

MPSA Virtual Conference Attendee Guide

Instructions for Presenters, Chairs, and Discussants

Compliance

- The virtual meeting platform we'll be using for the 2021 Conference uses Zoom, a virtual meeting interface which has many useful accessibility features built in. Zoom is compliant (with some exceptions) with the following United States and EU accessibility standards:
 - WCAG 2.1 AA Standards
 - Revised Section 508 Standards
 - EN 301 549 Accessibility requirements

Recommendations Regarding Accessibility and Zoom

- **Chat.** Use the chat feature sparingly. Having discussions in the chat may be convenient for not interrupting the speaker, but it can be difficult to follow for those with attention disorders, dyslexia, or dyspraxia. It can also be distracting for those using screen readers, as the chat conversation may be read out at the same time the presenter is speaking. Additionally, some conference attendees may be using automated switch devices to navigate the sessions, and the chat can be difficult to enter and exit for those devices.
- **Screen Share.** If you are using the screen share feature, make sure you describe what you are sharing as clearly as possible. Text information in a shared screen can't be read by a screen reader.
- **Discussion.** Please ask participants to speak one at a time.
- **Raise Hand.** If a Q&A session is taking place, consider asking participants to use the "Raise Hand" feature rather than writing "comment" or "question" in the chat. Reserve the chat for those unable to verbally ask a question, for whatever reason.

Presentation Tips

- Authors, discussants, chairs, and participants; please login 15 minutes prior to the start of your session. **The session chair should be the first person to log on and open the meeting.** They are the session host and will bring participants out of the lobby, introduce speakers and discussant, and record the presentation (see slide 14 and 22).
- Navigate to the session you are an author, discussant, chair or participant on and click **Join Now** to attend the session. Please note, you will be unable to join the meeting more than 15 minutes prior to the session start time.
- Set your phone to silent
- Turn off computer notifications (email, chat, etc)
- Have something to drink nearby
- If you are not speaking, mute your computer or phone line

Session Format

- Each session is 90 minutes. There are 5 minutes for Chair introductions at the beginning of the 90-minute session.
- Each presentation within the 90-minute session will be afforded 15 minutes:
 - 8 minutes to present
 - 4 minutes for the Discussant Feedback
 - 3 minutes for Q&A/Audience Discussion
 - If there is any additional time remaining, it will be reserved for additional Q&A/audience discussion.

Roles and Responsibilities

Chair

The chair is responsible for introducing each paper and the authors as well as the discussant(s). The chair is also responsible for managing the time for each presentation, making sure no author exceeds his or her assigned time slot on the program and ensures that the discussion is polite and productive. Please allow an equal amount of time for each presenter, followed by comments from all discussants, and audience discussion.

Chairs may recommend papers to the MPSA office for [research awards](#). The Chair will help with the questions that may be posted through chat and help with basic technical challenges that presenters may experience. (There will be trained staff who are available for this as well.) A higher level of comfort using Zoom, Skype or teaching on-line is key.

Author

Authors write a paper for presentation during the Annual Conference. [View Speaker training](#).

Presenter

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.

Discussant

One or two discussants are assigned to each panel, and the paper authors will provide a copy of the paper in advance for the discussants to read. If there are two discussants and more than four papers, they may want to divide the papers each paper receives comments from only one discussant. Discussants provide feedback pointing out both the strengths and areas of improvement. Discussants also may place the research in a broader context and discuss trends and themes. Discussant may recommend papers to the MPSA office for [research awards](#).

Chair Responsibilities

Before the Conference

1. Log on to the conference platform.
2. Add the sessions you are serving as a chair on to your favorites.

The day of the Session

1. Navigate to the session 15 minutes prior to the session start time
2. You are responsible for opening the meeting room, promoting the authors, discussant, and participants to the role of co-host.
3. At the scheduled time, bring all attendees out of the waiting room and into the session room.
4. Record the session
5. Introduce all speakers
6. Moderate the Q&A

Pre-Recorded Video Playback

You may have a session where a speaker has submitted a pre-recorded paper presentation due to connectivity issues, schedule, etc. Pre-recorded video playback can be choppy. Please test your machine with at least 1-2 others

1. Start Sharing Screen
2. Choose “Share Computer Sound”
3. Do **NOT** check “Optimize Clip for Full Screen Video”
4. Play the video and ensure others in the meeting find the quality to be acceptable

Your computer processing power + Internet Connection are the key factors in a successful video playback.

