

# 2021 APA Virtual Division Meetings: Instructions for Program Participants

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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](mailto:meetings@apaonline.org), through the [meeting contact forms](#), or through the chat feature in the meeting platform. Please also review the [Virtual Meeting FAQ](#).

## 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

The virtual meeting hub will open approximately one week prior to the meeting. At that time (or within roughly five minutes of registering for the meeting, if you register after the hub opens) 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 Pacific Division Meeting

HOME PROGRAM SUPPORT NETWORKING AND CHAT

## Welcome to the 2021 APA Pacific Division meeting!

The program includes over 100 sessions, including concurrent and symposium sessions, author-meets-critics sessions, the AMT-APA Teaching Tools, the Presidential Address, the Opening Lecture, the closing address, and more. There will be virtual exhibits, a poster session, and opportunities for meetings with colleagues. These events will be held via Zoom. Online presentations and meeting sessions will be recorded and the recordings will be available for registration users for one year following the meeting.

The 2021 meeting will be a virtual meeting with a focus on the community pandemic over two consecutive Thursday-Saturday periods: January 7-9 and January 14-16, 2021.

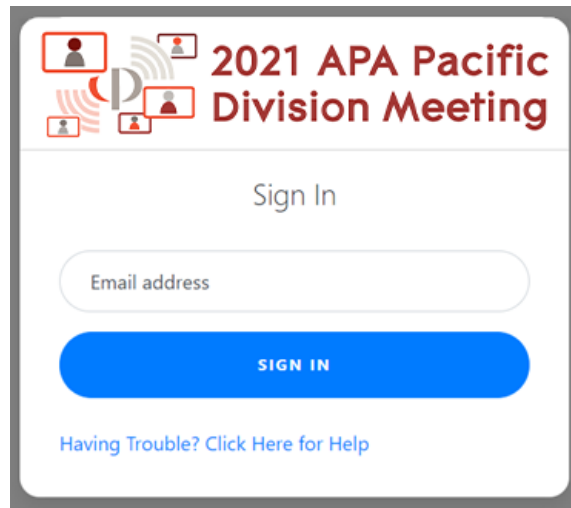
To prevent or reduce participation in sessions, you will need a computer, smartphone, tablet with a camera, microphone, and internet access (broadband recommended). For video session recordings, you may need a computer, smartphone, or tablet that can play videos.

The 2021 Eastern-Central 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 Guidelines 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

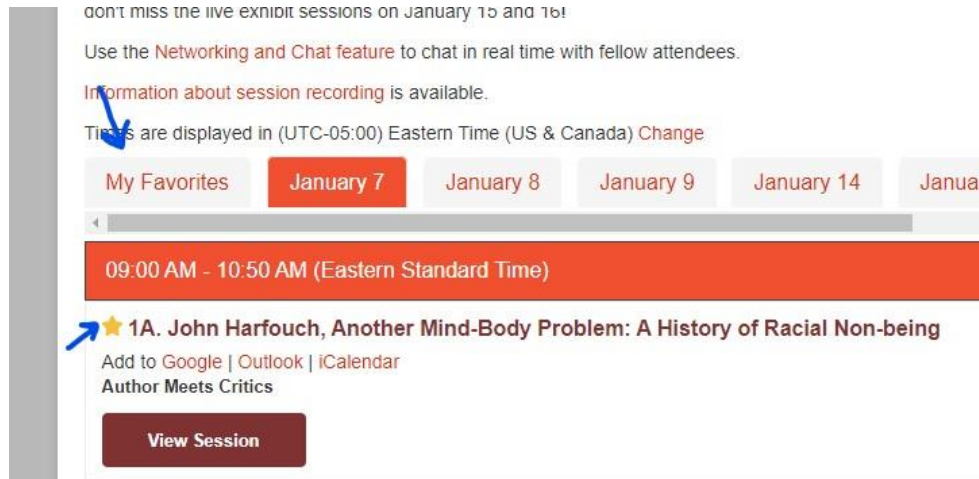
Click on the “Program” link to view the virtual meeting program. You can view the program by date, or you can use the search on the right to search by keyword, and/or to limit your results by category, room, day, or timeslot. When you find your session, click the “View Session” button.

