TIPS FOR CHAIRS, DISCUSSANTS, AND PRESENTERS
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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/3alPalS.
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 2020 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.

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 https://connect.apsanet.org/respect.
Virtual Meeting Instructions
Preparation Timeline

August 26:

- Paper upload deadline 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.
A week or two in advance of the virtual meeting:

- **Attend a live training.**
  - Trainings will be held on Monday, August 31, at 2:00 p.m., Eastern (12:00 p.m. Mountain) and Tuesday, September 1, at 10:00 a.m. Eastern (8:00 a.m. Mountain). Each training will be recorded and made available after as an on-demand resource.

- **Log into PreFlight to quickly test your operating system, browser, microphone, and camera:** [http://preflight.conferencecontent.net](http://preflight.conferencecontent.net)

- Log into the virtual platform and familiarize yourself with the platform and the session room.

- Review the Virtual Meeting Conduct Policy and the Virtual Meeting Do’s and Don’ts on pages 1 through 7 of this document.

The **evening before your presentation** or participation:

- 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/31a2GSF

**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 and during to your session...

- **Log in 15 minutes prior** to start of the session.
  - **Note:** Zoom meetings should not start until their official start time, due to other meetings in progress.

- 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.

- **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.
What to Expect in a Broadcast Room

Most panels will be held through broadcast rooms.

When you join the room that you are a panelist in, you will see all the panelist controls.

In a broadcast room, the audience will have the option to submit questions or chat in the room. If you have been contacted separately about a Zoom room, please refer to the additional Zoom room instructions.
Presenter View

To join a broadcast room, the panelists and attendees will click the "Join Session" button next to the session. When program panelists join, they will see the presenter view. In a broadcast room, panelists will have access to sharing their video, audio, and their screen inside of the web browser. There is also a live chat and a submitted question boxes, as well as a tool to launch polls.

Here is an example of what a panelist will see when they log into the room:
Audience View

Attendees will have the ability to submit a question, engage in the live chat, and participate in the polls.

Here is an example of what they will see when they join the meeting:
Business Meetings & Receptions

The majority of business meetings will take place in the BAV broadcast room. Those who have been set up in a Zoom room should refer to the Zoom Room functionality section. Business meeting hosts and presenters, those in the program listing, will be viewable by the audience. The audience will not be viewable, but they will have access to a live chat and a submit a question box.

Receptions
All receptions are in Zoom rooms. Read the section on Zoom functionality.
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/host can be heard and they have the ability to share video and their screen. They can also mute all attendees and allow others to share their screen. They can launch polls, but must have been submitted to APSA by August 21 in order to be available.
  - Read more about launching polls here: https://bit.ly/3iOYCwT

- 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
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 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 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 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.
Before the conference, check that all authors have shared or uploaded their papers by the deadline of August 26. 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. To submit a question for me to share with the panel, please use the question box at the bottom 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 through the question box 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. The next panel will start 30 minutes after. Broadcast rooms will not automatically close at the end time, but we do recommend staying as close to schedule as possible. For Zoom rooms, there are times in which there are back-to-back meetings, so meetings will have to promptly begin at their start time and end promptly at their listed end time to allow for other groups to access the room.

- 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 August 26.
- 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.
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.
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.
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 CEST 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 Rounds include five minutes of presentation followed by five minutes of question and answers. Most panels have eight presentations.
This symposium will feature **three new 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.

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.