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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 sessions (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 sessions (including via public or private chat)—or on social media or other means in any way associated with the virtual portion of the Annual 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/3alPa1S.
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 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 2022 Annual Meeting. For more information about the APSA Ombuds, please visit https://www.apsanet.org/ombuds.

Hours
Onsite and virtual office hours and consultations are available by walk-in or appointment Wednesday, September 14th through Sunday, September 18th. Contact the Ombuds via email at apsaombuds@gmail.com for consultation, or visit Salon 817 in Le Westin.

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
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 Session Instructions
Preparation Timeline:

September 1:

- Deadline for Paper Uploads to All Academic and PrePrints for both in-person and virtual sessions.
- 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 to the [iPoster gallery](#).
Prior to the Virtual Meeting:

Attend a Live Training
Each hour-long training will be recorded and made available after as an on-demand resource. Virtual attendee trainings will be held:

- Tuesday, August 30th at 2:00 p.m. ET ....... Click here to register.
- Thursday, September 1st at 11:00 a.m. ET ....... Click here to register.

- Login to the virtual platform and familiarize yourself with navigating the platform, searching for sessions, and joining a virtual session room.
- Review the Virtual Session 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 software updates are installed in advance of the meeting time.
On the day of your virtual session, consider some best practices:

Technology Tips:

- If using a laptop, ensure it is plugged 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. You can minimize system resources by having only essential windows or applications open for your meeting presentation.
- Create your slides. If using slides, download the template here: https://bit.ly/3BExTzW

Location Tips:

- Make sure that the main light source in the room in front of you. We recommend not having a window or bright light behind you.
Just prior to and during your virtual session...

- On the virtual platform, find the session for which you are a panelist in the "Join Session" tab, using either the filters provided or the search function. To attend the panel, select "Join Session" next to the panel you would like to enter.

- **Silence your phone** or, if possible, power off your device or set it to “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 beforehand so that you can see how your delivery will look.

  - Avoid busy backgrounds & brightly patterned clothing.
  - 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.
Zoom Room Instructions
To join a Zoom room, hosts and attendees must join from the virtual meeting platform. An audio-visual technician will join and give host permissions to the listed session chairs.

- The chair or host can be heard, has the ability to share video and their screen, can allow others to share their screen, and can mute all attendees.
  - Hosts can also launch polls. Chairs should ask the room technician for help with adding the poll before the session begins, if not already submitted to APSA.
  - Read more about launching Zoom polls here: https://bit.ly/3iOYCwT

- Chairs can also place attendees in breakout rooms.
  - Find more about Zoom breakout rooms here: https://bit.ly/2CBbrLT

- Depending on the features & settings the chair has in place, panel attendees may have the ability to share their video, audio, and screen. They can also participate using the Q&A feature or the live chat.

- Zoom rooms may have other virtual sessions in them before and after your session, so chairs should ensure 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, ensuring there is equal time given to all authors and presenters, as well as adequate time left for discussion and audience questions. They serve as liaisons to the Division/Related Group Chairs and Zoom Hosts. Every panel format should have a chair. Chairs also moderate the session chat, keep track of questions that are submitted, and manage 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 authors and presenters. Discussants also can identify and briefly discuss the common theme(s) that run through the session’s papers, which are typically related to the meeting theme, the panel topic, and/or a sub-field of the discipline.
Before the conference, check that all authors have circulate & upload their papers by the deadline of September 1st. If they have not, send a reminder a week in advance of the meeting.

If there are panel discussants, ensure they receive all papers early enough to allow them ample time to read each carefully and prepare comments.

Before the session begins, be sure to reach out to the panelists. Confirm their information for your introductions, including name pronunciation and current affiliation. Inform panelists of 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 audience questions and discussion.