Discussant Responsibilities

Before the Conference

1. Log on to the conference platform.
2. Add the sessions you are serving as a discussant on to your favorites.
3. Add the session to your agenda.
4. Read the papers that have been submitted on the session
5. Provide meaningful feedback to the paper authors

The day of the session

1. Join the session 15 minutes before it is scheduled to take place. Starting the session early will allow the chair, speakers and discussants the opportunity to log in to the session room and do any final technical tests.
2. If the session host does not start the meeting, please do the following:
 - Start the meeting
 - Bring all attendees out of the waiting room and into the session room.
 - Record the session
 - Introduce the speakers and discussant(s)

Author Responsibilities

Before the Conference

1. Log on to the conference platform.
2. Add the sessions you are a speaker on to your favorites in the platform.
3. Upload your paper to the conference platform
4. Email the session discussant with a copy of your research. You may find your discussants email address in the conference platform under your session details.

The day of the session

1. Join the session 15 minutes before it is scheduled to take place. Joining the session early will allow the chair, speakers and discussants the opportunity to log in to the session room and do any final technical tests.
2. If the session host does not start the meeting, please do the following:
 - Chat to support and ask them to start the session.

Panelist Responsibilities

Before the Conference

1. Log on to the conference platform.
2. Add the sessions you are a panelist on to your favorites in the platform.

The day of the session

1. Join the session 15 minutes before it is scheduled to take place. Joining the session early will allow the chair, speakers and discussants the opportunity to log in to the session room and do any final technical tests.
2. If the session host does not start the meeting, please do the following:
 - Chat to support and ask them to start the session.

Test zoom on your Computer

- To test your system, visit <https://zoom.us/start/webmeeting> and create a 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 conference and the same general features you see here in your free account will work



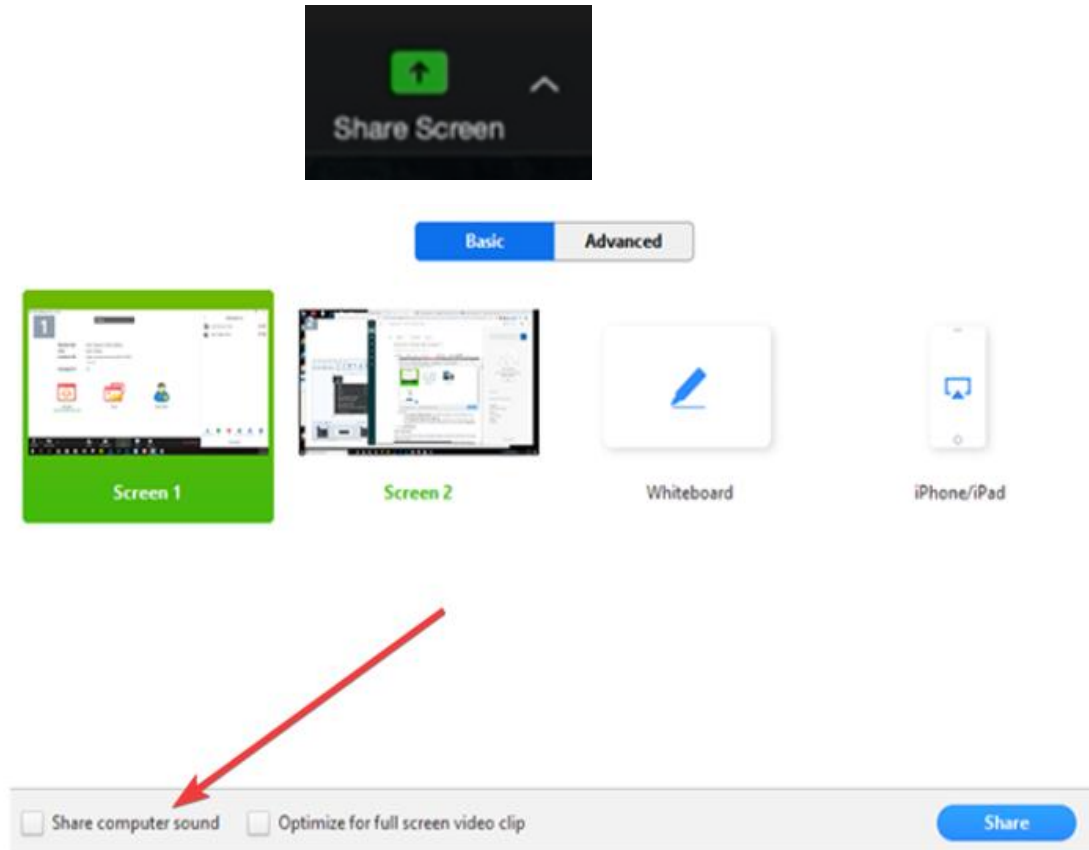
Screen Sharing Best Practices

- Before starting your presentation close any other windows / tabs
- Close anything that might create a pop-up notification (Outlook, Teams, Slack, Skype, Calendar, your Cell Phone if it is synced)
- 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**



