

2021 MPSA Virtual Conference Instructions

78th Annual MPSA Conference, April 14-18, 2021
9:00 a.m. to 8:30 p.m. Central Daylight Time (CDT/GMT-5)

Questions for the MPSA Office During the Conference.

Tel: 812-558-0588

Email: Conf@mpsanet.org

Chat on the Virtual Conference Platform During the Conference

Chat: Technical Questions for OpenWater about getting on the Platform

Chat: Technical and Content questions for MPSA Staff

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1.1 MPSA CODE OF CONDUCT AT EVENTS

Conference, Meeting, Events

The Midwest Political Science Association (MPSA) is committed to providing a safe, harassment-free, hospitable and productive meeting environment for everyone attending our events, regardless of race, gender, sexual orientation, ability, ethnicity, socioeconomic status, age, religion or belief. This policy refers to anyone present at any MPSA meetings or other sponsored events, including staff, contractors, vendors, exhibitors, venue staff, MPSA members and all other participants.

As an in-person or virtual attendee of a MPSA event or meeting, I agree to abide by the MPSA Anti-Harassment Policy (<https://tinyurl.com/ytx83zfu>) and avoid the following behaviors:

- Threats or actions that cause or threaten professional harm, punishment or retaliation.
- Intimidating, harassing, abusive, derogatory or demeaning speech or actions.
- Prejudicial actions or comments that coerce others, foment broad hostility or otherwise undermine professional equity or free academic exchange.
- Unwelcome solicitation of emotional or physical intimacy.
- Deliberate intimidation, stalking or following or Harassing photography or recording, and/or
- Sustained, unprofessional disruption of talks or other events and other intentionally disruptive behavior.

Reporting Procedure

If harassment is observed or reported to any MPSA staff member, Council member, conference attendee, or venue employee, and there is a question of immediate physical danger, steps should be taken to ensure immediate safety of all attendees and staff, regardless of any complaint procedure that may follow.

Participants who believe they have experienced or witnessed harassment or have been the target of unprofessional conduct, in violation of MPSA Anti-Harassment Policy, have two options. The first is to consult with the Ombuds of the MPSA, who is available for confidential consultation about a wide range of concerns, including but not limited to sexual harassment. The second is to submit a complaint using an online form or emailing cope@mpsnet.org. This can be done confidentially. An individual needing guidance on making a complaint can contact the MPSA Executive Director, Administrative Director, or Conference Director. All complaints made are referred to the Committee on Professional Ethics (COPE).

1.2 MPSA ANTI-HARASSMENT POLICY

The Midwest Political Science Association (MPSA) is committed to upholding the highest standards for respectful, professional norms and behavior and to fostering an inclusive climate. Consequently, harassment and unethical behavior at MPSA events is considered to be a serious form of misconduct.

The following Anti-Harassment Policy, modeled closely on the American Political Science Association's Anti-Harassment Policy, outlines expectations for all who attend and participate in MPSA events and meetings.

A. Purpose

MPSA is committed to fostering a safe, inclusive, respectful and welcoming environment for all members and participants, regardless of race, gender, sexual orientation, ability, ethnicity, socioeconomic status, age, religion or belief. "Participant" in this policy refers to anyone present at MPSA meetings or other sponsored events, including staff, contractors, vendors, exhibitors, venue staff, MPSA members and all other participants.

B. Expected Behavior

All participants at MPSA meetings or events are expected to abide by this Anti-Harassment Policy in all meeting venues, including ancillary events and official and unofficial social gatherings. Compliance with this policy includes the following:

- Abiding by the norms of professional respect that are necessary to promote the conditions for free academic interchange.
- Agreement to alert relevant MPSA staff or security personnel if a situation arises where someone might be in imminent danger.

C. Unacceptable Behavior

Behaviors that violate the Anti-Harassment Policy include, but are not limited to, the following:

- Threats or actions that cause or threaten personal harm.
- Threats or actions that cause or threaten professional harm, punishment or retaliation.
- Intimidating, harassing, abusive, derogatory or demeaning speech or actions.
- Prejudicial actions or comments that coerce others, foment broad hostility or otherwise undermine professional equity or the principles of free academic exchange.
- Unwelcome solicitation of emotional or physical intimacy
- Deliberate intimidation, stalking or following.
- Harassing photography or recording.
- Sustained, unprofessional disruption of talks or other events.
- Other intentionally disruptive behavior.

1.3 MPSA OMBUDS

A. The Role of the MPSA Meeting Ombuds

As an informal resource, the Ombuds plays no role in MPSA's formal complaint procedure but can offer independent, confidential and impartial guidance for a range of concerns, including but not limited to perceived discrimination or harassment. . The Ombuds will listen to your concerns without judgment and explain the options or approaches you have available to address them. Options can range from informally addressing the issues, reporting the incident to the MPSA or, given the nature of the complaint, pursuing a complaint with an outside entity such as state or local government, human rights or law enforcement agencies, the federal Equal Employment Opportunity Commission, or the U.S. Office for Civil Rights. The Ombuds cannot provide legal advice but can offer support and guidance even if no further action is taken.