**Note: Be sure to set the program to display in your time zone. Find the link to set your time zone just above the schedule.**

The screenshot displays the website for the 2021 APA Pacific Division Meeting. At the top, there is a header with the title "2021 APA Pacific Division Meeting" and a navigation bar with links for HOME, PROGRAM, SUPPORT, and NETWORKING AND CHAT. Below the navigation bar, there is a breadcrumb trail: Home / Live Presentations Schedule. The main content area contains a welcome message, a paragraph about the meeting exhibit gallery, and a note about the time zone (UTC-05:00 Eastern Time). Below this, there is a date selector with buttons for April 5, April 6, April 7, April 8, April 9, and April 10. The current date selected is April 5, and the time slot is 09:00 AM - 10:50 AM. A session titled "1A. John Harfouch, Another Mind-Body Problem: A History of Racial Non-being" is listed with options to "Add to Google", "Outlook", or "iCalendar", and a "View Session" button. On the right side, there is a "Refine your search" section with a search input field, a "Search" button, and a "See Results from All Days" button. Below the search section, there is a "Category" dropdown menu with "Any" selected and three categories listed: "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**

Session participants and organizers have the flexibility to set the structure for their particular sessions. The following are the session structures that the APA recommends. However, sessions can be structured in different formats by mutual agreement of the participants.

### **Colloquium Sessions**

In colloquium sessions, each paper is allotted one hour for presentation, comments, and discussion. That time is normally divided as follows:

- Paper author: 20 minutes
- Commentator: 10 minutes
- Author reply: 5 minutes
- Discussion: 25 minutes

### **Symposium Sessions**

Symposium sessions (including author-meets-critics sessions, also known as book symposia) are normally allotted two or three hours. That time is normally divided as follows:

- Paper author(s): 30–40 minutes each
- Commentator(s): 15–40 minutes each, depending on the number of commentators and session length
- Author reply: 5–10 minutes
- Discussion: 30–60 minutes, with a minimum of 45 minutes of discussion for three-hour sessions

Again, though the above are recommended formats, sessions—particularly invited symposia and author-meets-critics/book symposia—can take other formats as determined by the participants.

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

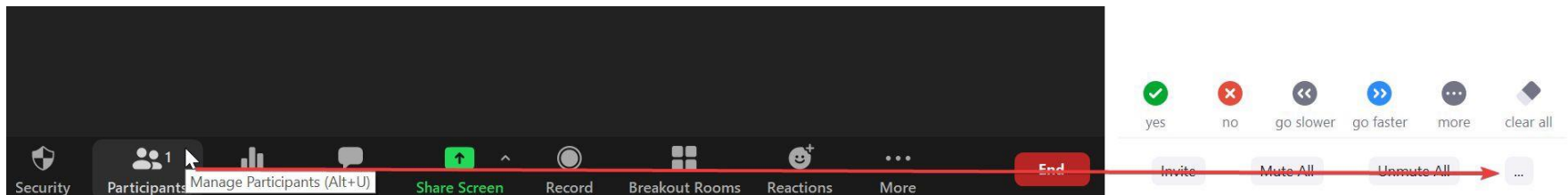
- Visit <https://zoom.us/start/webmeeting> and create Free account if needed
- This will launch a zoom meeting where you can practice your audio, camera, and screen sharing
- We will be using the Zoom for our meetings and the same general features you see here in your free account will work

