



APSA VIRTUAL ANNUAL MEETING PROGRAM PARTICIPANT GUIDE

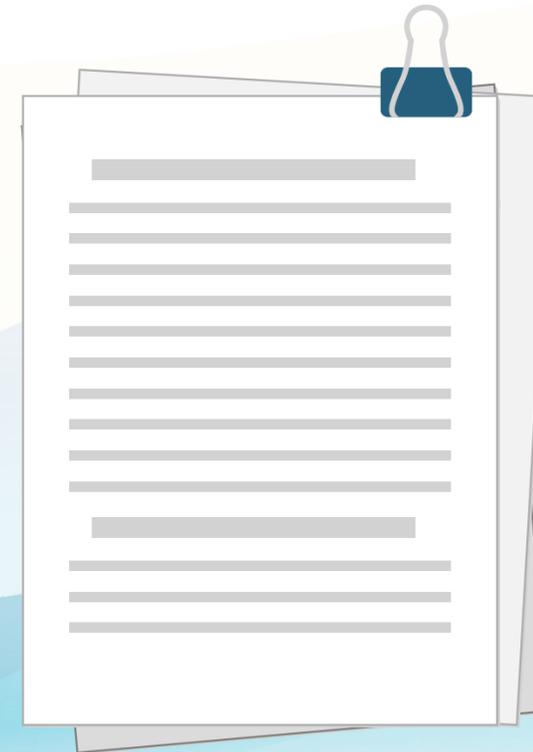
TIPS FOR CHAIRS, DISCUSSANTS, AND PRESENTERS

SEPTEMBER 28 — OCTOBER 3

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Virtual Meeting Conduct Policy



DO...

- **Demonstrate respect and consideration for all** people and don't dominate airtime;
- **Listen well to others.** Make room for a diversity of voices in group discussions, on panels, and the like. Welcome all voices, regardless of whether they participate by video/audio, audio or other means. Facilitators, invite but be sensitive not to pressure those who have not communicated to do so;
- **Be collaborative.** Be mindful not to exert dominance over others. Consider the effect of relationship, position, experience, and privilege power differentials, ease of communicating by video/audio vs. audio or other means, and other factors to avoid dominance;
- **Demonstrate that differing perspectives** are valued—critique ideas (not people);
- **Demonstrate welcome for a diversity of individuals and their identities**—pay attention to whether individuals of many identities and roles are included on panels, leading sessions, being called on when they raise their hands or use the chat function, and having their points considered;
- **Act to avoid invading personal privacy of individuals.** Assume that a person who is being viewed at times or in places where people can reasonably expect privacy (e.g., bathrooms, breastfeeding rooms, etc.) via the Virtual Meeting platform does not realize it and notify a Meeting Official right away to help the person;
- **Report conduct concerns** to a meeting official* so that concerns can be addressed responsibly and timely. Respect and maintain confidentiality of the identities of any individuals involved in a conduct concern, while it is being reviewed and addressed;
- **Answer questions about conduct concerns** in a forthright and complete manner (e.g., when registering or during a review of concerns); and
- If **any leader or facilitator of an activity/session**, any official of the platform, or any Meeting Official directs a Participant to stop a behavior or comment, immediately comply. Directions are made to implement this Policy or the platform's policies.
 - After Participants comply, they may raise any questions or concerns to a Meeting Official.

*Contact meeting@apsanet.org to get in touch with a meeting official or visit <https://apsanet.ethicspoint.com>.

DO NOT...

- **Intentionally talk over or interrupt others;**
- **Favor those participating** by video/audio over audio or other means;
- **Engage in biased, demeaning, intimidating, coercive, or harassing/hostile conduct or commentary**, whether seriously or in jest (e.g., based on power differential, gender [sex, identity, expression], sexual orientation, race, ethnicity or national origin, religion, marital status, veteran status, age, body size or other physical appearance, disability, or other identities); this is the opposite of respectful and welcoming conduct;
- **Engage in personal attacks;**
- **Comment on personal appearance** or assumed or known reasons why a person chooses to participate via video/audio, audio, or other means—seriously or in jest;
- **Retaliate against or disadvantage anyone** for reporting a conduct concern or assisting in its resolution. Do not make bad faith accusations;
- **Disrupt the virtual meeting** (e.g., “zoom-bombing”) or engage in harm or threats of harm of any kind. Do not create/contribute to a safety threat or unsafe or exclusionary situation;
- **Make audio or visual recordings** of the Virtual Meeting in any medium—and do not distribute audio or visual recordings of the Virtual Meeting (via social media or any other means). Only the Association or its agents may do so, after warning Participants to give them an opportunity to opt out;
- **Do not take or distribute pictures of or copy** research posters/presentation materials unless explicit permission is granted; or
- **Do not engage in any of these bad acts** in the Virtual Meeting (including via public or private chat)—or on social media or other means in any way associated with the Virtual Meeting.*

*Contact meeting@apsanet.org to get in touch with a meeting official or visit <https://apsanet.ethicspoint.com>.

Anti-Harassment Policy

The APSA Annual Meeting and related regional political science meetings are convened for the purposes of professional development and scholarly and educational interchange in the spirit of free inquiry and free expression. Harassment of colleagues, students, or other conference participants undermines the principle of equity at the heart of these professional fora and is inconsistent with the principles of free inquiry and free expression. **Consequently, harassment is considered by APSA to be a serious form of professional misconduct.**

The following **Anti-Harassment Policy** outlines expectations for all those who attend or participate in APSA meetings. It reminds APSA meeting participants that all professional academic ethics and norms apply as standards of behavior and interaction at these meetings. The Anti-Harassment Policy can also be found on the APSA Governance Documents page of the APSA website: <https://bit.ly/3aIPaIS>.