Consultation with the Ombuds is confidential. The details of any a conversation between an MPSA event participant and the MPSA Ombuds is kept confidential to the extent allowable by law, and will not be reported to any administrator, officer, or committee of the MPSA. The only exceptions to confidentiality are when the Ombuds believes there is an imminent risk of serious harm. In those circumstances, the Ombuds will disclose information to an appropriate entity in order to protect the individuals from harm. The Ombuds is entirely independent of any other MPSA structure, resource or complaint process. The Ombuds will not keep any written records of complaints or consultations. The Ombuds can be reached at MPSAOmbuds2021@gmail.com or by asking for assistance from conference personnel. If the Ombuds is involved in or has a relationship with any party to the dispute, the Ombuds will be recused.

B. Meet the MPSA Meeting Ombuds

Tyler Smith serves as the MPSA Ombuds. He has also been the University Ombuds at Northeastern Illinois University (NEIU), in Chicago, since July 2019. Prior to NEIU, Tyler worked for nearly five years as an Associate Ombuds at the National Institutes of Health (NIH) in Bethesda, Maryland. Before entering the ombuds profession, Tyler spent several years working as a mediator, facilitator and trainer at The Bosserman Center for Conflict Resolution, in Salisbury, Maryland. Tyler is an active member of the International Ombudsman Association and holds a M.A. in Conflict Analysis and Dispute Resolution from Salisbury University.

C. Contacting the Ombuds

The Ombuds is available for appointments by phone or video call and can be reached at MPSAOmbuds2021@gmail.com for scheduling

1.4 BEHAVIOR AT VIRTUAL CONFERENCES.

Virtual conferences are different from in-person conferences, but not that different when it comes to behaving properly.

Please DO:

- **Avoid dominating the discussion.** Be aware that there can be lag times if attendees are located far from the Conference server in North America.
- **Listen** attentively to what others say.
- **Welcome** all voices, regardless of whether they participate by video/audio, audio or other means.
- **Critique ideas not people.** Demonstrate that differing perspectives are valued.
- **Remember that COVID impact virtual attendance.**
 - People are attending virtually and due to COVID, and many cannot attend from their work office. Expect an occasional pet, child or spouse might walk in front of a camera.
 - If an attendee forgets to turn off their camera during a situation where they would normally expect privacy (e.g., bathrooms, breastfeeding rooms) please notify a Conference Official immediately to help the person.
- **Be aware of appropriate conduct (see Virtual Meeting Code of Conduct).**
 - If you see something, say something. Report conduct concerns to a Conference Official so that concerns can be addressed responsibly and timely and maintain confidentiality of individuals.
 - If asked to stop something, do so. If a Conference Official asks a Participant to stop a behavior or comment, do so immediately.

Please DO NOT:

- Comment on the personal appearance of attendees or presenters. Attending a conference virtually during a pandemic is a challenge for everyone.
- Make personal attacks on other attendees or presenters. If you are not to do it during a session, you should not do this on social media.
- Disrupt the virtual conference.
- Make audio or visual recordings of the Conference in any medium, and do not distribute any unauthorized audio or visual recordings.
- Take and distribute pictures or copy research presentation materials unless explicit permission is granted.
- Do not make bad faith accusations.

2.1 Virtual Conference Logistics

A. Session Times

The conference is normally held in the USA in Chicago, Illinois. As a result the times are listed in Central Daylight Time (CDT/GMT-5)

Wed, Apr 14	Thu, Apr 15	Fri, Apr 16	Sat, Apr 17	Sun, Apr 18
09:00a - 10:30a	09:00a - 10:30a	09:00a - 10:30a	09:00a - 10:30a	09:00a - 10:30a
10:40a - 12:10p	10:40a - 12:10p	10:40a - 12:10p	10:40a - 12:10p	10:40a - 12:10p
12:20p - 01:50p	12:20p - 01:50p	12:20p - 01:50p	12:20p - 01:50p	12:20p - 01:50p
02:00p - 03:30p	02:00p - 03:30p	02:00p - 03:30p	02:00p - 03:30p	02:00p - 03:30p
03:40p - 05:10p	03:40p - 05:10p	03:40p - 05:10p	03:40p - 05:10p	03:40p - 05:10p
05:20p - 06:50p	05:20p - 06:50p	05:20p - 06:50p	05:20p - 06:50p	05:20p - 06:50p
07:00p - 08:30p	07:00p - 08:30p	07:00p - 08:30p	07:00p - 08:30p	07:00p - 08:30p

B. Panel Structure

Each session is 90 minutes. There are 5 minutes for Chair introductions at the beginning of the 90-minute session.

When the meeting was held in a hotel, the fifty concurrent sessions were located in literally every available meeting room spread across the property. The panels were organized so all papers were presented, then the Discussants would provide comments and feedback, and then the audience would be allowed to ask questions. Though a few attendees would try to see the first presentation in on panel and then move to another panel to see the last paper, it was difficult.

