Frequently Asked Questions – Virtual Component

Where can I find more information about virtual meeting participation?
The Virtual Meeting Participation page on the Annual Meeting site is a great resource.

How do I access the virtual meeting platform?
The virtual meeting platform can be accessed at https://apsa2021.conventus.live.

Other than sessions, receptions, and business meetings, what else can I access through the virtual meeting platform?
You can also find a virtual Exhibit Hall, Career Center, iPosters, the Awards Ceremony, and more. We even have a kid's corner and wellness resources for attendees.

How do I login to the platform?
Your login is the same as your APSA username and password.

What browser is best to use?
The best browser to use is Google Chrome. Microsoft Edge, Firefox, and Safari can also be utilized.

How do I upload my handouts?
You can login to the 2021 APSA Virtual platform with the email you used for registration and submit your handouts by visiting the following link: apsa2021.conventus.live/speaker-portal. Multiple file types are accepted for your submission: PPT, PDF, and DOCX

If you are registered to present in multiple sessions, you will have one place to upload per session. You will see a banner at the top of the page when you log in saying "Attention! CLICK HERE to upload your session handouts."

Once you have logged into the system, you will be shown the Speaker Portal page on the website, and this is where all your submissions will take place. From here, you can simply drag and drop your files into the appropriate file upload box. Once uploaded, you will see a little preview of what has been submitted with a couple of different options. A confirmation of a successful submission is the file preview, file name, file size, and lastly, the submitted date and time.

You can replace this file, if for some reason it is not the correct version or remove it to start over.

How do I upload my picture?
Your profile picture/speaker headshot can also be uploaded to your profile through the portal. When adding your file, ensure the file is named LastNameFirstNameProfilePicture. Example: VandeBunteAshleyProfilePicture

How do I find my session?
You may search your panel by name or sort panels by day, time, participant, mini-conference, division, or type. You can also then filter them by "in-person," "virtual," or "all sessions."

How do I join a session?
You can join a session by clicking the "Join Session" button on the right side of the page. This will open a Zoom Meeting room.

What is expected of my role?
You can review roles and expectations in the APSA Participant Guide here:
https://s3.amazonaws.com/apsa2021.conventus.live/static/APSA+2021+Annual+Meeting+Participant+Instruction+Guide.pdf

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How do I start presenting?
You can unmute your microphone and turn on your camera. If you have a presentation, you can click the "Share Screen" option.

How does the audience interact with me?
The audience can interact through a chat box that is visible to all persons in the session.

Someone is being disruptive. What can I do?
First, notify the room tech. Then, contact meeting@apsanet.org.

How do I create and utilize a poll?
Notify the room tech prior to the session starting.

Can I use breakout rooms?
Sessions are set up for breakout rooms.

Can one co-author share their screen and another co-author provide the voice?
Yes, just remember to turn off your microphone and camera when you are not presenting.

What is the role of handouts?
Handouts are documents that the audience can access and download while watching your presentation.

Do I have to share my screen?
No, it is not required.

Where do I upload my paper?
You may upload your paper by following the instructions here:
https://connect.apsanet.org/apsa2021/paper-upload-instructions/

Will there be tech support available during the Annual Meeting?
Yes, there will be tech support available. You may use the "Support" tab on the main page, email techsupport@conferencecontent.net, or email meeting@apsanet.org. There is also a headset icon in the lower right corner for tech support messaging.

Are the panels recorded?
All panels will be recorded. If you do not wish to have your recording portion shared, please visit https://apsa.wufoo.com/forms/2021-apsa-annual-meeting-recording-optout Note: If one person opts out, the whole panel will not be placed on the platform. It is our goal to provide as much content as possible to attendees.

My chair/discussant/panelist did not show. What should I do?
While we have asked all participants to confirm participation and register, if you are in a situation in which a panel participant does not show, we recommend proceeding forward as best as possible. We are creating recordings of these sessions to be accessed for up to six months by attendees. If a chair does not show, the discussants can take on the responsibilities of keeping the panel on time and moderating the chat and questions. If a discussant does not show, the other discussant can provide the majority of the conversation, a chair can fulfill this role, or the paper authors can discuss their papers in a round-robin format.

As a chair, how do I keep the presenters on time?
We recommend touching base with all presenters prior to your session to remind everyone to monitor their own time carefully. You should also decide in advance how you would like to signal to one another that time is running out or that presenters need to wrap up. Chairs may need to chime in using audio to let presenters know their time is up. In order to keep the panel on schedule and ensure everyone has

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sufficient time, be prepared to politely but firmly ask panelists to conclude, if they have gone over their allotted time.

I am an iPoster presenter, what do I need to do?
iPoster presenters will need to create and publish their poster in the iPoster gallery. Presenters should have received an email with their login information and instructions on how to publish their poster. Poster should be published in the gallery prior to the meeting. A live chat should also be scheduled to allow you to connect with attendees and discuss your poster. Contact access@ipostersessions.com for any questions on the iPoster system.