1. Purpose

APSA is committed to providing a safe and welcoming virtual conference environment for all participants, regardless of actual or perceived gender, gender identity, race, ethnicity, sexual orientation, ability, socioeconomic status, age, or religion. “Participant” in this policy refers to anyone present at APSA meetings, including staff, contractors, vendors, exhibitors, venue staff, APSA members, and all other attendees.

2. Expected Behavior

- All participants at APSA virtual meetings are expected to abide by this Anti-Harassment Policy in all meeting venues including ancillary events and official and unofficial social gatherings.
- Abide by the norms of professional respect that are necessary to promote the conditions for free academic interchange.
- If you witness potential harm to a conference participant, be proactive in helping to mitigate or avoid that harm.
- Alert conference personnel if you see a situation in which someone might be in imminent danger.

3. Unacceptable Behavior

- persistent and unwelcome solicitation of emotional or physical intimacy
- persistent and unwelcome solicitation of emotional or physical intimacy accompanied by real or implied threat of professional harm
- intimidating, harassing, abusive, derogatory or demeaning speech or actions by any participant in an APSA meeting and/or at any related event.
- prejudicial actions or comments related to actual or perceived gender, gender identity, race, ethnicity, sexual orientation, ability, socioeconomic status, age, or religion that coerce others, foment broad hostility, or otherwise undermine professional equity or the principles of free academic exchange.
- deliberate intimidation, stalking or following;
- harassing photography or recording;
- sustained disruption of talks or other events;
- real or implied threat of physical harm

APSA Annual Meeting Ombuds

The APSA Ombuds is available for consultation with any virtual annual meeting attendees who believes that they have experienced any form of harassment, or have concerns about violations of the sexual harassment provisions of the APSA anti-harassment policy while attending the 2021 annual meeting. For more information about the APSA Ombuds, please visit <https://www.apsanet.org/ombuds>.

The ombuds will be available via email at apsaombuds@gmail.com for consultation or to set up a Zoom appointment. Virtual appointments are available Tuesday, September 28th through Sunday, October 3rd.

The role of the APSA Meetings Ombuds is to:

- confidentially hear and discuss your concerns with you
- provide you with valuable guidance and resources for understanding what constitutes sexual harassment and other forms of harassment
- provide information on, and help explain, options for reporting sexual harassment to APSA,
- outline other avenues and information for pursuing such a complaint
- offer support and guidance even if you elect to pursue no complaint procedures or reporting whatsoever

APSA RESPECT

RESPECTFUL
EQUITABLE
SAFE
PROFESSIONAL
ETHICAL
CONDUCT
TOWARDS ALL

The RESPECT Campaign encourages “**professional respect**” by and towards all APSA Annual Meeting attendees and participants at all times. Respect stands for Respectful, Equitable, Safe, Professional, and Ethical Conduct Towards All. The APSA Sexual Harassment Survey Report and Anti-Harassment Policy (code of conduct) address the importance of facilitating a climate of respect at the annual meeting.

The presence of APSA resources like the meetings Ombuds and the onsite Bystander Intervention training also embody this message.

To learn more about APSA RESPECT, visit our website at connect.apsanet.org/respect.



Virtual Meeting Instructions

Preparation Timeline

September 16:

- Deadline to upload individual and full session pre-recordings.
 - Full Session Recordings: To allow discussants adequate time to read pre-recordings and provide comments, we request presenters submitting pre-recordings circulate their papers to panel discussant(s) with ample time in advance of September 16th.
- Deadline for Paper Uploads to All Academic and PrePrints
- Deadline to upload any handouts to the platform for your session.
 - **Note:** These are supporting documentation that will be available for audience download and consumption. You will need to share any slides or other items you wish to make part of the live conference as part of your presentation using the “Share Screen” functionality. An email will go out the week before with more information.
- Deadline to upload your speaker photo. An email will go out the week before with more information.
- Deadline for poster presenters to publish their iPoster and schedule their chat

Prior to the Virtual Meeting:

Attend a Live Training

Each training will be recorded and made available after as an on-demand resource. Trainings will be held:

- **Wednesday, September 15th at 11:00 a.m. PT/2:00 p.m. ET**
 - [Click here to register.](#)
- **Thursday, September 16th at 8:00 a.m. PT/11:00 a.m. ET**
 - [Click here to register.](#)

- **Login to the virtual platform** and familiarize yourself with the platform and the session room.
- Review the **Virtual Meeting Conduct Policy** and **Do's and Don'ts** on pages 1 through 7 of this document.

The evening before your presentation or participation, you should:

- Power off your computer. Like humans, machines need rest.
- Ensure your device, operating system, and Zoom updates are installed in advance of the meeting time.