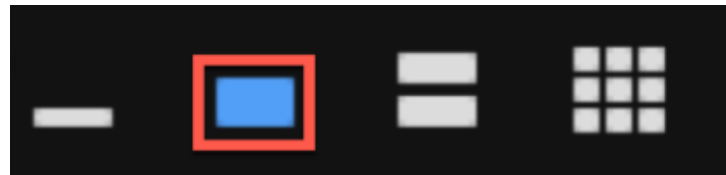
Screen Sharing: Best Practices

- 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.



Camera Views

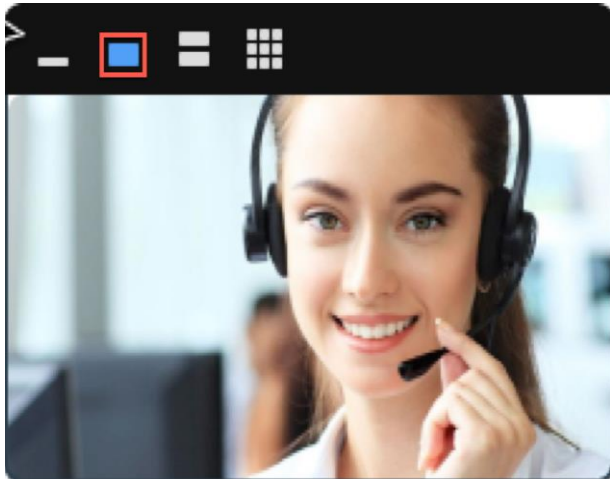
- The host and co-hosts can control their own camera views.
- The host's camera view is what is set by default on the participants, but each participant can set their own camera view as well.
- Finally, the **Record to Cloud** feature saves the camera view that is set in your Zoom Account. This defaults to **Gallery View** when no screen is shared
- To change the view, find the **Speaker Control Strip** at the top right of the screen (only appears when there is more than one active camera)



Camera Views

The default camera view is **Active**

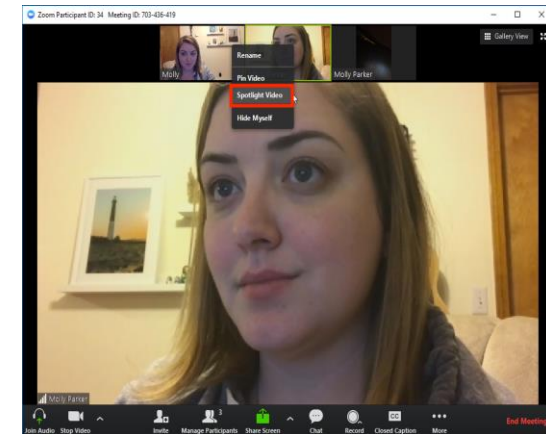
Active Speaker



Gallery Grid



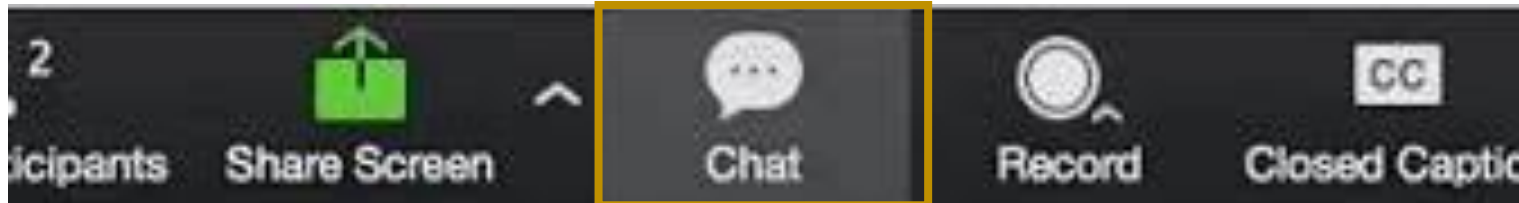
Spotlight Video



To spotlight a speaker, right click a speaker and choose **Spotlight Video** to keep focus on them. Right click again and choose **Cancel Spotlight** when done