With a virtual conference, attendees can literally move from one session to another simply by clicking on a link. The structure of the panels has been changed somewhat to allow attendees to see the presentations and the discussion of the papers. Each session is 90 minutes long, and the first five minutes is for the Chair to explain the format and introduce the papers and authors. After that, the presentation and discussion of each paper will be given 15 minutes:

- 8 minutes to present.
- 4 minutes for the Discussant feedback.
- 3 minutes for Q&A/Audience Discussion.

After all the papers have been presented, any remaining time can be spent on additional Q&A/audience discussion.

C. Continuing the Conversation after the Panel

There are ten minutes between each session, so it is best to complete things before the next sessions start. However, there are two options if the discussion is still active:

- **Stay in the Meeting Room.** The MPSA has enough Zoom meeting rooms so each room is only used every other time slot. People may remain in the room for an additional 90 minutes.
- **Set up a “Chanel” on the Topic.** A better approach is to set up a “Chanel” (see Networking) where anyone who wishes may participate in the extended conversation. Additional people can then be invited to participate, and the group may continue through the conference.

2.2 Session Formats

To simplify the conference for attendees and presenters, the MPSA limited the number of formats for sessions for 2021 to: Paper Panels, Undergraduate Paper Panels, Roundtables, and Working Groups.

A. Paper Panels

Four to five papers are presented on a panel, which also includes a Chair and one or two Discussants. The Chair introduces the panel, each author, and the Discussants, manages the time for each presentation, and ensures that the discussion is polite and productive. The Chair also serves as Host. Each author presents an abbreviated version of his or her paper, followed by comments from all Discussants, and audience discussion. The program will list the exact time for each paper to be presented, the times for Discussants to speak, and the time for questions from the audience.

If you are presenting a paper on a Panel you must upload the paper to the MPSA website (.pdf, .doc, .docx) before the conference so the Discussants may read it. You may also upload your PowerPoint (.ppt, .pptx) as well as a video or SlideCast of your presentation. More than half of the conference attendees report that they use these to decide which session to attend.

B. Undergraduate Paper Panels

Presentations will be divided into sessions with multiple themed papers and will include a Chair who also serves as the Host, and one or two Discussants.

C. Roundtables

Roundtables provide in-depth examinations of specific topics, projects, or books (e.g., author meets critics or book reviews). Four to eight Panelists participate in a roundtable, which includes a Chair who introduces the Panelists and provides a substantive introduction to the topic. Chairs will also serve as participants on the roundtable but will be listed in the program solely as Chair. The focus is on the discussion and interaction among Panelists. After the presentations, the Chair then welcomes questions from the audience. Types of Roundtables include author-meets-critics sessions and professional development sessions.

Participants do not need to prepare papers, though PowerPoint presentations are encouraged, and they can be uploaded to the MPSA website.

D. Working Groups

A working group is a “conference within a conference.” Participants commit to attend a small group of related or organized sessions. A volunteer coordinator for each working group proposes a theme, selects and/or organizes sessions for the group to attend, promotes the working group, and facilitates communication among participants. A working group may meet before and after a session(s) or during breaks for meals for additional discussion and interaction.

2.3 WHAT TO EXPECT IN A VIRTUAL MEETING ROOM

The virtual conference platform that MPSA uses for the 2021 conference is OpenWater. They use Zoom for the meeting and reception rooms, which should make things more familiar for most attendee. Key differences are that access to the meeting rooms is restricted only to registered attendees. This way, anyone at a session will have agreed to abide by the Virtual Conference Code; there should be no “Zoom Bombing” or anonymous attacks.

More detailed technical instructions are provided in this document:

- Section 5: Technical Tips for the Conference Platform
- Section 6: Zoom Training

For those who want a more visually focused description of the pages and the functionality, there are:

- Detailed Zoom Directions with visuals that show the look of the screens,
- Zoom “Cheat Sheets,” and
- Live and Recorded Trainings that take you through the pages.

A. Chair/Host View (and Panelist/Presenter/Discussant View)

The Chair/Host will run the panel/roundtable and they (and the registered presenters and Discussants) may:

- Open the session to presenters 20 minutes prior to its scheduled start time.
- Open the session and bring attendees in from the “Waiting Room.
- Mute attendees.
- Share Screens.
- Start/Stop the recording of the session.

B. Audience View

Attendees may only join the session when the Chair brings them in from the Waiting Room. “Then they may:

- Submit questions to presenters.
- Participate in Live Chat.
- Continue the discussion using either a section Networking Channel or by creating their own Networking Channel for the specific session.