On the day of the meeting, consider some best practices:

Technology Tips

- If using a laptop, plug it into the charger. Be sure to have a strong **internet connection**.
- If you have ability to use a **wired connection** using an ethernet cable, this is recommended.
- If possible, **limit other internet connections** on your network during the time of your presentation.
- **Consider a headset** with a microphone and earphones. Test the sound in advance to ensure others will be able to hear you clearly.
- Keep your system usage to a minimum. **Minimize system resources** by having only essential windows or applications open for your meeting presentation.
- **Create your slides.** If you're using them, download the template here: <https://bit.ly/3sC8Dnu>

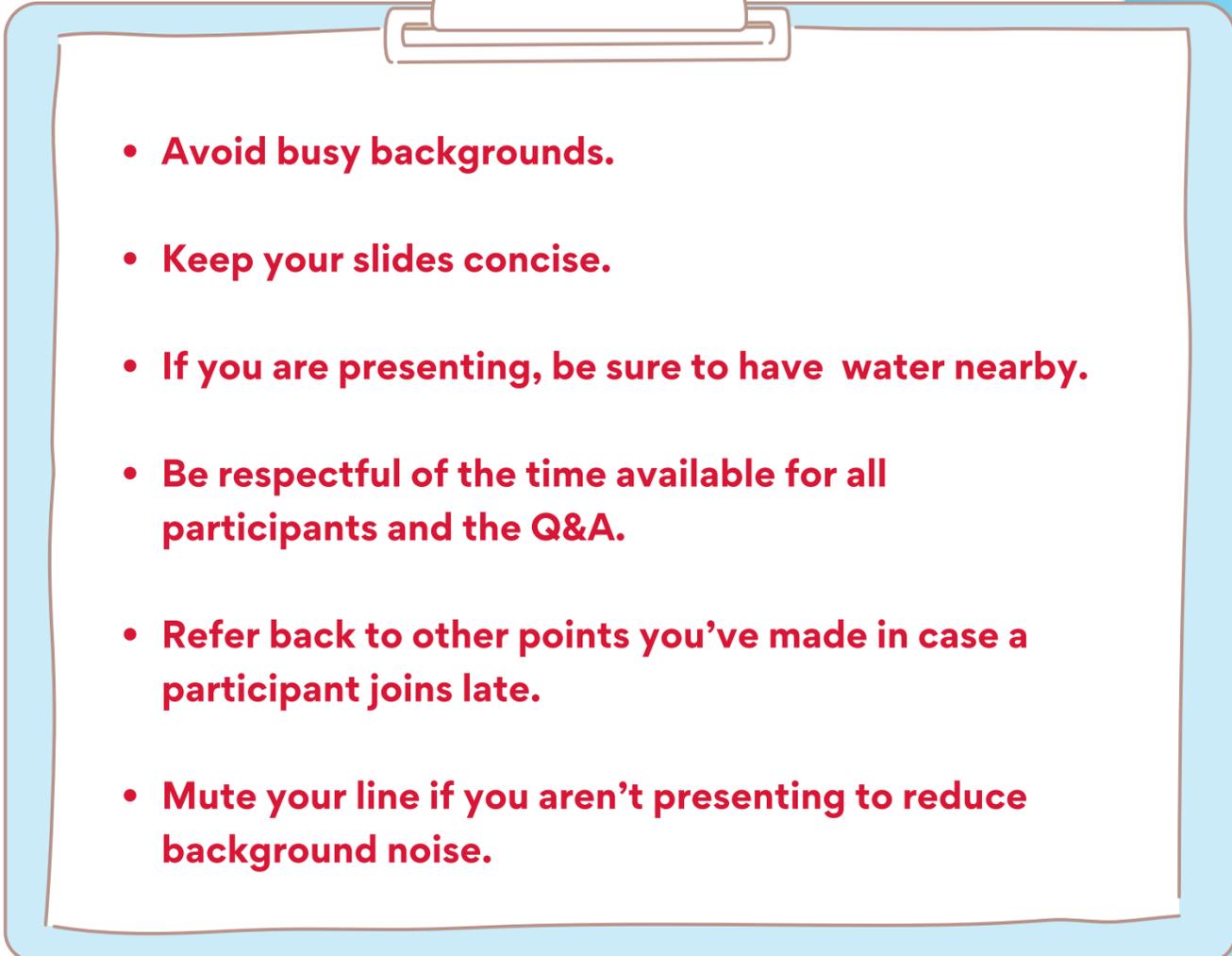


Location Tips

- Make sure that the **main light source** in the room is in front of you. We recommend not having a window or bright light behind you.

Just prior and during to your session...

- Find the session you are a panelist on and select "Join Session" next to it to attend the session.
- **Silence your phone**, or better yet power off your device or use “airplane” mode during the meeting
- **Be aware of where your device camera is.** Make sure it is at eye level, and look at the camera when delivering your comments in order to facilitate better engagement with the viewers. If you are presenting formal remarks, be sure to rehearse in front of a camera so that you can see how your delivery will look.

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- **Avoid busy backgrounds.**
 - **Keep your slides concise.**
 - **If you are presenting, be sure to have water nearby.**
 - **Be respectful of the time available for all participants and the Q&A.**
 - **Refer back to other points you've made in case a participant joins late.**
 - **Mute your line if you aren't presenting to reduce background noise.**

Business Meetings & Receptions

Virtual

Most section business meetings will take place virtually the week before the Annual Meeting, **Tuesday, September 21st – Friday, September 24th**. This allows both virtual and in-person attendees to participate. Some receptions will also be held virtually during this week.

