

Frequently Asked Questions – Pre-Recording

I'm not sure if pre-recording is for me. Where can I find more information?

More information can be found on our website at <https://connect.apsanet.org/apsa2021/pre-recorded-presentations/>. Currently, the best option for those who are unable to attend in-person is the pre-recording format.

When are pre-recordings due?

The deadline to submit your individual and full session pre-records has been extended to Thursday, September 16th, 2021. This deadline is important to allow discussants and panelists ample time to review your pre-recording prior to being onsite.

If I am on a panel where no one can attend in-person, can we switch to a virtual format?

With meetings as large and as complex as ours, the program must be finalized months in advance. Additionally, there are extra complexities of putting on an event with simultaneous in-person and virtual sessions that compress the timeline even more. Being less than a month out, we are unfortunately unable to make additional changes to the program in terms of moving full panels virtual, but we certainly understand and recognize the challenges around participation this year, which is why we developed the pre-recording option. For individuals who cannot participate on an in-person panel, they can pre-record their presentation. For panels where the majority cannot attend, there is the option to pre-record the full panel as a group.

I am part of a full session that is planning to pre-record. How do we do this?

Please work with your fellow panel participants to choose a date to pre-record your panel as a seamless presentation. Your panel will also need to decide on a date for papers to be circulated for review and feedback; this will need to take place in advance of your session's scheduled pre-recording. To pre-record the full session together, you would follow the same instructions from the pre-recording guide but record your session on Zoom together as if it were the in-person session instead of individually recording presentations. Please only submit one video if pre-recording as a group.

What should be included in my pre-recording?

For individual presentations, please plan your presentation to last roughly 15 minutes. You can find more information on what to include in our pre-recording guide. For full sessions, please have each presenter plan for a 15-minute presentation with discussant feedback as if you were in an in-person session to allow the discussion to flow as naturally as possible.

Will my pre-recording be played during the live in-person session?

Pre-recorded presentations will not be played during the in-person sessions. Instead, pre-recorded presentations and full sessions will be featured on a session page on our virtual platform with boxes for feedback and interaction from conference attendees. While the pre-recorded presentations won't be played live in the session, presenters who choose to pre-record will still receive feedback from panel discussants, and we strongly encourage discussants work the pre-recorded presentation into their discussions during the session, reference the pre-recording and where to find it, and make note of relevant points from the onsite discussion to share with the pre-recorded presenter. Fully pre-recorded sessions will be removed from the in-person program and will instead be available on our virtual platform.

Can my panel chair just play my pre-recording during the session?

We don't have the internet bandwidth to play pre-records from the virtual platform during in-person panels. While the chair is welcome to download the session's pre-recorded presentations to be played onsite, we do not recommend this option as it doesn't encourage live engagement, especially when most of a session's presentations are pre-recorded.

I've decided to pre-record. Now what?

First, please inform your panel chair and fellow panelists of your decision to pre-record as soon as possible. You will then need to register to pre-record here:

<https://apsa.wufoo.com/forms/k18pn7v609mjxc8/>.

Once your registration has been successfully submitted, you will receive a confirmation email. We will also be in touch with your unique Session ID, which you will need when submitting your presentation recording. After registering, please use the pre-record guide to create your recording.

Do I have to use the APSA slide template?

If your recording will include slides, we recommend you create them using the APSA Annual Meeting slide template. You can find the slide template on our website: <https://connect.apsanet.org/apsa2021/pre-recorded-presentations/>.

If I'm pre-recording, do I need to register for the Annual Meeting?

Anyone who participates in the meeting in any role (author, discussant, chair, presenter, etc.) must register for the meeting. We are also happy to extend the discounted virtual registration rate to all pre-record presenters who will not be in attendance in Seattle. Pre-recorded presenters will have access to all virtual content and livestreamed sessions.

How can I change my registration and request a refund for the difference between in-person and virtual rates?

If you have already registered as in-person for the Annual Meeting, a registration adjustment can be requested here: <https://apsa.wufoo.com/forms/registration-adjustment-request-form/>.

How do I submit my pre-recording?

Once your recording is completed, reviewed, and ready to submit, you can upload your video here:

<https://portal.bavservices.com/s/gj6ZrPbGNZmJDd9>.

Please format your recording title as *[SessionID]_[PresenterLastName]*. For papers with multiple authors, please use the last name of the author who submitted the pre-record registration. If you are submitting a pre-recording for a full session, please title it *[SessionID]_[ChairLastName]*. Please only submit one video if pre-recording as a group.

I uploaded my pre-recording. How do I know it was submitted successfully?

After submitting your recording, you will not receive an email confirmation confirming your upload. See the pre-recording guide for an example of what your screen should look like after upon submission. If you have questions about the status of your upload, please email lhowry@apsanet.org.

How long will it be accessible on the virtual platform?

Pre-recorded presentations will be featured on its session page on the virtual platform before, during, and for up to six months after the Annual Meeting.

I don't want to pre-record. Do I have other options?

If you are on an in-person panel and you are unable to attend in-person, the pre-recording format is the best option. We cannot pipe virtual presenters into in-person panels. If you do not want to pre-record, and decide to withdraw completely and just attend virtually, you will need to notify your panelists. You will also need to notify the division chairs, who may be able to find a replacement, and email meeting@apsanet.org.