2.4 PREPERATION TIMELINE

A. One week before the virtual meeting

- **Training.** Attend a live training or view a pre-recorded meeting.
 - Trainings will be held on Tuesday, April 6, 2021 at 10:00 AM Central.
 - Trainings will be recorded and can be watched later.
- **Test.** Test your operating system, browser, microphone, and camera on Zoom.
<https://zoom.us/start/webmeeting>
- **Log into the MPSA virtual conference platform (OpenWater).** learn how the platform and the zoon session rooms work <https://zoom.us/start/webmeeting>.
 - Be sure to upload your picture and bio.
- **Review the Virtual Meeting Conduct Policy** (Section 1.1 in this document).
- **Internet Connection.** Make sure that you have a good internet connection.
 - Receiving 1080p HD video requires 2.5 Mbps (up/down)
 - Sending 1080p HD video requires 3.0 Mbps (up/down)
 - Test your upload/download speed here: <https://www.speedtest.net/>
 - Wireless is slower than a wired connection. Use an ethernet cable.
 - Limit other internet use on your network (streaming TV, etc.) if possible.
- **Build Your Agenda.** Locate panels and roundtables where you have a role and add them to your agenda by clicking on the “star” next to the session name. You can also add any panels, roundtables, and receptions that you wish to attend.



- **Upload** your paper and any handouts or PowerPoints.
 - Attendees may download and read them before or after the session.
 - You will need to “Screen Share” your slides in Zoom for the audience.

B. The evening before your presentation or participation

- **Power off your computer.** Install updates when you do so.
- **Update Software.** Make SURE that the software on your device is updated (especially the Operating System and Zoom) before the conference begins.

C. The day of the meeting:

- **Laptop.** Plug your laptop in. This will stop it from disabling certain power/battery functions and it is a backup in the event you forgot to charge it.
- **Minimize System Usage.** Close windows and applications if not needed.
- **Turn off Notifications that may pop-up:** Email, Calendar, Twitter, Slack, etc.

2.5 BEST PRACTICE FOR PRESENTING AT A VIRTUAL CONFERENCE

Timing

- **Login Early.** Presenters, Chairs and Discussants may login 20 minutes prior to the session. You can use the time to “test” the system and coordinate with the other members of the session.
- **Timer.** Set a timer for your section or a reminder so you do not go over.
- **Time Zones.** Double check the time (we use Central).

Visual

- **Camera at Eye Level.** Pay attention to the location of the camera on your computer or device. At eye level, people will see more face and less chin. It also creates the illusion that you are talking directly to the person watching.
- **Lighting.** Use the best lighting you can access to make sure your face is lit. Make sure your lighting is placed in front of you, never behind you.
- **Background.**
 - **Virtual Background.** Use the MPSA 2021 Conference background.
 - **Actual Background.** It doesn't need to be perfect, but it shouldn't be your kitchen sink or your bed.
- **Attire.** Be comfortable and be yourself but avoid busy patterns that will distract from the content. The current climate allows for a more casual on-camera look.

Sound

- **Headset.** Laptop speakers and microphones can create feedback making it difficult for the virtual attendee to hear. A headset or earbuds with a microphone will provide the best sound quality. Try to be in a quiet space.
- **Mute.** If you are not speaking, mute your microphone. When you are presenting, the Chair should mute all attendees until Q&A happens.
- **Cell Phone.** Turn off your phone, put it in “Airplane Mode” or turn off the ringer.

Presentation

- **Rehearsals.** Whether it is live or pre-recorded have at least two rehearsals. Virtual attendees decide within three minutes if they will stay or go; keep them.
- **Stand.** If you can, stand rather than sit. It allows you to stay focused.
- **Visuals.**
 - **Concise.** With PowerPoint, the fewer words the better.
 - **Graphics.** Try to use pictures and or graphics to reinforce ideas.
 - **Size.** Keep the font large enough for attendees to see on Zoom.
- **Water.** It usually helps to have a glass of water nearby.

3.1 ROLE: HOST (Any Chair, Discussant or Presenter may be a Host)

The role of Session Host is not complex: to manage the basic technical aspects of the Zoom meeting. The Chair is Host by default, but any Discussant or Presenter may serve as Host. MPSA provides several resources to help:

- **Detailed Zoom Directions** with visuals that show the look of the screens,
- **Zoom “Cheat Sheets**
- **Live and Recorded Trainings,**

Before the Conference

- **Login to the Virtual Conference Platform.**
 - **Login Early.** Do it a day in advance, so delays won't impact the session.
 - **Bio.** Complete your Bio and upload a picture. People will use the bio to search on topics so it can help connect people who do similar research.
- **Agenda.** Add the Session to your agenda. Add it to your calendar to be safe.
- **Instructions.** Review the Host instructions and make sure that you know how to do all the things listed below. Print out the Detailed Zoom Directions and the Zoom Cheat sheets.

During the Session

- **Start Session for Presenters.**
 - This should be done 20 minutes before the session is scheduled to start.
 - Presenters should familiarize themselves with presenting in Zoom.
 - All presenters and discussants should be made Co-Hosts.
- **Start the Session for Attendees**
 - **Start on Time.** The session should be started on time, since any delay is noticeable to attendees who are in the Waiting Room. If there will be a delay, you may message the attendees in the Waiting Room.
 - **Waiting Room.** Bring all attendees out of the Waiting Room and into the session room. Close the Waiting Room so anyone who joins late does not get “stuck” there.
- **Record.** The next step is to start the session recording. You can end the recording when the session concludes.
- **Chat.** If there is a separate Host, this person can help the Chair monitor any questions that come in through the Chat feature.
- **Unmute and Mute a participant.**
- **Contingency Plans.** The Host must be ready to share screen of Presenter’s pre-recorded video or SlideCast if the presenter’s internet goes down.
- **Tech Help.** The Host can contact live tech support if they have trouble. Make all the presenters co-hosts so they can help as well.