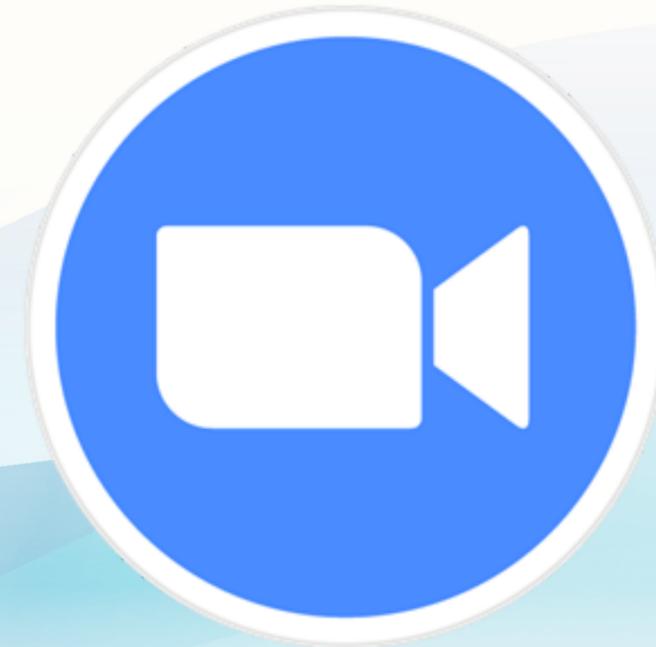
A few virtual receptions and meetings will also take place the week of the meeting.

In-person

In-person business meetings and receptions will take place in Seattle, WA, during the week of **September 28th**.

Check out the online program for more information on in-person and virtual business meetings and receptions.

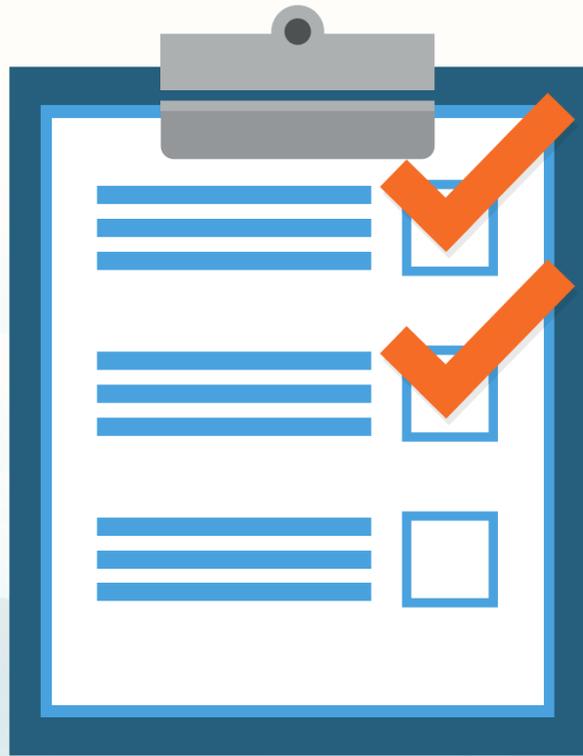
Zoom Room Instructions



To join a Zoom room, the hosts and attendees will join from the [meeting platform](#). A BAV tech will join the room and give the host responsibility to the listed chairs.

- The chair or host can be heard, and have the ability to share video and their screen. They can mute all attendees and allow others to share their screen.
 - They can also launch polls. They will need to ask the room tech for help with adding the poll before the session starts, if not already submitted to APSA.
 - **Read more about launching polls here:** <https://bit.ly/3iOYCwT>
 - Polls can be launched by contacting the room tech before the session starts.
- Chairs can also breakout the main room.
 - **Read more about breakout rooms in Zoom here:** <https://bit.ly/2CBbrLT>
- **Depending on the features** the chair has in place, the attendees have the ability to share video, audio, and their screen. They can also participate in the live chat.
- Zoom Rooms may have other sessions in them before and after your session, so please be sure that the panel only begins at the start time and ends at the end time listed in the program.





Role-Specific Instructions

Definition of Roles and Responsibilities Summary

Chairs

Chairs organize and keep panels on track in terms of time, making sure there is equal time given to the authors and presenters and adequate time left for discussion and audience questions. They serve as liaisons to the Division/Related Group Chairs. Each panel format should have a chair. Chairs also moderate the session chat and questions that are submitted. They can also handle any polling.

Authors

Authors write a paper for presentation onsite as part of a full paper panel, iPoster session, 30-minute paper presentation, short course/workshop, and mini-conference.

Presenters

Presenters discuss a topic, but do not have an authored paper associated with their role. Presenters participate in roundtables, Author Meets Critics panels, cafés, short course/workshops, and mini-conferences.

Discussants

Discussants promote further understanding of the papers and provides feedback to the authors and presenters. Discussants also can identify and briefly discuss the common theme(s) that run through the papers, which are usually related to the meeting theme, the panel topic, and/or a sub-field of the discipline.

Serving as a Panel Chair

Before the Panel

- Before the conference, check that all authors have shared or **uploaded their papers by the deadline of September 16th**. If they have not, send a reminder a week in advance of the meeting.
- If there are panel discussants, make sure they receive the papers early enough so that they have time to read them carefully and prepare comments.
- Before the panel begins, reach out to the panelists. Confirm their information for your introductions. Let all panelists know the amount of time they will have to present their papers. Plan for adequate time at the end (approximately a third or fourth of the total panel time) for questions and discussion.
- Enter the presentation room at least 15 minutes in advance.
- If you're chairing a mini-conference, each session will have its own link.

During the Presentation

When starting a session, it is helpful to provide some introductory remarks to familiarize attendees with the panelists and the system. Here is a sample script to help start the panel:

"I am [NAME], and I will be chairing today. Our presenters are [NAME, NAME, NAME]. To take part in our discussion, please use the chat function on the right hand side of your screen. Please remember that we ask everyone to abide by the norms of professional courtesy and respect during this session in the service of fostering an open and inclusive scholarly discussion. Thank you."

