



2021 Eastern Division Virtual Meeting Guidance for Program Participants

The 2021 APA Eastern Division Meeting will be fully virtual. It will be held over two consecutive Thursday-to-Saturday periods: January 7–9 and January 14–16, 2021. Sessions will be run through OpenWater, a virtual meeting platform which uses Zoom functionality for the sessions.

The [APA Guide for Meeting Participants](#) contains valuable information about meetings and meeting policies, and the [APA Virtual Meeting FAQ](#) contains general information about the 2021 APA divisional meetings. However there is some additional information below specifically related to being a speaker at the 2021 APA Eastern Division virtual meeting.

Virtual Meeting Software

OpenWater uses Zoom functionality for the session meetings. Those who are familiar with Zoom should find the meeting controls familiar. For further information, please see [this OpenWater training video](#).

Screen Sharing

By default, the session host is the chair of the session. The chair should designate the speakers and commentators as co-hosts and leave screen-sharing disabled for the rest of the participants. See details at [this Zoom guide about meeting roles](#).

Pre-Recorded Presentation

Authors can, if they wish, pre-record their paper presentation. In some cases, this may help ensure that the session stays on schedule. If an author wishes to do this, they should contact the chair of the session to let them know they will do this ahead of time. To show a pre-recorded presentation, authors can open the video of their presentation on their own computer and then share the appropriate window in the Zoom session. Be sure to also share computer sound so that others can hear the presentation. For more information, see [this Zoom guide about screen-sharing](#). OpenWater also has some helpful information about how to pre-record a presentation in [this OpenWater pre-recording guide](#).

Authors who pre-record their presentations should of course still attend their sessions so that they can participate in the Q&A and so that they can present their paper live if there are technical problems. We do not advise commentators to pre-record their comments.

Session Timing

Except with very few exceptions, all sessions are 1 hour and 50 minutes long. Chairs should ensure that sessions run on schedule.

For symposium sessions (1 paper, 2 commentators), we recommend the following:

- 30 minutes for author
- 15 minutes for each commentator
- 5-10 minutes for author reply
- 40-45 minutes for Q&A

Example:

9:00-9:30	<i>author presentation</i>
9:30-9:45	<i>commentator 1</i>
9:45-10:00	<i>commentator 2</i>
10:00-10:10	<i>author response</i>
10:10-10:50	<i>Q&A</i>

For colloquium sessions (2 papers, each with 1 commentator), we recommend the following:

- 20 minutes for author
- 10 minutes for commentator
- 5 minutes for author reply
- 20 minutes for Q&A

Example:

9:00-9:20	<i>author 1 presentation</i>
9:20-9:30	<i>commentator 1</i>
9:30-9:35	<i>author 1 response</i>
9:35-9:55	<i>Q&A</i>
9:55-10:15	<i>author 2 presentation</i>
10:15-10:25	<i>commentator 2</i>
10:25-10:30	<i>author 2 response</i>
10:30-10:50	<i>Q&A</i>

Because invited sessions (including author-meets-critics sessions) have many different formats, the chair should discuss in advance with the participants what the appropriate timing is for the session, always ensuring there is at least 30 minutes for Q&A in a session.

The structure of affiliated group sessions is up to the group sponsoring the session. For questions about an affiliated group session, contact the group leadership and/or session organizer.

Chat Function

Just as in regular Zoom meetings, the chat function will be enabled during APA sessions.

Chairs are advised to think ahead about how to best use this feature. **It is ultimately the chair's decision how to use the chat function, but it is important that the chair make clear to participants how it will be used.** We want to have engaging sessions while at the same time not have situations where a completely independent discussion is taking place in the chat during a presentation or a live Q&A.

Here are some ideas about how chairs might use the chat:

- A. If multiple people have their blue hands raised, chairs can use the chat to write down order in which people are called on to speak.
- B. Chairs can indicate in the chat if someone has a follow-up question which interrupts the queue that has been written down.
- C. Chairs can invite participants to use the chat box to write down further questions for speakers or commentators, or further thoughts, in case time runs out before they have a chance to ask live.

- D. Chairs can invite participants to write down short clarificatory questions in the chat for the benefit of the group, with the understanding that speakers/commentators may not be able to see and respond to the chat.

If chairs opt to use the chat function for either A or B, there is no need to consult with other participants about them. Chairs may wish to consult with participants about points C and D. It may be easiest to treat these options as a default, and ask if anyone would like to opt out. The most important thing is to communicate about these choices in advance so that everyone understands what the chat box will be used for. **In addition to making a live announcement, chairs can use the chat window to inform everyone how to use the chat, so that they see a reminder when they view the chat box.**

Circulation of Papers and Comments

Session participants and organizers should set deadlines for presenters to circulate their papers and commentators to circulate their comments to the other participants in a session. The following are the deadlines the APA recommends:

- The recommended deadline for main speakers to send the final version of their papers to commentators and any other session participants is a **minimum of six weeks prior to the meeting (November 26)**.
- The recommended deadline for critics in author-meets-critics sessions (also known as book symposia) to send their comments to the author and any other session participants is a **minimum of six weeks prior to the meeting (November 26)**.
- The recommended deadline for commentators and respondents to send their papers to main speakers and any other session participants is a **minimum of three weeks prior to the meeting (December 17)**.

Poster Session

Poster presenters will be contacted soon with additional information about the structure of the virtual poster session. For now, poster presenters should prepare a PDF document of their poster as well as a brief description/abstract of their paper.

Guidance for Chairs

Session chairs are responsible for keeping time, managing Q&A, and generally ensuring the session runs smoothly.

Session chairs should establish a plan for alerting speakers to how much time is remaining for their presentations. For example, the chair might send the speaker a text message or private message in Zoom, or hold up a time card. Chairs should also feel welcome to briefly interrupt speakers who have gone over their time to remind them to wrap up.

Chairs should determine (in consultation with the speakers) how they'd like to manage Q&A. Some suggestions for Q&A are included under "Chat Function" above. Chairs should inform participants how Q&A will work in their session and stick to the Q&A rules they establish. Chairs should monitor the chat throughout the session.

If, in Q&A, session participants are allowed to unmute themselves to ask questions, chairs are empowered to interrupt or mute questioners that go on too long, ask inappropriate questions, or otherwise violate professional norms or the Q&A rules established for the session.

Chairs are empowered to remove from the meeting participants who are disruptive or conduct themselves unprofessionally.