3.2 ROLE: PANEL CHAIR

The Chair manages the panel and usually serves as the Host. The presentation and initial discussion of each paper is limited to 15 minutes:

- Paper Presentation of 8 minutes.
- Discussant's comments for 4 minutes.
- First round of audience questions and discussion.

After all papers are presented, a second round of Q&A can take place.

Before the Conference

- **Login to the Virtual Conference Platform.**
 - **Login Early.** Do it a day in advance, so delays won't impact the session.
 - **Bio.** Complete your Bio and upload a picture. People will use the bio to search on topics so it can help connect people who do similar research.
- **Agenda.** Add the Session to your agenda. Add it to your calendar as back-up.
- **Instructions.** Please review the Host instructions. To be safe, print out the instructions and the Zoom Cheat sheets.
- **Contact the Members of the Panel.** Remind everyone of their instructions.
 - **Papers.** Check with the authors to make sure that they have uploaded their papers or shared them with the Discussants.
 - **Discussants.** Make sure that they receive the papers early enough to read them and prepare useful comments.
- **Rehearse.**
 - Have a few standard phrases to get the session back on track.
 - Think through what you will do in the unlikely event that an attendee becomes disruptive or verbally insulting.
- **Check-In.** On the day of the panel, re-confirm with the presters.

During the Session

- **Join/Start Session for Presenters.** The Host should join the session 20 minutes before it is scheduled to take place. The Chair organizes the presenters so they can familiarize themselves with the controls and presenting in Zoom.
- **Introductions.** Introduce yourself, the Discussants and the Papers and their Authors.
- **Share.** The Chair will share the screen of PowerPoint/PDF of Zoom session rules and read them aloud. This will help the attendees.
- **Time.** Keep track of the time for each presentation.
- **Moderate.** Moderate the Q&A.
- **Resources.** If any websites or resources mentioned, share them in Chat.
- **Contingency Plans.** If there are problems (like a Presenter's internet crashing), follow the contingency plan.
- **Conclude Session.** If people want to continue the discussion, they may:
 - **Stay in the meeting room.** Someone must be assigned as a Co-Host.
 - **Set up a "Channel."** This can include others who are interested.
- **Award Nominations.** After the panel, consider recommending a paper for one of the MPSA's [research awards for papers presented at the conference](#).

3.3 ROLE: PANEL DISCUSSANTS

If there is more than one Discussant, they should divide the papers between them. 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. Only Chairs and Discussants may recommend papers to the MPSA office for [research awards related for MPSA Conference Papers](#).

Before the Conference

- **Login to the Virtual Conference Platform.**
 - **Login Early.** Do it a day in advance, so delays won't impact the session.
 - **Bio.** Complete your Bio and upload a picture. People will use the bio to search on topics so it can help connect people who do similar research.
- **Agenda.** Add the Session to your agenda. Add it to your calendar as back-up.
- **Instructions.** Please review the Host instructions. To be safe, print out the instructions and the Zoom Cheat sheets.
- **Papers.** Make sure that you receive the papers from the authors.
- **Comments.** For each paper, summarize the three key points, the key strengths, and the areas of improvement.
- **Rehearse.** To keep to your time limits, practice giving your feedback.

The day of the session

- **Join the session with the Presenters.** This should take place 20 minutes before the session is scheduled to start. During this time, the Discussant can familiarize themselves with the controls and presenting in Zoom.
- **Time.** Keep track of the time for your comments.
- **Contingency Plans.** If there are problems, like a Presenter's internet going down, follow the contingency plan.
- **Award Nominations.** At the conclusion of the session, please consider recommending a paper for one of the MPSA's [research awards for papers presented at the Conference](#).

3.4 ROLE: PANEL PAPER PRESENTER

The papers are presented in the same order that is listed in the program. Each author(s) has eight minutes for their presentation. After that, the Discussant will provide comments and then the audience can ask a limited number of questions. The entire time for presentation and discussion of each paper is limited to fifteen minutes. After all papers have been presented, the audience will have additional time to ask questions and discuss the papers.