- Ask the audience to submit questions. Provide a brief overview of how to submit a question and participate in the chat throughout the presentation, rather than just at the conclusion. This will give you time to review the questions. Ask the audience to also designate which presenter(s) should answer the question.
- Papers should be presented in the order they are listed on the program, unless the panelists request a change or the chair or discussant recommends that a different order would better suit the ensuing discussion.
- Help the panelists keep their presentations to the allotted time and remember to signal time remaining toward the end of their presentations. In order to keep the panel on schedule and ensure everyone has sufficient time, be prepared to politely but firmly ask panelists to conclude, if they have gone over their allotted time.
- Track questions submitted for the panel for the Q&A.
- If there are websites or resources mentioned, add the links in the chat box for attendees.
- Moderate the session chat, as needed.
- Run any polling for participants.

Questions & Answers

- Panels run for **90 minutes**.
- **After the presentations**, invite any discussants to share comments.
 - See tips for discussants on page 18.
- **After the discussant comments**, the discussant or the chair should ask questions submitted by the audience. If there are no immediate questions, be prepared to ask one yourself.
- If the majority of questions are focused on only one paper, try to **refocus the audience** on a common theme of the panel to expand the discussion.
- **Wrap up the panel on schedule.** A few minutes over time may be necessary to conclude a discussion, but do not let the panel go beyond that. Remind attendees that most sessions will be available as recorded content for access later on.



Serving as a Chair for Roundtables

Roundtables and **sessions** such as research and outreach cafes offer a more flexible format than traditional panels and typically do not include specific papers for discussion. Many of the tips for panel chairs apply to chairs for these sessions. Additional points to consider as a chair for roundtables and other non-paper sessions include:

- Remind presenters in advance to mute their lines if they are not speaking to avoid echoes or background noise.
- Communicate with panelists beforehand about how long they will be expected to talk about a particular subject at hand and any specific areas of focus within the topic that you would like them to address.
- Allow plenty of time for questions. If time permits, you can allow roundtable members time to ask each other questions before opening it up to the audience at large.
- Prepare a few questions you can send to the participants ahead of time to assist with ongoing dialogue if needed.
- Especially where time is limited or where you want to promote broader participation among different roundtable members, direct audience questions to specific roundtable members rather than ask each member to answer the same question.
- Have a few stock phrases ready to interject into the discussion and steer it back on track if needed.

Serving as a Discussant

- Before the conference, read the papers closely. Take time to understand the main points of each paper and identify areas that merit remarks during the panel, such as original contributions provided by the papers or areas that may benefit from additional research.
- At the opening of your comments, very briefly summarize what you took to be the two or three most important points of each paper. There is no need to summarize a paper in its entirety.
- Evaluate the paper and provide feedback. Are there specific ways the author could improve the argument or research?
- Keep track of your time to ensure time is spent on each paper. Connect the papers to the broader theme of the panel and/or the meeting. How do the papers on this panel challenge and inform each other?
- Connect the papers to the broader body of knowledge on this topic. How do these papers fit into other research or the subfield broadly?

At the close of your comments, suggest some questions for further research or discussion.



Tips for Paper Authors

Before the Panel

- Submit your paper well in advance to the chair, discussant and other presenters. **The paper upload and circulation deadline is September 16th.**
- Don't try to present your entire paper. To prepare, create an outline of your talk, with the main points you would like to emphasize. Condense your notes into a manageable amount of information. Remember that you have a limited amount of time.
- Practice. Time yourself. Practice again in front of an audience in your department or with your colleagues. Practice speaking in front of a mirror to help with maintaining eye contact.
- Any PowerPoint slides you prepare should complement, rather than replace, your talk. Limit slides to key points and to findings that benefit from visual display.
- If using PowerPoint, inform the chair well in advance of the panel that you will be using PowerPoint so that they are aware.
- Upload any slides to the system.
- Upload your speaker photo.

Paper Authors

During the Presentation

- To share your slides during the meeting, click “Share Screen” when it’s your turn to present. Mute your microphone if you are not presenting.
- Avoid reading directly from your notes. Look at the camera. Making eye contact with the audience is crucial to a good presentation.
- Remind the audience to submit any questions.
- Be enthusiastic and confident. No one has thought more about your paper than you. The audience will appreciate your interest and excitement.
- Stay within your allotted time. The panel chair should remind you when your time is running out, but also use a phone or watch to time and pace yourself during the presentation.
- If you find yourself running behind, it’s fine to pause briefly to scan your notes and reorganize your thoughts. Find ways to condense your final remarks rather than simply speaking more quickly. There is no need to apologize or explain why you’re running out of time.
- At the end of your presentation, close by thanking the audience and welcoming questions and comments.