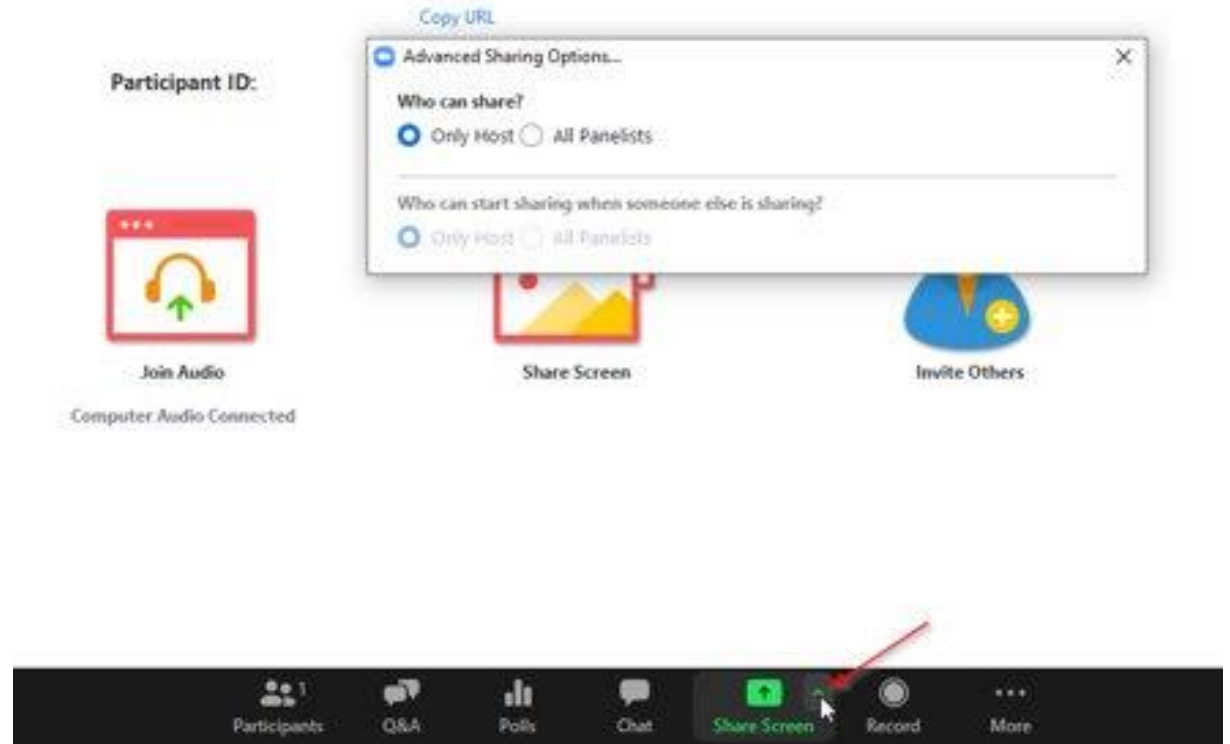
How to use the Chat Function

- The Chat feature can be used to communicate with Hosts and other attendees.
- To access the chat feature, select the Chat icon in your Zoom toolbar.
- Depending on your meeting settings, you will be able to either chat with Everyone or Privately Message other attendees.
- You can use the Chat feature to share a link to a file.