Before the Conference

- **Login to the Virtual Conference Platform.**
 - **Login Early.** Do it a day in advance, so delays won't impact the session.
 - **Bio.** Complete your Bio and upload a picture. People will use the bio to search on topics so it can help connect people who do similar research.
- **Agenda.** Add the Session to your agenda. Add it to your calendar as back-up.
- **Instructions.** Please review the Host instructions. To be safe, print out the instructions and the Zoom Cheat sheets.
- **Rehearse.** Virtual attendees will decide to leave in three minutes.
 - **Don't present the entire paper.** Emphasize just the key points.
 - **Time.** Practice so your presentation can be made in eight minutes.
 - **Record.** It is helpful to record your presentation, so you know how it looks to the attendee. Do you have good eye contact? Lighting?
- **Pre-record your Presentation.** We suggest this because we all experience internet problems. If this takes place, your presentation can still occur.
- **Upload and Share with Discussant and Chair**
 - **Papers.** Make sure that the Discussant has enough time to read the paper and prepare comments.
 - **PowerPoints.** Keep them brief. They do not replace the talk.
 - **Video of Presentation.** Be sure to upload it and share it with the Chair in case you experience connectivity problems.

The Day of the Session

- **Join the session with the Presenters.** This should take place 20 minutes before the session is scheduled to start. During this time, everyone can familiarize themselves with the controls and presenting in Zoom.
- **Time.** Keep track of the time for your comments.
- **Contingency Plans.** MPSA has prepared some plans sessions in case presenters' internet goes down. However, you should have a plan to avoid this situation. Perhaps this would involve us of a cell phone hotspot.

3.5 ROLE: ROUNDTABLE CHAIR

Roundtable Chairs are usually also Panelists on the session. The Chair should organize the panel by contacting the presenters a week before the conference to coordinate what each person is discussing. We want to avoid having each presenter preparing a brief overview while no one provides a detailed discussion of subtopics.

Unlike the Paper Panels, Roundtables have no strict limit on each of the presentations. However, the Chair should track the time to the time spent on any topic is balanced and that there is time for discussion. The Chair coordinates the discussion after the presentations. The Chair also serves as the Host.

Before the conference

- **Login to the Virtual Conference Platform.**
 - **Login Early.** Do it a day in advance, so delays won't impact the session.
 - **Bio.** Complete your Bio and upload a picture. People will use the bio to search on topics so it can help connect people who do similar research.
- **Agenda.** Add the Session to your agenda. Add it to your calendar as back-up.
- **Instructions.** Review the Host instructions; print out the Zoom Cheat sheets.
- **Panelists.** Contact the panelists to coordinate the Roundtable:
 - **Presentations.** Coordinate the specific focus of each panelists' presentation, to minimize unnecessary overlap.
 - **Login Early.** Do it a day in advance, so delays won't impact the session.
 - **Bio.** Complete the Bio and upload a picture. People will use the bio to search on topics so it can help connect people who do similar research.
 - **Instructions.** Become familiar with the Zoom instructions. Print out the instructions in case they are needed.
 - **Annotated Bibliography.** Presenters on Professional Development Roundtables should send the Chair their top resources or tools on the topic. During the session, these can be shared in Chat. After the conference, MPSA will create a resource page on the topic.
- **Check-In.** On the day of the session, confirm things with the presenters. Remind them of the session start time, and to login 20 minutes before then.

During the Session

- **Join/Start Session for Presenters.** Open the session for the presenters 20 minutes before it is scheduled to start. Presenters can familiarize themselves.
- **Introductions.** Introduce yourself and the Panelists.
- **Share.** The Chair will share the screen of PowerPoint/PDF of Zoom session rules and read them aloud. This will help the attendees know what to expect.
- **Time.** Keep track of the time for each presentation.
- **Contingency Plans.** MPSA has prepared some plans sessions in case presenters' internet goes down. However, you should have a plan to avoid this situation. Perhaps this would involve us of a cell phone hotspot.
- **Conclude Session.** If people want to continue the discussion, they may:
 - **Stay in the meeting room.** Someone must be assigned as a Co-Host.
 - **Set up a "Channel."** This can include others who are interested.

3.6 ROLE: ROUNDTABLE PANELISTS

Roundtables provide in-depth examinations of specific topics, projects, or books (e.g., author meets critics or book reviews). Four to eight Panelists participate in a roundtable, which includes a Chair who introduces the Panelists and provides a substantive introduction to the topic. Chairs will also serve as participants on the roundtable but will be listed in the program solely as Chair.

Panelists do not need to prepare papers, though PowerPoint presentations are encouraged, and can be uploaded to the Virtual Conference Platform. Professional Development Panelists are also asked to provide a list of their top three resources on the topic that can be included in an annotated bibliography on the topic.

Before the Conference

- **Login to the Virtual Conference Platform.**
 - **Login Early.** Do it a day in advance, so delays won't impact the session.
 - **Bio.** Complete the Bio and upload a picture. People will use the bio to search on topics so it can help connect people who do similar research.
- **Agenda.** Add the RoundTable your agenda. Add it to your calendar as well.
- **Instructions.** Please review the instructions, including the instructions for the Host. To be safe, print out the instructions and the Zoom Cheat sheets.
- **Coordinate Presentations.** The Chair should contact the panelists to coordinate the focus of each person's presentation to minimize overlap. If this does not take place feel free to start those conversations yourself.
- **Annotated Bibliography.** If you are presenting on a Professional Development Roundtable, send the chair a list of your top three resources or tools on the topic. During the session, these can be shared in Chat. After the conference, MPSA will create a resource page on the topic.
- **Rehearse.** Virtual attendees will decide to leave in three minutes.
 - **Time.** Practice so your presentation can be made in eight minutes.
 - **Record.** It is helpful to record your presentation, so you know how it looks to the attendee. Do you have good eye contact? Lighting?
- **Upload and Share with Chair**
 - **PowerPoints.** Keep them brief. They do not replace the talk.
 - **Video of Presentation.** Be sure to upload it and share it with the Chair in case you experience connectivity problems.