After the Presentation

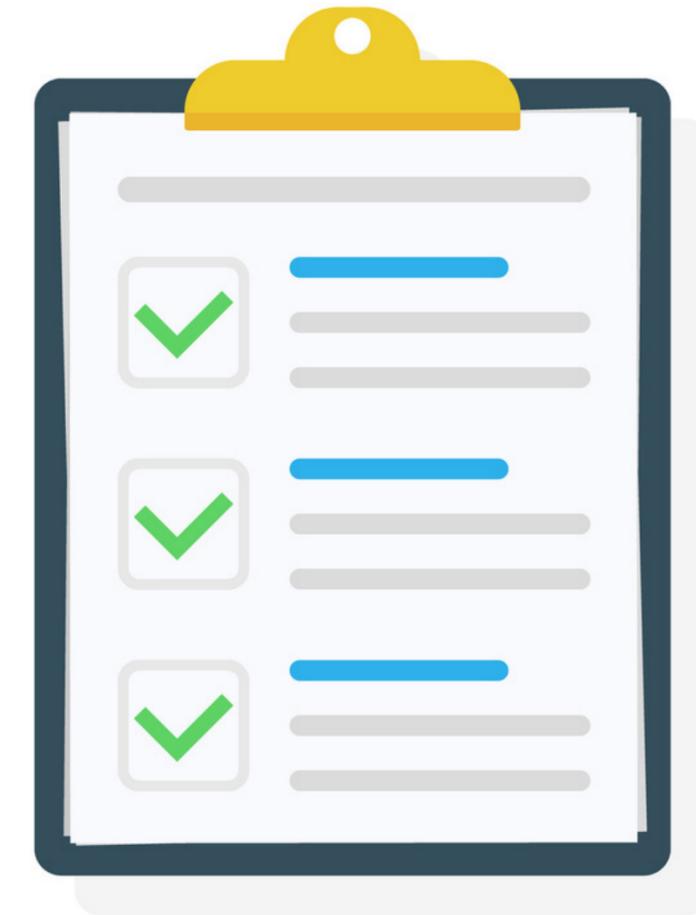
- After the panel/roundtable ends, follow up with the chair, discussant, and other presenters via email, as a professional courtesy and especially if you are interested in receiving additional feedback or would like to pursue future collaboration.



Tips for Presenters (Roundtables, Workshops)

Before the Panel

- Practice. Time yourself. Practice again in front of an audience in your department or with your colleagues. Practice speaking in front of a mirror to help with maintaining eye contact.
- Any PowerPoint slides you prepare should complement, rather than replace, your talk. Limit slides to key points and to findings that benefit from visual display.
- If using PowerPoint, inform the chair well in advance of the panel that you will be using PowerPoint so that they are aware.
- Upload any slides to the system.
- Upload your speaker photo.



Presenters

During the Presentation

- To share your slides during the meeting, click “Share Screen” when it’s your turn to present. Mute your microphone if you are not presenting.
- Avoid reading directly from your notes. Look at the camera. Making eye contact with the audience is crucial to a good presentation.
- Remind the audience to submit any questions.
- Be enthusiastic and confident. No one has thought more about your paper than you. The audience will appreciate your interest and excitement.
- Stay within your allotted time. The panel chair should remind you when your time is running out, but also use a phone or watch to time and pace yourself during the presentation.
- If you find yourself running behind, it’s fine to pause briefly to scan your notes and reorganize your thoughts. Find ways to condense your final remarks rather than simply speaking more quickly. There is no need to apologize or explain why you’re running out of time.
- At the end of your presentation, close by thanking the audience and welcoming questions and comments.

After the Presentation

- After the panel/roundtable ends, follow up with the chair, discussant, and other presenters via email, as a professional courtesy and especially if you are interested in receiving additional feedback or would like to pursue future collaboration.



Virtual Poster Instructions



Poster Authors

Poster authors have received instructions on how to create their posters from iPosters. In advance of the meeting, authors should schedule a live poster chat during their scheduled division time. They can also schedule chats outside of this time.

Setting Up a Live Chat



You first must have set a chat time in the CHAT SETTINGS in the poster editor. This will make the CHAT button available on the posters for viewers. It will also display the available chat time under the thumbnail in the gallery. Please observe that the time you set will NOT start the chat automatically, and you are not restricted to the times you set. You can let the chat go on for as long as you like. The author controls when chat begins and ends from within the poster editor. Just because someone has scheduled a chat time for a certain date/time, it doesn't mean the chat will automatically start. It will never start unless the author logs in clicks the green START CHAT button.

You start the chat manually by logging in to your poster editor, click on the CHAT button to the right, and in the CHAT SETTINGS dialog that comes up just click START CHAT. The chat will be activated and the JOIN CHAT will show up on the poster for viewers. You will get your own chat window in the poster editor in which you can answer individual questions and post general messages.

Important Notes



- You can't start a chat right away after you entered a chat time, you must log out and then back in for it to work.
- You can't set a chat time past midnight. Set the end time to 23:59 EST and explain in the chat that it will continue for XX hours/minutes.

For testing, you can actually start a chat at any time just as long as you have entered a Chat Time (even if it's in the future/past) - it's the trigger for the chat button to show up on posters.

For more information, visit

https://ipostersessions.com/chat_instructions

Poster Discussants

Poster **discussants** should review the posters in advance. The main discussant goal is to facilitate and engage conversation with the poster author during the scheduled division live chat time.



- To view the division posters, you can search by the division. Those with live chat set up will include a “Join Chat” button. Click on this to join the chat.
- Additional feedback can be provided not only at other times during the event, but also before and after. The main responsibility of a discussant, though, is to show up during the scheduled division poster time for live chats.

Lightning Round Participants

Lightning Rounds include five minutes of presentation followed by five minutes of question and answers. Most panels have eight presentations.



This format provides a structured framework, giving presenters not only an opportunity to share their research at the world's largest political science meeting, but also an opportunity to develop and enhance research communication skills through a concise presentation.

Lightning Rounds

This symposium will feature three categories of presentations reserved for emerging scholars in the field and will utilize an innovative panel format similar to **PechaKucha** and **Lightning Rounds**.

Research Design

Scholars will have five minutes to discuss their research design and logistics. This is followed by five minutes of feedback from discussants.

