

2021 APA Virtual Division Meetings: Instructions for Program Participants

Table of Contents

Step 1: Register for the meeting	2
Step 2: Access the virtual meeting hub	3
Step 3: Finding sessions	5
Favorites	6
Step 4: Speakers and chairs, arrive at your session early	6
Chair responsibilities	6
Session timing	7
General Zoom instructions	9
Test Zoom on your Computer	9
Zoom instructions for chairs and hosts	9
The Zoom Waiting Room	9
Chat Function	11
Zoom instructions for speakers	12
Screen Sharing Best Practices	12
Pre-recorded presentations	13

Thank you for participating in the APA 2021 virtual divisional meetings! 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 — January 7-9 and 14-16, 2021](#)
- [APA Central Division Meeting — February 22-27, 2021](#)
- [APA Pacific Division Meeting — April 5-10, 2021](#)

While you can register up until and even during the meeting, we strongly recommend registering for the meeting at least two weeks in advance. This ensures that your registration will be tied to the session(s) in which you are a speaker.

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.

- [APA Eastern Division Meeting — January 7-9 and 14-16, 2021](#)
- [APA Central Division Meeting — February 22-27, 2021](#)
- [APA Pacific Division Meeting — April 5-10, 2021](#)

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



2021 APA Eastern Division Meeting

[HOME](#) [PROGRAM](#) [SUPPORT](#) [NETWORKING AND CHAT](#)

Welcome to the 2021 APA Eastern Division meeting!

The program includes over 130 sessions, including colloquium and symposium sessions, author-meets-critics sessions, the AAPT-APA Teaching Hub, the Presidential Address, the Dewey Lecture, the inaugural Sosa Prize Lecture, and more. There will be a virtual exhibit hall, a poster session, 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 117th meeting of the APA Eastern Division will take place virtually due to the coronavirus pandemic over two consecutive Thursday-to-Saturday periods: January 7–9 and January 14–16, 2021.

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.

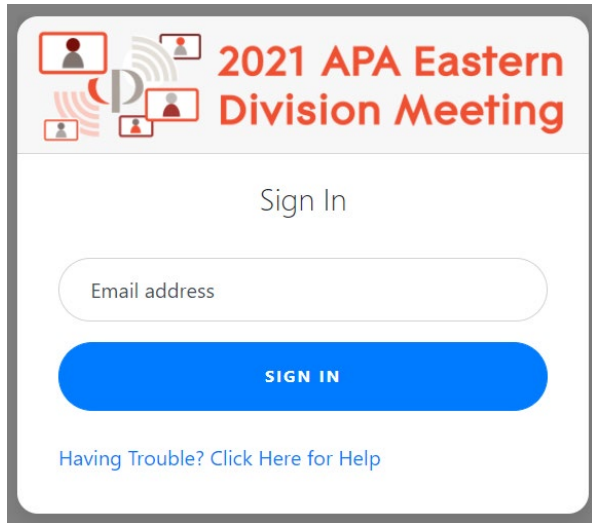
The 2021 Eastern Division meeting program is available on the [APA website](#).

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.

If you run into any issues, select the **Live Chat Widget** on the bottom right of the gallery. This will connect you with OpenWater Live Support who can point you in the right direction or send you direct links to any session.