Enter the Zoom panel room at least 15 minutes in advance of the scheduled session time.
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/discussant recommends a different order to better suit the ensuing discussion.
- Help the panelists keep their presentations within their allotted time and remember to signal time remaining toward the end of their presentations. To keep the panel on schedule and ensure everyone has sufficient time to present, be prepared to politely but firmly ask panelists to conclude if they have gone over their allotted time.
- Track questions submitted for the Q&A, and note if it is asked of a specific panelist.
- If there are websites or resources mentioned, add the links in the chat box for attendees to reference.
- Moderate the session chat as needed.
- Run any polling for participants.
Questions & Answers

- All panels run for 90 minutes.
- **After the presentations**, invite any discussants to share comments.
  - See tips for discussants on page 21.
- **After the discussant(s) make their comments**, either 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 or one author, 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 continue beyond that. Remind attendees that most sessions will be available as recorded content on the virtual platform for access later on.
Roundtables and sessions such as research and outreach cafés 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 as well. Some additional points of consideration for roundtables and other non-paper sessions include:

- Reminding presenters in advance to mute their lines when not actively speaking to avoid audio feedback or background noise.
- Communicating with panelists beforehand about how long they will be expected to talk about a particular subject and any specific areas of focus within the topic that you would like them to address.
- Allowing plenty of time for audience Q&A. If time permits, you can allow the roundtable members time to ask questions of each other before opening it up to the audience at large.
- Preparing a few questions you can send to the participants ahead of time to assist with ongoing dialogue if needed.
- Encouraging direct audience questions to specific roundtable members rather than ask each member to answer the same question, especially where time is limited or where you want to promote broader participation among different roundtable members.
- Having a few stock phrases prepared to interject into the discussion to steer it back on track if needed.
Before the conference, read all papers in your session 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, as well as areas that may benefit from additional research.

At the start 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; be concise while providing thorough feedback.

Evaluate each paper and provide feedback. Are there specific ways the author could improve their argument or enhance their research?

Keep track of your time to ensure enough time is spent discussing each paper. Try to connect the papers to the broader theme(s) of the panel and/or the meeting. How do the papers on this panel challenge and inform each other?

Connect the papers to the wider body of knowledge on this topic. How do these papers fit into other research or the subfield more broadly?

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

Submit your paper well in advance to the chair, discussant(s), and other presenters. The paper upload and circulation deadline is September 1st.

- 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, and remember that you have a limited amount of time to present.
- 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 your talk, rather than replace it. Limit your slides to key points and findings that benefit from visual display only.
- If using PowerPoint, inform the chair well in advance of the panel that you will have slides so that they are aware.
- Upload any PowerPoint slides to the system.
- Upload your speaker photo.
During the Presentation

- To share your slides during the meeting, click “Share Screen” when it’s your turn to present. Mute your microphone whenever not presenting.
- Avoid reading directly from your notes. Look at the camera, as 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 and the audience will appreciate your interest and excitement.
- Stay within your allotted time. The panel chair should remind you when your time is almost up, but we also recommend using a phone or watch to time and pace yourself accordingly during your 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 any questions or comments.

After the Presentation

- After your virtual panel/roundtable ends, be sure to follow up with the chair, discussant(s), and other presenters via email, not only as a professional courtesy, but especially if you are interested in receiving additional feedback or would like to pursue future collaboration.
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.

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- After your virtual panel/roundtable ends, be sure to follow up with the chair, discussant(s), and other presenters via email, not only as a professional courtesy, but especially if you are interested in receiving additional feedback or would like to pursue future collaboration.
Livestreaming Sessions

The 2022 Annual Meeting will once again include a livestreaming experience for both in-person and virtual attendees. Livestreamed panels will be streamed from the in-person meeting in Montréal, Quebec to the virtual meeting platform for all our virtual attendees to watch in real-time. These sessions will also be recorded, so in-person and virtual attendees can both view the recording for up to six months on the virtual platform. The goal of livestreaming sessions is to allow our virtual attendees to view a number of in-person sessions.

Livestreaming sessions will take place over the course of the Annual Meeting, September 15th – 18th, 2022. The livestreams will be hosted using Zoom Webinar, which will allow virtual attendees to view these sessions on our virtual platform. Please note all livestreaming sessions are listed on the program in Eastern time.

Find more information on livestreamed sessions here.
Speaker Portal Instructions
Speaker Portal Instructions

Log into the 2022 APSA Virtual Platform with the email you used for registration and submit your handouts by visiting the following link: [apsa2022.conventus.live/speaker-portal](http://apsa2022.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 »]