Research in Five

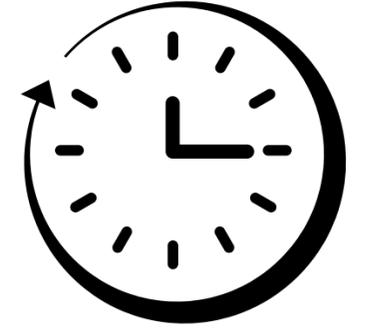
Undergraduate Students

Scholars will present their research using five slides for five minutes. Following their presentation, there will be five minutes to receive feedback from discussants and hold a Q&A with the audience.

Graduate Students

Scholars will present their research using five slides for five minutes. Following their presentation, there will be five minutes to receive feedback from discussants and hold a Q&A with the audience.

Lightning Rounds



Chairs

Chairs will be responsible for organizing the session, keeping participant's and discussant's time on track (five minutes each), and if time is available, field questions and additional discussion.

Presenters

Presenters will discuss their findings in five minutes, sharing a brief slideshow. Presenters should also **upload a copy of their paper to All Academic by September 16th**, for the discussant to review. If a paper is not applicable, a set of summary slides can be uploaded.

Discussants

Discussants will provide comments and feedback on the presenter's work.

Pre-Recorded Presentations



We recognize the challenging circumstances surrounding APSA Annual Meeting participation this year and anticipated there would be some last-minute changes to individuals' situations given the current environment. To accommodate panelists unable to travel to Seattle for their in-person sessions, we have developed a pre-recording option. **Pre-recording** is available for individual presentations as well as full in-person sessions where the majority won't be in attendance in Seattle.

Each session with pre-recorded presentations will have its own page on the virtual platform, featuring the pre-recorded presentation(s), as well as sections for feedback and Q&A. All pre-recorded presentations will be featured on the virtual platform before, during, and for up to six months after the event.

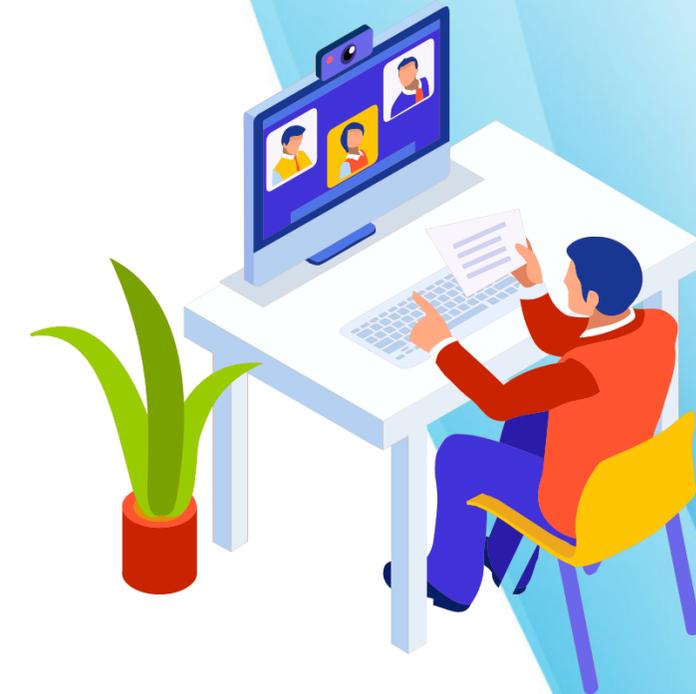
[You can find more information and links to the pre-recording here.](#)

Pre-Recording: Presenters

The deadline to submit pre-recorded presentations and sessions has been extended to **Wednesday, September 16th.**

To allow discussants adequate time to read papers and provide quality feedback in advance of the September pre-record deadline, we request pre-recording authors circulate their papers in advance of the September 16th recording deadline. Please be sure your panel discussant(s) have received and reviewed your paper before submitting your pre-recording.

- If you plan to pre-record an individual presentation, please inform your panel chair and fellow panelists as soon as possible.
- Before recording, all individual panelists and full sessions planning to pre-record will need to [complete the pre-recording registration form.](#)



Pre-Recording: Presenters

Once you are registered to pre-record, we will be in touch with your unique Session ID, which you will need when submitting your recording. When uploading your video, please follow the below titling format:

- For individual pre-recorded presentations, the recording title should be **[SessionID]_[PresenterLastName]**. For individual paper presentations with more than one author, please use the same title format as above, using the last name of the author who submitted the pre-record registration.
- For full session pre-recordings, please format the title as **[SessionID]_[ChairLastName]**.
 - Note: Please work with your group to choose a date to pre-record your panel together. In advance of the pre-recording, please make sure you have circulated a date in which papers should be reviewed.

For paper presentations with more than one author or sessions pre-recording as a group, please follow the same instructions from the pre-recording guide, but record on Zoom together instead of individually. **Please only submit one (1) video if pre-recording as a group.**



Pre-Recording: Discussants

As discussants, your role is different than the presenters in each session. Your feedback is essential to the presenter. So, how can you help and support the speakers and their pre-recorded presentations? What can you do to help each session run more smoothly or be more valuable for the presenter?

Some ways to provide support include (but are not limited to):

- View the pre-recorded presentation on the virtual platform and provide feedback prior to the Annual Meeting. **The pre-recording presentation upload deadline is September 16th.** They will be available on the live platform shortly after that for your review.
- Share comments and integrate the pre-recording into the discussion on-site.
- Provide notes post-session on details relevant to the pre-recorded presenter via the session page on the virtual platform or email.

Full panel pre-recordings should make sure authors circulate their papers in advance of September 16 or their recording to allow for the discussants to provide feedback in the pre-recording. Discussants on panels with pre-recorded presentations will be encouraged to work the pre-recording into the onsite discussion. They will also share relevant points from the in-person session with the pre-recorded presenters, either via the feedback box or through email.