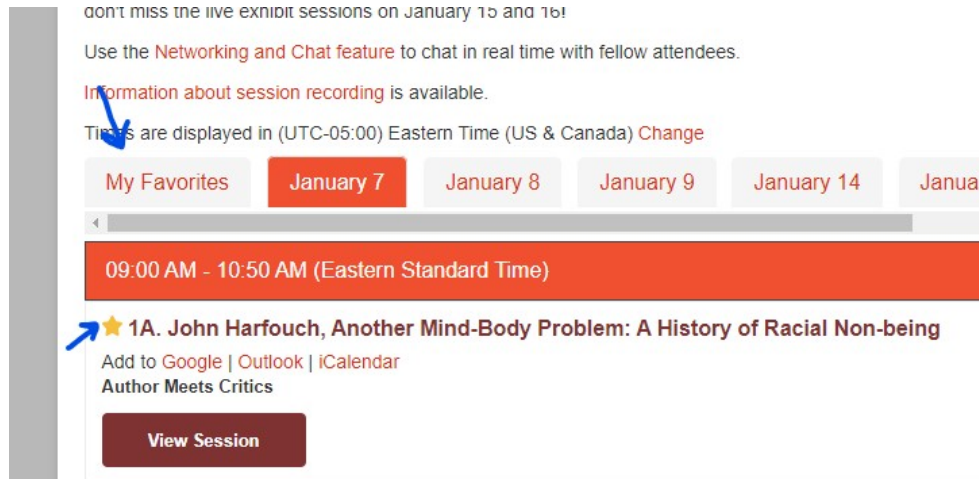
Step 3: Finding sessions

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 displays the website for the 2021 APA Eastern Division Meeting. At the top, there is a header with the title "2021 APA Eastern Division Meeting" in large orange text, accompanied by icons of people in video call windows and a Wi-Fi signal. Below the header is a navigation bar with links for HOME, PROGRAM, SUPPORT, and NETWORKING AND CHAT. The main content area features a breadcrumb trail: Home / Live Presentations Schedule. A welcome message explains the program structure and provides instructions on how to view sessions, including a link to download the PDF program. Below this, there are instructions about the exhibit gallery and the networking and chat feature. A section for time zones indicates that times are displayed in UTC-05:00 Eastern Time (US & Canada) with a "Change" link. A row of buttons allows users to filter sessions by date, with "January 7" selected. A red bar indicates the current time slot: 09:00 AM - 10:50 AM (Eastern Standard Time). The featured session is "1A. John Harfouch, Another Mind-Body Problem: A History of Racial Non-being", with options to add it to Google, Outlook, or iCalendar, and a "View Session" button. On the right side, a "Refine your search" sidebar includes a search input field, a "Search" button, a "See Results from All Days" button, and a "Category" dropdown menu with options: "Affiliated Group Program", "APA Committee Session", and "Author Meets Critics".

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.



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, etc. In addition to session participants, each session will have a session host who will make sure that everything goes smoothly. You should see an option to Join as Co-Host and an option to Join as Attendee. Select "Join as Co-Host." In the rare case that this button is missing or does not let you into the Zoom session, select "Join as Attendee," and the session host will let you in as co-host.

Chair responsibilities

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

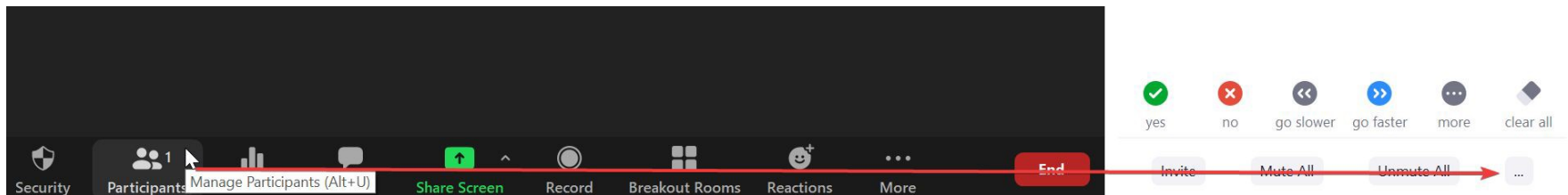
- Visit <https://zoom.us/start/webmeeting> and create Free account if needed
- This will launch a zoom meeting where you can practice your audio, camera, and screen sharing
- We will be using the Zoom for our meetings and the same general features you see here in your free account will work

Zoom instructions for chairs and hosts

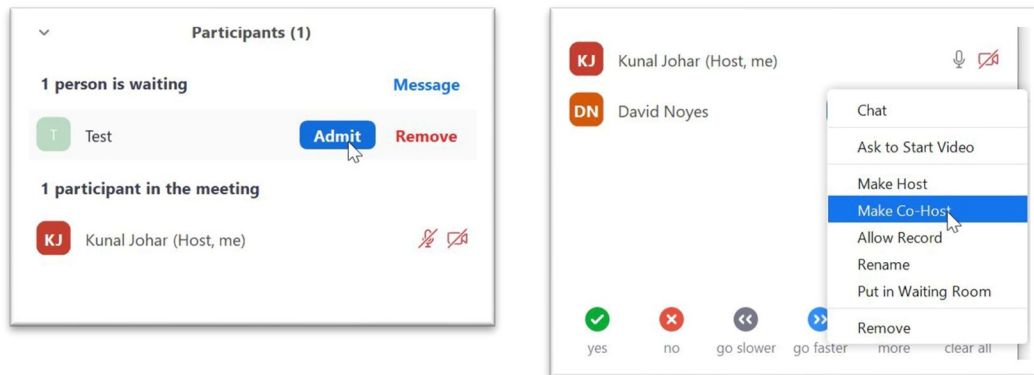
The Zoom Waiting Room

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.

