



LOS ANGELES, CA | AUGUST 31 – SEPTEMBER 3

2023 APSA ANNUAL MEETING & EXHIBITION

**PARTICIPANT GUIDE:
TIPS FOR CHAIRS, DISCUSSANTS, AND PRESENTERS**

Table of Contents



Codes of Conduct

- Anti-Harassment Policy
- APSA Ombuds
- APSA RESPECT
- Virtual Conduct: Dos and Don'ts

Role-Specific Instructions

- Definition of Roles and Responsibilities
 - Serving as a Panel Chair
 - Tips for Paper Authors
 - Tips for Presenters (Roundtables, Workshops)
 - Serving as a Discussant

Housingkeeping Notes



Codes of Conduct

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 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 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

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 2023 Annual Meeting. For more information about the APSA Ombuds, please visit www.apsanet.org/ombuds.

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

Hours

Onsite and virtual office hours and consultations are available by walk-in or appointment Wednesday, August 30 - Sunday, September 3.

Contact the Ombuds via email at apsaombuds@gmail.com for consultation or visit LACC, 105.

APSA RESPECT



RESPECT stands for Respectful, Equitable, Safe, Professional, and Ethical Conduct Towards All.

The RESPECT Campaign encourages “professional respect” by and towards all APSA Annual Meeting attendees and participants at all times. 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 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>.

Virtual Conduct Policy

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>.

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 panel participants. Every panel format should have a chair. Chairs also moderate the session chat, and field any questions from the audience.

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.



Paper Authors & Presenters

Tips for Paper Authors



Before the Panel:

Submit your paper well in advance to the chair, discussant(s), and other presenters. **The paper upload and circulation deadline is August 17.**

- 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.

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 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.

Paper Authors & Presenters

During the Presentation

- Avoid reading directly from your notes.
- Remind the audience to ask 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 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.



Panel Chairs

Before the Panel

- Before the conference, check that all authors have **circulated & uploaded their papers by the deadline of August 17th**. 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 panel room **at least** 15 minutes in advance of the scheduled session time.
- Upon arriving in the room, you'll find Housekeeping Notes with details on hosting a panel.

In Advance of Arriving Onsite

- Chairs serve an integral role in ensuring the panel is organized and that all participants have time to speak and receive feedback. They are critical to a panel running smoothly.
- Communicate with panelists beforehand about time for the panel and the structure.

Paper Panel Chairs

- Ensure all papers are circulated by authors in advance of the meeting so that the discussants can adequately prepare.

Roundtable Chairs

- Communicate 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.
- Prepare a few questions you can send to participants ahead of time to assist with ongoing dialogue, if needed.

Before the Session

- **Arrive to the room 15 minutes** before so that you can greet the participants and provide any additional information.
- **All panels run for 90 minutes**, unless they are a workshop or mini-conference.
- Please note that **rooms must stay in the current room set due to fire codes.**
- If you need technical assistance, **A/V techs are available** on the floor, and a phone number to reach them should be located on the podium, along with housekeeping notes.

Beginning the Session

- Remind participants to **mute their phones and devices** before starting the session.
- We recommend that you **start the panel with a land acknowledgement:** "We acknowledge that our meeting location is on the unceded Indigenous lands of the Kanien'kehá:ka/Mohawk Nation, which is known as a gathering place for many First Nations, and we recognize them as custodians of the lands and waters on which we gather today.."
- **Give brief comments** on the theme of the panel and a quick introduction of the panelists will suffice.
- Notify participants that there will be time for **Q&A at the end.**

Paper Panel Chairs

- 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.

During the Session

Help panelists keep their presentations to the allotted time, and remember to signal time remaining toward the end. In order to keep the panel on schedule and ensure everyone has enough time, be prepared to politely, but firmly, ask panelists to conclude, if they have gone over their allotted time. Moderate the session. Have a few stock phrases prepared to interject into the discussion, if needed.

Paper Panel Chairs:

- After the presentations, invite 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 the majority of questions are focused on only one paper or author, try to refocus the audience on a common theme of the panel to expand the discussion

Roundtable Chairs:

- Allow plenty of time for audience Q&A. If time permits, you can allow the roundtable members to ask questions of each other before opening it up to the audience at large.
- Allow time for questions and wrap up the panel on schedule.



Discussants

Serving as a Discussant

- **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.

Panel Disruption

In the case of a **panel disruption**, please pause the panel and ask the individual(s) to cease from the disruptive behavior or refrain from engaging in disruptive comments. You can resume the panel once the situation has been appropriately addressed. If the disruptive behavior persists, please contact security:

- **LACC Security:** Dial 3000 to reach security from an internal phone, or call (213) 765-4605

Please note: The [APSA Meetings Ombuds](#) is available to speak with any meeting participant, in an informal and confidential manner, to provide information on the options available to attendees who believe that they have experienced or witnessed harassment of any sort. You are also welcome to speak with the ombuds if you, or your committee, organized section or caucus is facing challenges that you'd like to get the ombuds advice on. To contact the APSA Meetings Ombuds, email apsaombuds@gmail.com.



Housekeeping Notes

Preparation Timeline

Thursday, August 17th is the:

- **Deadline for Paper Uploads** to All Academic and Preprints for both in-person and virtual sessions.
- **Deadline for poster presenters** to publish their iPoster to the iPoster gallery.

All rooms include a projector and a screen. For larger rooms, there is an audio speaker system. If you would like to share a slideshow, we recommend presenters bring their own laptop, and if they have it, and HDMI cord.