The Day of the Session

- **Join the session with the Presenters.** This should take place 20 minutes before the session is scheduled to start. During this time, everyone can familiarize themselves with the controls and presenting in Zoom.
- **Time.** Keep track of the time for your comments.
- **Contingency Plans.** MPSA has prepared some plans sessions in case presenters' internet goes down. However, you should have a plan to avoid this situation. Perhaps this would involve us of a cell phone hotspot.

3.7 Ground Rules for Sessions, MPSA 2021 Virtual Conference

- **Format.** Each paper is allocated 15 minutes for the presentation (8 minutes), Discussant comments (4 minutes) and Audience questions. After all of the papers are presented, there will be the chance for a second round of Q&A.
- **Mute.** Please Remain Muted throughout, except when called upon by the Chair, Host, or Discussant.
- **Chat.** You may submit questions to Zoom Chat at any time, but all the questions will be held until after a paper has been presented. If there is not sufficient time for all of the questions in the 15 minutes allocated for each paper, they can be discussed after all of the papers are presented and discussed.
- **Hand Raise.** To raise your hand in Zoom, click on the "Participants" and then click on "Raise Hand."
- **Audience Discussion.** During the audience discussion, the Chair will take questions by either:
 - Reading the most frequent or relevant questions from the Zoom Chat
 - Directly calling on individuals who have clicked on the Zoom "Raise Hand" function, who will then be unmuted and may ask their questions.
- **Recording.** Attendees may not record the session, however the MPSA will record all sessions, which will be posted after the conference after light editing.

3.8 CONTINGENCY PLANS

A. Presenter Has Internet Problems

- If the Presenter's internet goes down during the Presenter's presentation, then the Host will display the presentation slides and the Discussant will continue presenting until the Presenter returns to the session.
- If the Presenter's internet goes down during the Discussant's discussion, then the Discussant continues as usual and Discussant shares slides and comments with the Presenter after the session.
- If the Presenter's internet goes down during the audience discussion, then the whole session will switch over to using Zoom Chat and the Discussant will provide Chat responses to audience Chat questions until the Presenter returns to the session, at which point it can return to normal – the Presenter will get a copy of the Chat session after the session in order to receive the feedback.

B. Discussant Has Internet Problems

- If the Discussant's internet goes down during the Discussant's discussion, the Track Chair will switch the session over to Audience Discussion until the Discussant returns to the session.
- if the Discussant's internet goes down any other time, then the session continues as normal.

C. Disturbance

- In the event of an uncivil disturbance, the Chair has the power to mute any participant.
- If the problem is visual, the Chair may remove the disturbing party. This is done by going to the Participant window, hovering the cursor over the disturbing party, clicking on the "More" button to get more menu choices, and clicking on "Remove."

4.1 NETWORKING CHANNELS: SMALL GROUP AND ONE-TO-ONE

Though COVID prevents us from being together physically, there are still opportunities for people to network and meet with other attendees throughout the virtual conference.

Networking Channel, unlike typical reception, do not need to be held at a specified time. Networking Channels can be created on-demand during the conference by participants. Attendees can join the networking channels at any time – between sessions, on breaks or during sessions if they find themselves with downtime.

A. Complete Your Networking Profile

In your networking profile, you have the option to:

- Upload a photo.
- Share your LinkedIn Profile.
- Allow your profile to be public for other conference attendees.
- Set up your networking notifications.

B. One-on-One Chat

You may connect with individual attendees in order to network. To chat with someone:

- From the Conference homepage, click “Launch Chat”.
- Click on the “Attendee Directory”.
- Navigate to the person with whom you wish to chat and click on the “Send Chat Request” button.
- Introduce yourself in the New Chat Request.
- Click the “Send Request” Button

C. How to Join a Group Channel

To join a group chat or video chat:

- Login to the conference platform and select the “Launch Chat” button. The chat screen will open in a new window.
- Click on the “Group Chat” topics to see a list of the different “channels” When you find a group channel that you wish to join, select the “Join Conversation” button and begin chatting.
- Channels: The MPSA has built a channel for each section, where attendees can find other researchers who study that topic.

D. Start a New Channel

Any attendee can set up networking channel. Some ideas to get you thinking:

- Advocacy-focused discussion on obtaining funding for the discipline?
- What students should think about before applying to graduate school.

Some current Channels include:

- Leveraging Economics for Reconciliation & Peacebuilding in Divided Societies.
- Student Publications: How to Get Your Writing Published During a Pandemic.
- China's LGBTQ+ and Feminist Issues.
- Financial Limitation and Graduate Studies During a Pandemic.