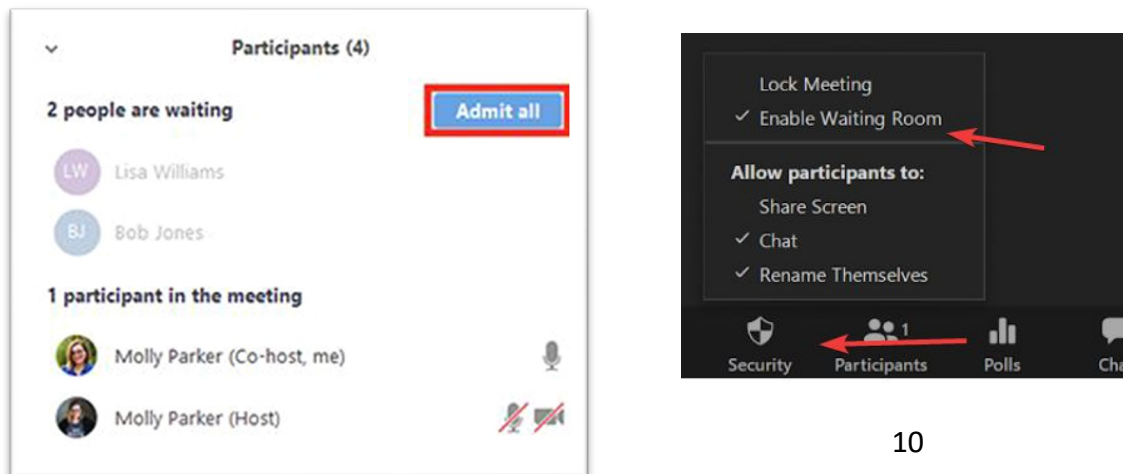
- Click on Participants and then “...”
- Allow Participants to Unmute Themselves is turned off by default. The session chair can turn this on for the Q and A portion of the session if desired.



- Ideally Co-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 presentation 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:

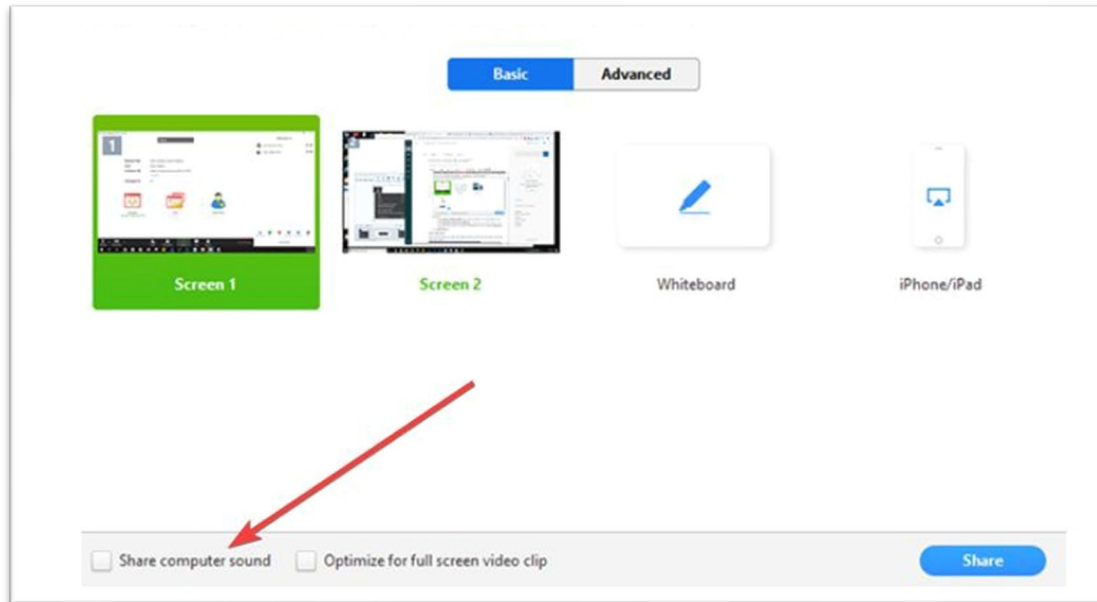
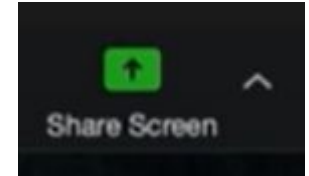
- A. If multiple people have their blue hands raised, chairs can use the chat to write down order in which people are called on to speak.
- B. Chairs can indicate in the chat if someone has a follow-up question which interrupts the queue that has been written down.
- C. Chairs can invite participants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

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 session 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.**