General Pre-Recording Tips

Below are a few general tips to aid in preparing and developing your pre-recorded presentation. To ensure a quality video product, we recommend reviewing the entire list of recording requirements and best practices found in our Pre-Recording Guide.

- ✔ If you have presentation slides, please have them finalized and ready to be used in your video. You will be recording with your slides up and camera on. We highly recommend using video to help engage with attendees. If you are unable to do so, you can record audio only using Zoom by having your camera off.
- ✔ Practice your presentation in its entirety before beginning to record.
- ✔ During your recording session, we recommend you have:
 - A computer with high speed and reliable internet access. Close other programs and applications before recording for best result.
 - Consider earbuds or headphones that can plug into your computer. If possible, please do not use a Bluetooth Headset or Apple Air Pods.
 - Quiet surroundings: please make sure you have set aside a time and space where you will not be disturbed by others.
- ✔ Recordings should be around 15 minutes in length.
- ✔ Review your recording before submitting it to ensure a quality video.



Livestreaming Sessions



This year's Annual Meeting will include a new livestreaming experience for both in-person and virtual attendees. Livestreamed panels will be streamed from the in-person meeting in Seattle to the virtual meeting platform for all our virtual attendees to see in real-time. These panels will also be recorded, so in-person and virtual attendees can view the recording for up to six months on the platform. The goal of livestreaming is to allow virtual attendees to see a number of in-person sessions.

Livestreaming sessions will take place during the in-person portion of the Annual Meeting, **September 30th – October 3rd**. The livestreams will be hosted using Zoom Webinar, which will allow virtual attendees to view the session on our platform.

[Find more livestreamed sessions here.](#)

Speaker Portal Instructions



Speaker Portal Instructions

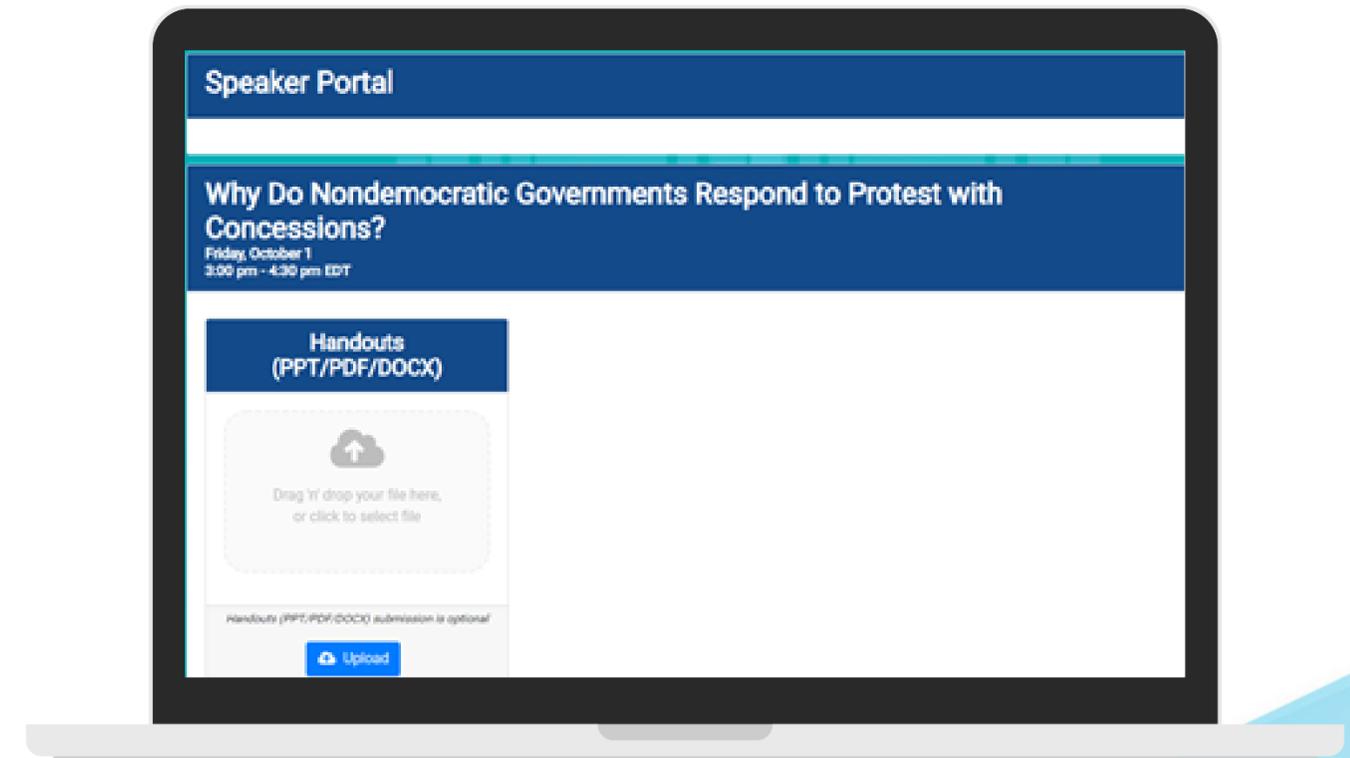
Log into the 2021 APSA Virtual platform with the email you used for registration and submit your handouts by visiting the following link: apsa2021.conventus.live/speaker-portal.

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.



Profile Pictures/Speaker Headshots

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

[Upload your profile picture here »](#)