Screensharing: Enable for all Panelist

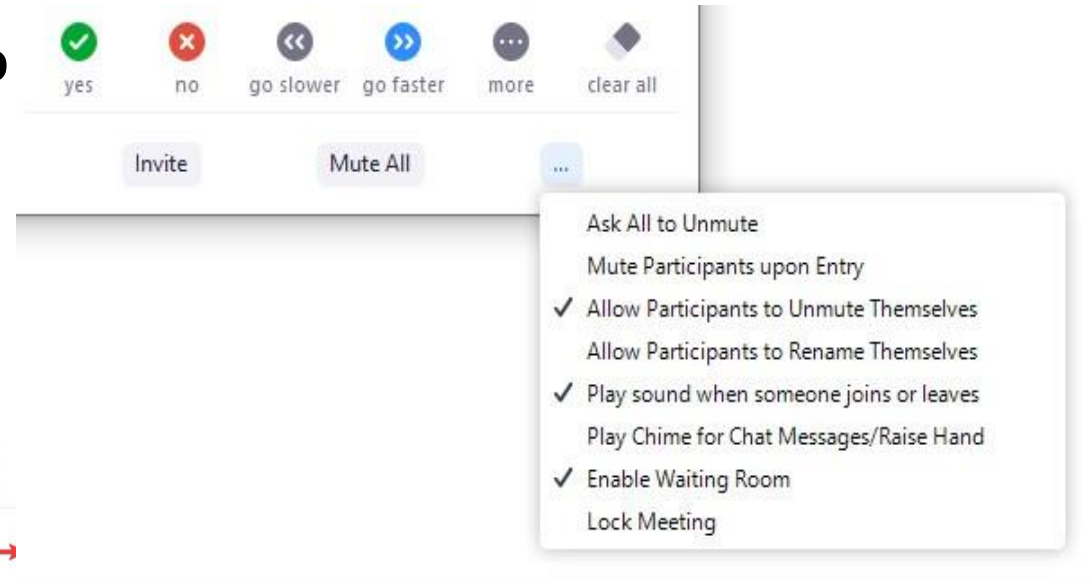
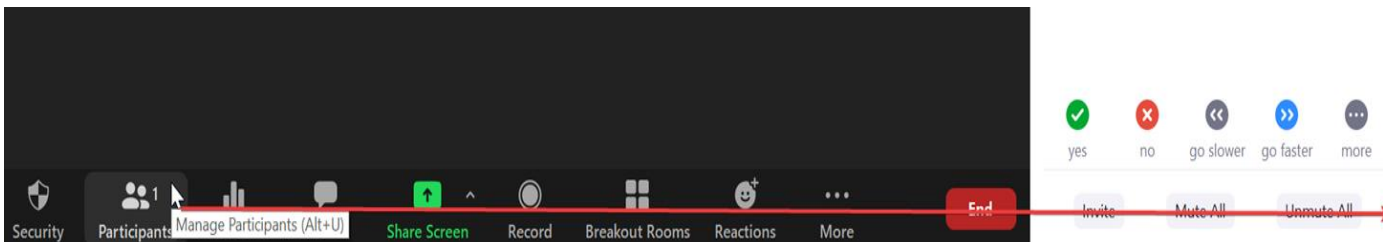
- You can also choose who can share their screen by going to **Advanced Sharing Options** which is the upward arrow next to the **Share Screen** icon.
- Select **Only Hosts** to share their screen



The Zoom Waiting Room

The Zoom Waiting Room is Turned On for a Smooth Meeting Start

- Click on Participants and then “...” and confirm the following:
 - **Mute Participants on entry is CHECKED**
 - **Play Sound when Someone Joins/Leaves is UNCHECKED**
 - **Enable Waiting Room is CHECKED**
 - **Allow Participants to Rename Themselves is CHECKED**
 - **Allow Participants to Unmute Themselves is CHECKED**