## Zoom instructions for chairs and hosts

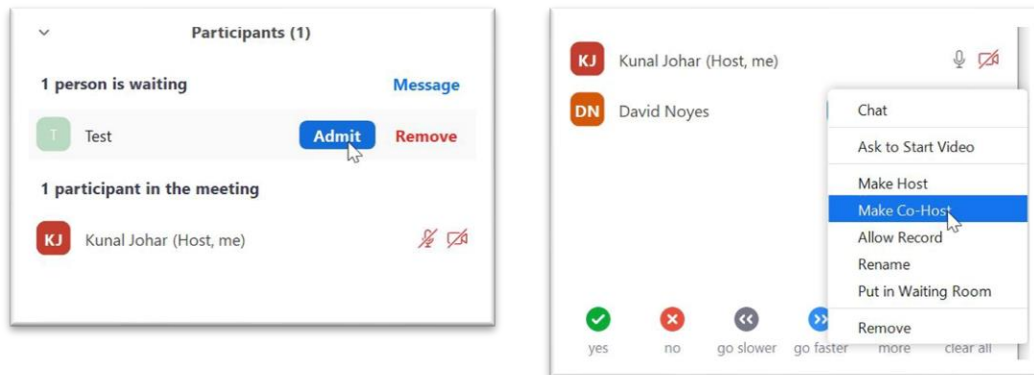
### The Zoom Waiting Room

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.

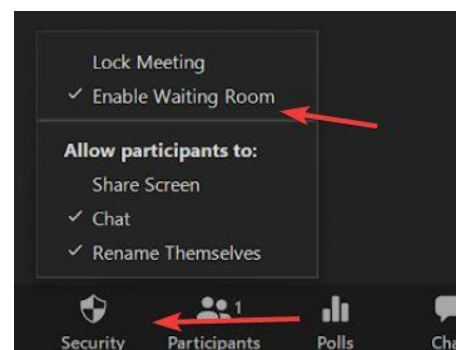
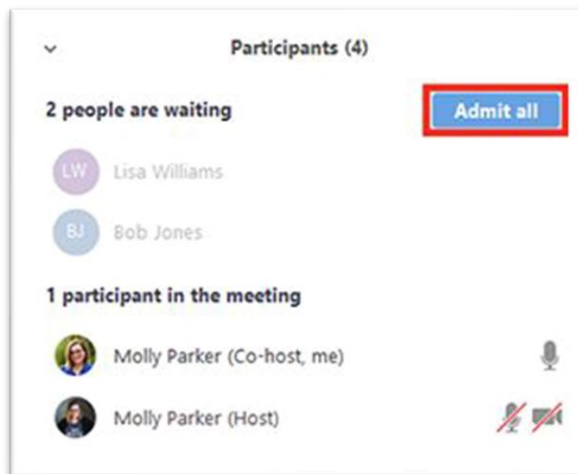
- Click on Participants and then “...” (or click the Security button)
- Allow Participants to Unmute Themselves is turned off by default. The session chair can turn this on for the Q&A portion of the session if desired.



- 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 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:

