

2022 APA Virtual Division Meetings: Instructions for Program Participants

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Thank you for participating in the virtual portion of the 2022 APA Eastern Division meeting! We look forward to engaging, productive, and thoughtful philosophical discussions in the meeting sessions.

This document will provide step-by-step instructions on how to access sessions you are participating in during the meeting. If you have any further questions, please don't hesitate to contact us by email at meetings@apaonline.org, through the [meeting contact forms](#), or through the chat feature in the meeting platform.

Step 1: Register for the meeting

To access the meeting sessions, you must be registered for the meeting. If you haven't done so already, register for the meeting here:

- [APA Eastern Division Meeting Registration](#)

While you can register up until and even during the virtual portion of the meeting, we strongly recommend registering for the meeting in advance. This ensures that you will be able to access any sessions you are speaking in as well as sessions you wish to attend.


Step 2: Access the virtual meeting hub

Within roughly five minutes of registering for the meeting, you will have access to the virtual meeting hub. You will receive a link to the hub via email and you can also access the hub by clicking the "Virtual Meeting Hub" button on the meeting page, or use the link below.

- [APA Eastern Division Meeting Virtual Component — January 13-14 and 18-19, 2022](#)

When you click the link to the virtual meeting hub, you will be taken to a page that looks like this:

HOME PROGRAM EXHIBITORS POSTERS GET ASSISTANCE - MY ACCOUNT -



2022 APA Eastern Division Meeting

VIRTUAL COMPONENT

January 13-14 & 18-19, 2022

Welcome to the virtual component of the 2022 APA Eastern Division meeting!

The virtual program includes over 120 sessions, including colloquium and symposium sessions, author-meets-critics sessions, the AAPT-APA Teaching Hub, the Presidential Address, the Dewey Lecture, the Romanell Lecture, the Danto/ASA Prize Lecture, and more. There will be a virtual exhibit hall, two poster sessions, and opportunities for meeting with colleagues. These events will be held via Zoom. Unless presenters opt out, meeting sessions will be recorded and the recordings will be available for registrants to view for one year following the meeting.

The 118th meeting of the APA Eastern Division will be held in person, along with a virtual component. The in-person portion of the meeting will take place January 5-8, 2022. The virtual component of the meeting will be held January 13-14 and January 18-19, 2022.

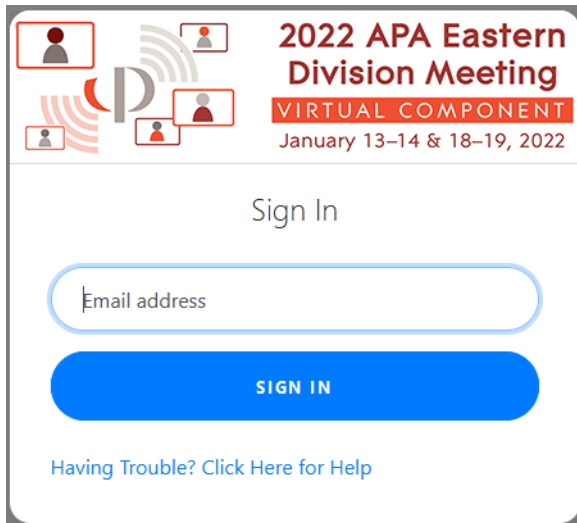
To present or actively participate in sessions, you will need a computer, smartphone, or tablet with a camera, microphone, and internet access (ideally, high-speed internet access). To view session recordings, you only need a computer, smartphone, or tablet that can play videos. Session recordings will be available a few days after the sessions occur.

The 2022 Eastern Division meeting program is available on the [APA website](#).

For more information about the virtual format, please visit the [FAQ page](#). Session chairs and speakers should also review the [Virtual Meeting Guidance for Program Participants](#) document.

[Logout](#)

Click on “Program” in the navigation bar. This will take you to a login screen where you will need to enter the email address you used when registering for the meeting. If you are an APA member, this is the email address in your APA member profile. The login page will look like this:



After entering your email address, you will receive an email message containing a link to sign into the meeting hub. Click the link in the email and you will be taken back to the virtual meeting hub. You will now be signed in as a registered participant with full access to all meeting sessions (and, when available, session recordings).

Unless you clear your browser cookies, you will only need to go through the sign in process (entering your email address and then clicking the link in the email you receive) once for each device you use to access the meeting.

Step 3: Finding sessions

Click on the “Program” link to view the virtual meeting program. You can view the program by date, or you can use the search on the right to search by keyword, and/or to limit your results by category, room, day, or timeslot. When you find your session, click the “View Session” button.

