Marriott, and on the 3rd floor near Napoleon Ballroom C1 in the Sheraton.
- **Lactation Room:** Located in the Blues Room, 4th Floor, Marriott.
- **Quiet Room:** Available in the Audubon Room, 5th Floor, Marriott, and at the Grand Ballroom Registration Desk, 5th Floor, Sheraton. These rooms should not be used for meetings or phone calls.
- **Prayer Room:** Available in the Zulu Room, 5<sup>th</sup> Floor, Sheraton.
- **Service Animal Relief:**
  - **Marriott:** on the 5<sup>th</sup> floor off of the pool deck
  - **Sheraton:** None

**Q: Is NCA offering childcare services?**

A: Yes! Kiddie Corp will provide childcare services for Camp NCA from 7:00 AM to 7:00 PM, Thursday through Saturday for children aged 6 mo. – 12 years old. Advance registration is recommended as on-site registration is not guaranteed. Questions, contact Kiddie Corp at [info@kiddiecorp.com](mailto:info@kiddiecorp.com) or 858-455-1718.



Camp NCA

## Food and Beverage

### Q. Are meals provided at the convention?

No. Meals are not provided.

### Q: Where can I find food and beverage options?

A: Options are available at both the New Orleans Marriott and Sheraton New Orleans hotels, as well as nearby restaurants.

### New Orleans Marriott:

#### **NCA Food Kiosk (Exhibit Hall)**

Lunch:

Thursday and Friday: 11:45 AM – 1:15 PM (credit/debit only)

#### **5Fifty5 Restaurant (Lobby Level)**

Breakfast:

Monday - Friday: 6:30 AM – 11:00 AM

Saturday – Sunday: 6:30 AM – 12:00 PM

Lunch: Monday – Friday: 11:00 AM – 2:00 PM

Saturday – Sunday: 11:00 AM – 2:00 PM

#### **Great Room (Lobby Level)**

Sunday – Thursday: 11:00 AM – 12:00 AM

Friday – Saturday: 11:00 AM – 1:00 AM

#### **Canal Street Pantry (Lobby Level)**

Breakfast: 6:30 AM – 11:00 AM

All Day Food Options: 11:00 AM – 12:00 AM

Alcoholic Options: 6:30 AM – 12:00 AM

#### **Burger Bar (on Canal Street)**

Sunday – Thursday: 11:00 AM – 12:00 AM

Friday – Saturday: 11:00 AM – 1:00 AM

### Sheraton New Orleans:

#### **Roux Bistro (2<sup>nd</sup> floor)**

Sunday – Saturday: 6:30 AM – 11:00 AM

#### **Starbucks (lobby)**

Sunday – Saturday: 6:00 AM – 6:00 PM

#### **Pelican Bar (lobby)**

Sunday – Saturday: 11:00 AM – 12:00 AM



**Q: What should I do if I have dietary restrictions?**

A: Please inform the catering staff at any meal events, and they will accommodate your needs as best as possible.

## Technology & Connectivity

**Q: Is there a mobile app for the convention?**

A: Yes! The app provides schedules, maps, and updates. Download it by scanning the QR code or searching for “NCA 2024” in the Apple Store or Google Play. If you get stuck, visit the app support desk in the exhibit hall.

Login: Email address (used in conference registration)

Click **Email Me Magic Link**



**Q: Is there Wi-Fi available at the convention?**

A: Yes, free Wi-Fi is available.

**Marriott**

Network: NCA Conference

Password: NCA-2024

**Sheraton**

Network: MarriottBonvoy\_Conference

Password: NCA-2024

**Q: How can I get audiovisual (AV) equipment in my session room?**

A: AV equipment must be requested at the time of submission. If you did not request it initially, it cannot be added later.

**Q: Will laptops be provided?**

A: NCA will not provide laptops for personal use.

**Q: Where can I find an adapter for my computer?**

A: NCA has supplied a VGA to HDMI adapter with all projectors. No additional adapters are available beyond



what is already provided in the session room.

**Q:** How can I engage with the organization via social media during the convention.

**A:** Post pictures, like messages, and more using one of the social media accounts below. Be sure to use #NCA2024 on your posts.



**LIKE**

[Facebook.com/NationalCommunicationAssociation](https://Facebook.com/NationalCommunicationAssociation)



**FOLLOW**

[X.com/NatComm](https://X.com/NatComm)



**WATCH**

[YouTube.com/NationalComm](https://YouTube.com/NationalComm)

## Emergency Procedures

**Q: What should I do in case of an emergency?**

**A:** Follow the instructions of convention staff, security, and volunteers.

- Emergency exits are clearly marked.
- First Aid Kits can be found at the registration desk.
- For minor emergencies, please dial one of the following numbers from a house phone:
  - **Marriott:** 5511
  - **Sheraton:** 5090 (direct dial 504.592.5604)
- For major emergencies, report to the nearest security guard, NCA staff member, or registration desk.
- For life-threatening emergencies, dial 911. All incidents should be reported to NCA staff at registration immediately.

## Lost & Found

**Q: What do I do if I lose something during the convention?**

**A:** Please check with the lost and found at the registration desk.

## Feedback and Assistance

**Q: How can I provide feedback about the convention?**

A: We encourage feedback! You can fill out a feedback form available via email post-convention and/or contact [convention-00-.natcom.org](mailto:convention-00-.natcom.org).

**Q: How can I contact a volunteer during the convention?**

A: Volunteers are stationed throughout the venue. You can approach any volunteer for assistance or check the information desk.