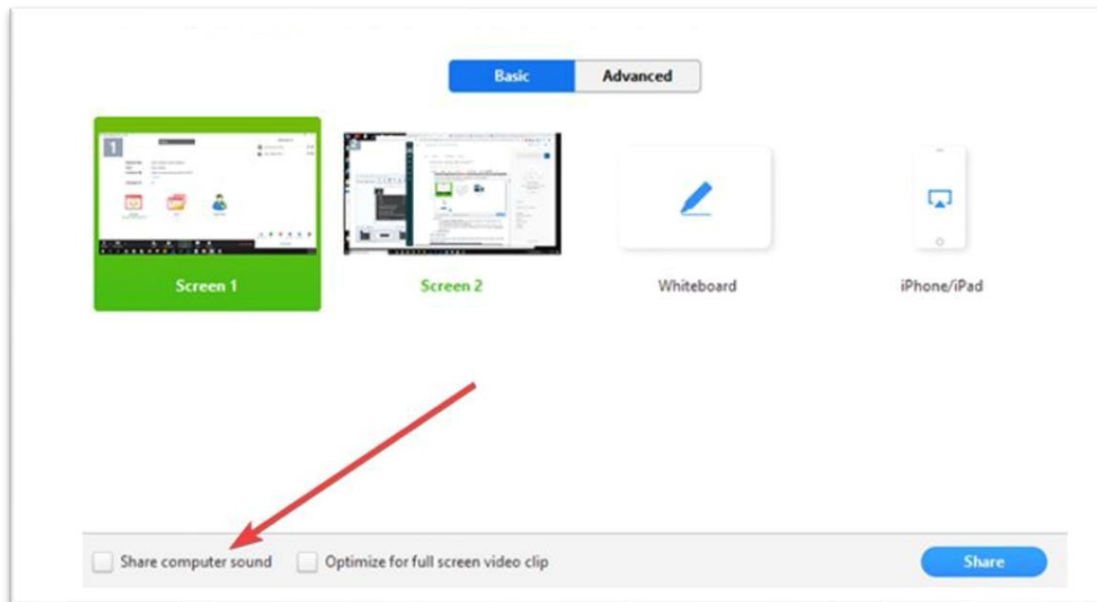
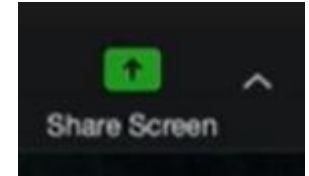
- A. If multiple people have their hands raised, chairs can use the chat to write down order in which people are called on to speak.
- B. Chairs can indicate in the chat if someone has a follow-up question which interrupts the queue that has been written down.
- C. Chairs can invite participants to use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

## Session Recording

Sessions will be recorded unless one or more presenters in the session opt out of recording by contacting the secretary-treasurer of the relevant division. Presenters wishing to opt out are encouraged to do so before the session occurs, but may also opt out after the fact. Session recordings will only be available to be viewed by those who register for the meeting. If you are a participant in a meeting session and you do not wish to be recorded, you may opt out by notifying the secretary-treasurer of the relevant division.

- Eastern Division: Jeff Dunn, [jeffdunn@apaonline.org](mailto:jeffdunn@apaonline.org)
- Central Division: Elyse Purcell, [elysepurcell@apaonline.org](mailto:elysepurcell@apaonline.org)
- Pacific Division: Becko Copenhaver: [beckocopenhaver@apaonline.org](mailto:beckocopenhaver@apaonline.org)

All sessions are recorded automatically; however, they are not posted and made available to meeting registrants until they are edited by APA staff. If you ask to be excluded from the recording, your portion of the session will be removed in the editing process. Editing also includes removing any pre- or post-session conversations.

We respect participants' wishes not to be recorded, but before opting out, we ask that you consider the equity implications of opting out of session recording. Session recordings will be available only to registered meeting participants and only for one year after the meeting. It might be particularly difficult this year for participants to attend events due to time zone and dependent care challenges, teaching, and other commitments. Making session recordings available for a period of time after the meeting ensures all registered participants have full access to the meeting events. If you opt out of being recorded, your session will be accessible only to those who can attend it live.

If you are concerned about having your session recorded, you may want to consider allowing the session to be recorded and pre-recording your own presentation so that you can be sure you're happy with the presentation that attendees see.

## 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 still attend their sessions so that they can participate in the Q&A and so that they can present their paper live if technical problems arise. **We do not advise commentators to pre-record their comments.**

## Handouts

If you plan to use a handout for your session, please submit the handout to the APA using the [handout submission form](#). The handout will then be uploaded to the virtual meeting hub and available on the same page where you and other participants will access your session.

If you wish to share a handout during a session, you may put a link to it (e.g., a Dropbox or Google Drive link) in the chat. Please note that, for security reasons, Zoom's File Upload feature will be disabled for all meeting sessions, so you will not be able to directly upload a handout into the chat during your session.