The screenshot shows the top navigation bar with links for HOME, PROGRAM (underlined), EXHIBITORS, POSTERS, GET ASSISTANCE, and MY ACCOUNT. Below the navigation is a large banner for the Presidential Address by Miranda Fricker on Wednesday, January 19 at 5:00 p.m. EST. The main content area features a search bar with a search button and a 'See Results from All Days' button. Below the search bar are filters for Category, Schedule Room, Schedule Day, and Schedule Timeslot, each with a dropdown menu set to 'Any'. A 'See Results from All Days' button is also present at the bottom of the filter section. The main content area displays a list of sessions for January 19, 9:00 AM - 10:50 AM (Eastern Standard Time). The first session is '17A. Invited Symposium: Aristotle, Principles, and Habituation' with a 'VIEW SESSION' button and links to add to Google, Outlook, or iCalendar. The second session is '17B. Symposium: The Epistemic Conception of Saliience' with a 'VIEW SESSION' button and similar links. A 'Symposium' tag is visible below the second session.

HOME PROGRAM EXHIBITORS POSTERS GET ASSISTANCE MY ACCOUNT

Don't miss the Presidential Address by Miranda Fricker Wednesday, January 19 5:00 p.m. EST

Welcome to the virtual program for the 2022 APA Eastern Division meeting. The program is divided into days, which are divided into session time blocks. You can expand or collapse each time block by clicking on the red time range bar. To join a session that is about to start or has started, go to the session page by clicking the "View Session" button. The button to join will be on the right of the session page. To view sessions on another day of the meeting, click the date below. You can also [download the PDF program](#).

Authors of most accepted papers allow [preprints of their papers](#) to appear on the APA website through the end of the meeting

We encourage you to visit the [meeting exhibit gallery](#). Some exhibits include full text of select books.

Times are displayed in (UTC-05:00) Eastern Time (US & Canada) (UTC-04:00 Daylight) Change

January 13 January 14 January 18 January 19

9:00 AM - 10:50 AM (Eastern Standard Time)

17A. Invited Symposium: Aristotle, Principles, and Habituation [VIEW SESSION](#)
Add to Google | Outlook | iCalendar
Invited Symposium

17B. Symposium: The Epistemic Conception of Saliience [VIEW SESSION](#)
Add to Google | Outlook | iCalendar
Symposium

Refine your search

Search

Search

See Results from All Days

Category Any

Affiliated Group Program
Divisional Program
Teaching Hub

Schedule Room Any

Schedule Day Any

Schedule Timeslot Any

See Results from All Days

Favorites

An easy way to keep track of sessions you're participating in is to use the "Favorites" list. You'll see a hollow star next to each session title. If you click this star, it will become solid and a new tab labeled "Favorites" will appear to the left of the date tabs. Clicking this tab will let you view all of the sessions you've favorited.

Authors of most accepted papers allow [preprints of their papers](#) to appear on the APA website through the end of the meeting

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Times are displayed in (UTC-05:00) Eastern Time (US & Canada) (UTC-04:00 Daylight) Change

My Favorites | January 13 | January 14 | January 18 | January 19

9:00 AM - 10:50 AM (Eastern Standard Time)

★ 17A. Invited Symposium: Aristotle, Principles, and Habituation [VIEW SESSION](#)

Add to Google | Outlook | iCalendar

Invited Symposium

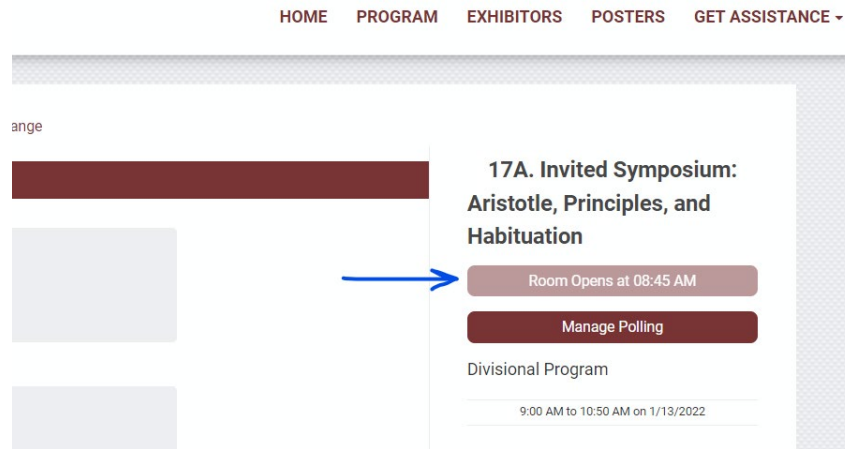
☆ 17B. Symposium: The Epistemic Conception of Salience [VIEW SESSION](#)

Add to Google | Outlook | iCalendar

Symposium

Step 4: Speakers and chairs, arrive at your session early

We urge all participants to arrive 15 minutes before start time. This will give everyone time to get set up, make sure screen sharing, cameras, and microphones are working, and so on. In addition to session participants, each session will have a session host who will make sure that everything goes smoothly. When you arrive at the session details page, select “Join this meeting,” and the session host will see you in the waiting room and let you in.