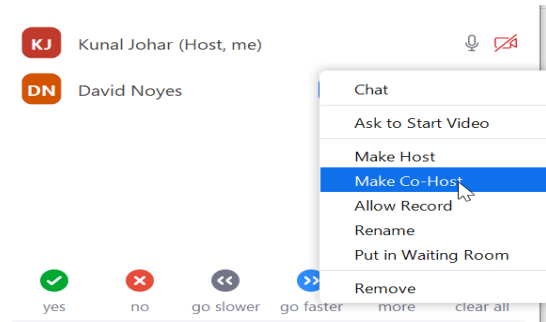


On the next slide we'll show you how to let people into the session

The Zoom Waiting Room

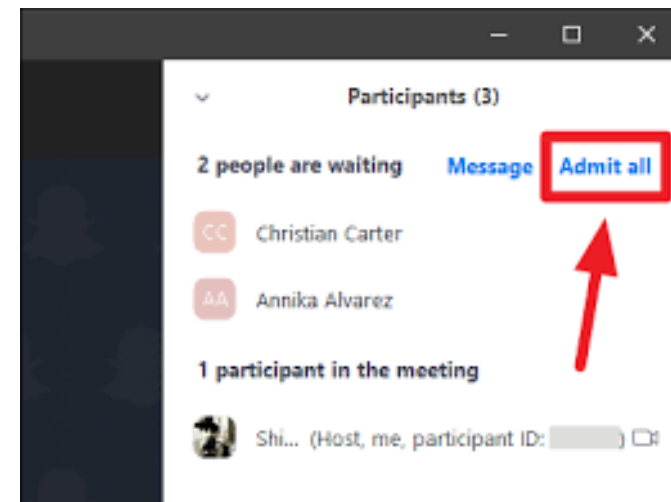
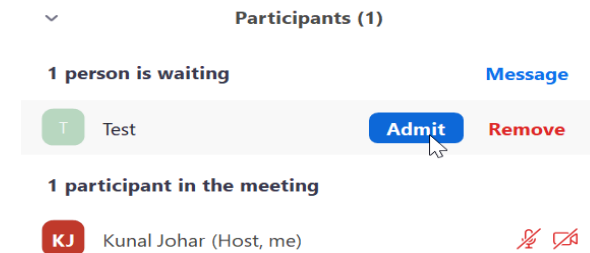
Ideally your co-presenters will join 15 minutes before the start of the session. To add speakers, discussants, co-hosts and/or panelist into the zoom room.

- Find them in the **Participants Window** and click **Admit**
- Hover over your co-presenter and click the menu to **Make Co-Host**
- Click on Message to send a message to those waiting such as “We will begin in 5 minutes”



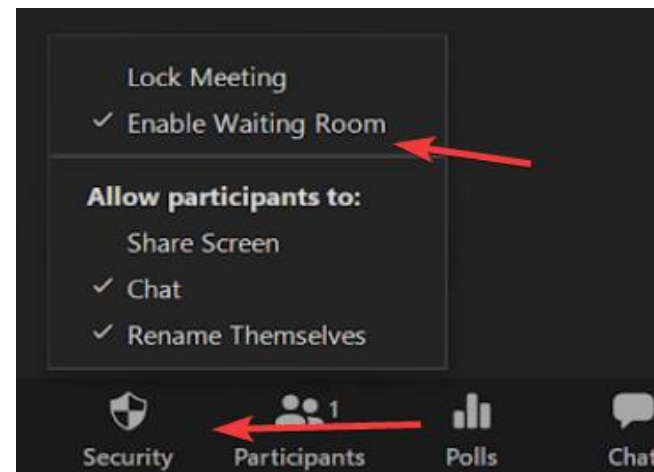
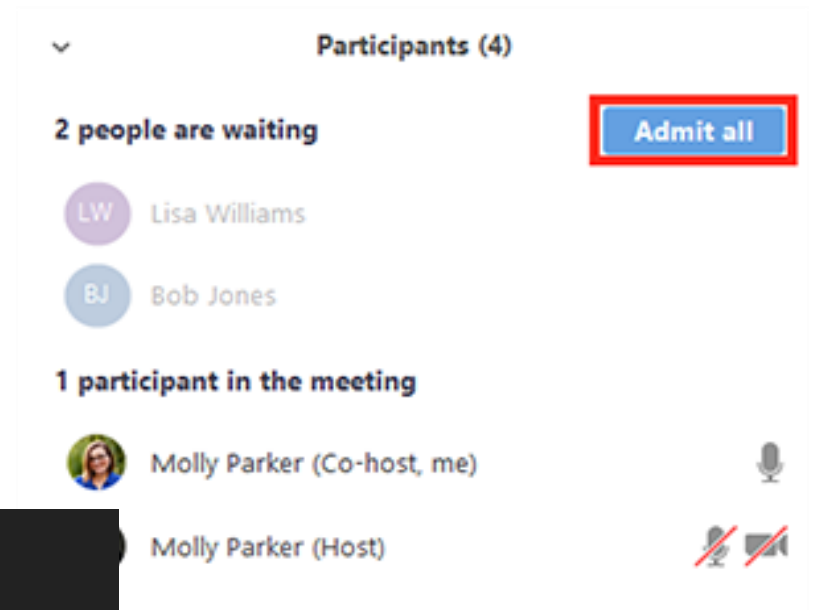
At the session start time, **Admit All** attendees in the waiting room

- As the meeting host, tap **Manage Participants**.
- Click **Admit All**



Start the Session

- 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 after you start. If you do not want others to join automatically, leave the check mark next to **Enable Waiting Room**



Mute/Unmute Participants

- In the previous slide you could set if you wanted to allow participants to mute or unmute themselves
- If you **do not** allow them to unmute themselves, you can hover over a participant's name and choose **Unmute** or **Make Co-Host**. This will allow them to speak freely
- If you are working with a partner practice muting and unmuting