On the session details page, when it is 15 minutes prior to the session start time, the button with “Room Opens...” will become “Join This Meeting.”

Chair responsibilities

After letting the session chair into the meeting, the session host will elevate the session chair to Zoom host. Session chairs will then let the speakers in. Session chairs are responsible for keeping time, managing Q&A, and generally ensuring the session runs smoothly. Chairs will also be responsible for ending the session, since the session host will usually need to leave a few minutes before the end of the session.

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” below. 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 and session hosts are empowered to remove from the meeting participants who are disruptive or conduct themselves unprofessionally.

Session Timing

Nearly 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 author presentation
9:30-9:45 commentator 1
9:45-10:00 commentator 2
10:00-10:10 author response
10:10-10:50 Q&A

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

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.

General Zoom instructions

Test Zoom on your Computer

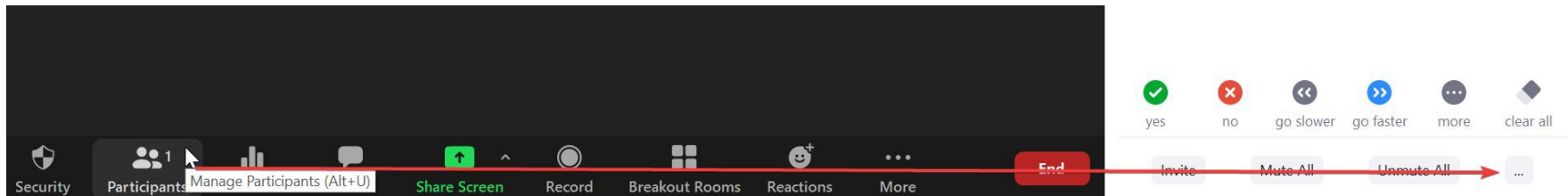
- Visit <https://zoom.us/start/webmeeting> and create Free account if needed
- This will launch a zoom meeting where you can practice your audio, camera, and screen sharing
- We will be using the Zoom for our meetings and the same general features you see here in your free account will work

Zoom instructions for chairs and hosts

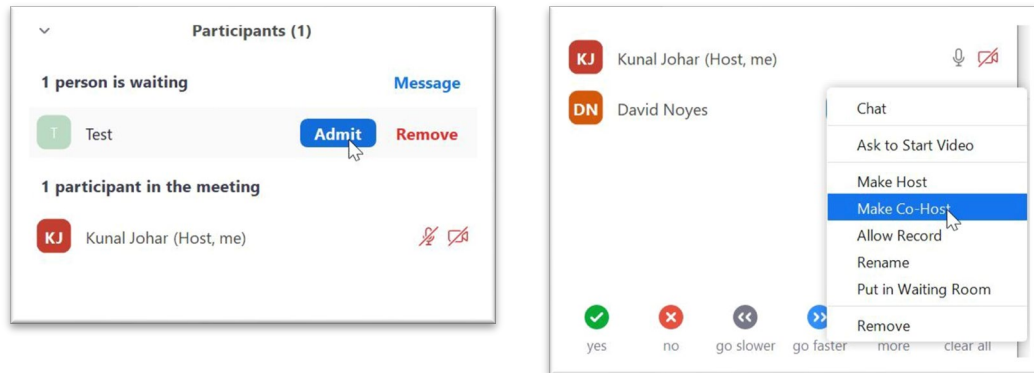
The Zoom Waiting Room

The Zoom waiting room is turned on for a smooth meeting start. We recommend turning it off once the session begins so that attendees can enter freely.

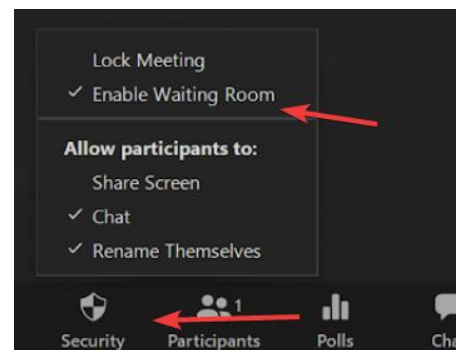
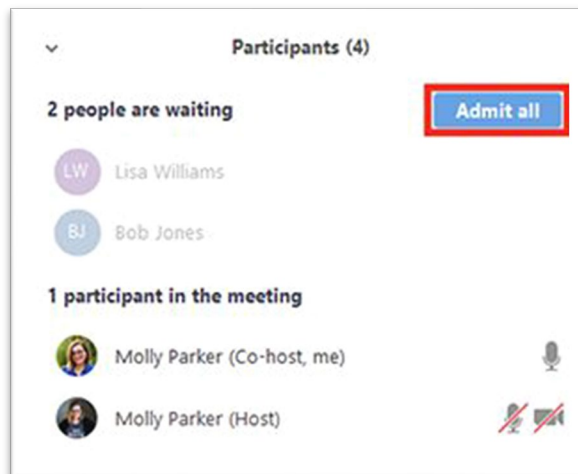
- Click on Participants and then “...”
- Allow Participants to Unmute Themselves is turned off by default. The session chair can turn this on for the Q and A portion of the session if desired.



- Ideally Presenters also join 15 minutes before the session starts
- Find them in the Participants Window and click **Admit**
- Hover over your co-presenter and click the menu to make them a Co-Host
- If desired, click on Message to send a message to those waiting such as “We will begin in 5 minutes”



- When you are ready to start your session click **Admit all**.
- In the Security tab uncheck Enable Waiting Room. This will allow others to join the meeting directly after you start.
- If you do not allow attendees to unmute themselves, you can hover over a participant’s name and choose **Ask to Unmute**. This will allow them to unmute and speak freely.



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:

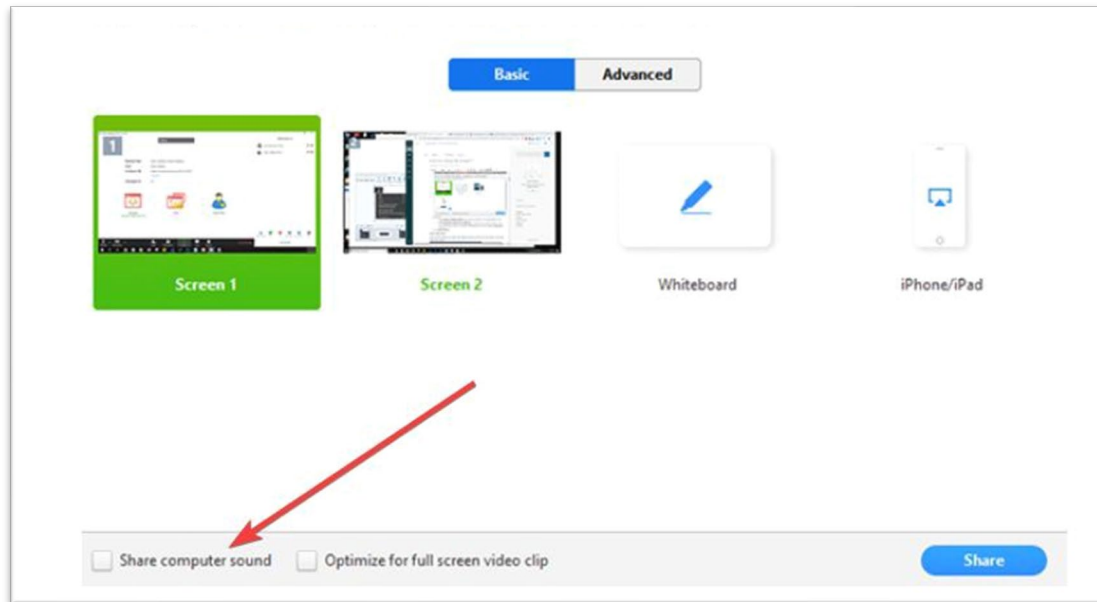
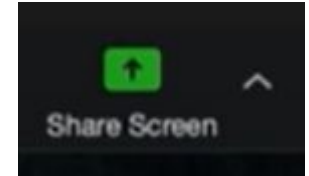
- A. If multiple people have their Zoom hands raised, chairs can use the chat to write down order in which people are called on to speak.
- B. Chairs can indicate in the chat if someone has a follow-up question that interrupts the queue that has been written down.
- C. Chairs can invite participants 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.**

Zoom instructions for speakers

Screen Sharing Best Practices

- Click Share Screen in the Zoom Control panel to select what you wish to share
- You can choose to share an entire screen or a single app. If you plan to share a video clip or pre-recording of your presentation, choose **Share Computer Sound**



- **Do not click “Optimize full screen video clip.”** This will compress your video and make it too choppy and make most text in a video illegible
- Before starting your broadcast close any other windows / tabs
- Close anything that might create a pop-up notification (Outlook, Teams, Slack, Skype)
- Practice sharing your screen with a partner or if you are practicing by yourself choose the Record option to watch how your presentation looks.
- You can share the screen with your camera on or off. Use Start Video and Stop Video

Pre-recorded presentations

Authors can either present in real time or pre-record their presentations. If an author wishes to pre-record, 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 (the meeting platform provider) 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.**