4.2 NETWORKING RECEPTIONS AND MENTORING

The MPSA is sponsoring several networking receptions, though all are BYOB.

A. Structure for Networking Receptions

Each Networking Reception has its own virtual meeting room with chat and video conferencing capabilities (powered by Zoom). Receptions also have breakout room capabilities. Most receptions are 40 minutes long, and the typical format is:

- **Content.** The sessions usually start with 10-15 minutes of content. This could be a panel (Undergraduate Reception) or something more fun like a Mixologist Preparing drinks.
- **Small Group Networking.** The attendees are then randomly assigned to a breakout room (about eight to ten people per room) and given a prompt to start the conversation.
- **Switch.** After about fifteen minutes, people are brought back to the main room before another round of small group conversation and networking.

B. MPSA Receptions

As usual, the MPSA is sponsoring several receptions for attendees:

- **First-time attendee reception.** Wednesday, April 14 from 4:00-5:00 p.m.
- **Undergraduate Attendee Reception.** Wednesday, April 14 from 6:10-6:50 p.m.
- **Political Scientists and their Pets.** Friday, April 16 from 5:20-6:00 p.m.
- **Virtual Flair Mixologist and Happy Hour Networking Event.** Saturday, April 17 from 6:00-7:00 p.m.

C. Mentoring Receptions

The MPSA is also continuing the practice of having several small group mentoring receptions. Each reception will start with remarks from mentors, and it will then shift to a small group discussion. One or two mentors will be assigned to each “breakout room” and the attendees will be randomly assigned to a room. After fifteen minutes of discussion and Q&A, that set of conversations will end, and attendees will be randomly assigned to a different meeting room.

The MPSA is holding three “Subfield” Mentoring Receptions at the 2021 conference:

- **Behavior, Methodology, Public Policy and Public Administration.** Thursday, April 15 from 5:20-6:00 pm
- **Political Theory, Race, Gender and Political Institutions, Gender.** Thursday, April 15 from 7:00-7:40 pm
- **Comparative and International Relations.** Friday, April 16 from 7:00-7:40 pm

C. Attendee Sponsored Receptions and Meetings

Attendees have had the opportunity to propose the receptions and networking events (<https://www.surveymonkey.com/r/2KBZ5FL>). This can be an excellent way to

reserve a virtual meeting space for events that would have typically been held in-person at conference: subfields, dine-arounds, social events, departments, organizations, working groups, caucuses, and lectures. They are scheduled in 40-minute time slots in the evenings starting at 5:20 pm Central Daylight Time (CDT/GMT-5) from Wednesday through Saturday.

4.3 VISITING THE EXHIBIT HALL AND MEETING WITH EXHIBITORS

A. Locating Exhibitor information

- **Exhibit Hall Tab.** Click the Exhibit Hall tab on the conference landing page to view the list of exhibitors.
- **Exhibitor Information.** Click “View Details” to visit a specific exhibit booth.
- **Favorite.** Mark a booth as a “Favorite” by clicking the star in the upper left corner of the booth” page.

B. Talk with Exhibitors

- **Staff availability.** This is listed in the “Chat Schedule” for each booth.
- **Chat.** Click the “Join Chat” button during available hours at each booth to chat with exhibitors or start a video call from within the chat feature.
- **Meeting.** Initiate a Zoom meeting with exhibitors by clicking on the Zoom link within each booth (if available), during the hours the booth is staffed.

C. Exhibitors for 2021 Virtual Conference

- American Political Science Association (APSA)
- Association Book Exhibit
- Bullfrog Films
- Carnegie Endowment for International Peace
- Compass: An Undergraduate Journal of American Political Ideas
- Consortium of Social Science Associations
- FairVote
- Fulbright
- Institute of International Education- Scholar Rescue Fund (IIE-SRF)
- Inter-university Consortium for Political and Social Research (ICPSR)
- Lexington Books
- New Day Films
- National Science Foundation (NSF)
- Oxford University Press
- People of Color Also Know Stuff
- Pew Research Center
- Provalis Research
- Purdue e-Pubs
- Qualitative Data Repository (QDR)
- Rowman & Littlefield
- Soomo Learning
- Springer Nature

- University of Chicago Press
- University of Kansas Press
- University of Michigan Press

5.1 HOW TO PRE-RECORD YOUR PRESENTATION - VIDEO OR SLIDECAST

Pre-recorded Presentations are not required; however, presenters are strongly encouraged to prerecord their presentations as either a SlideCast or video and upload it for the virtual conference platform. The difference between a video presentation and a SlideCast presentation is that a SlideCast presentation includes a PowerPoint presentation with a speaker video and/or voice-over, while a prerecorded video only features the presenter on camera with no PowerPoint featured on the screen.

A. Reasons to create and upload a SlideCast presentation or Video.

- You have had problems with an unstable internet connection.
- You haven't had any problems with an unstable internet connection yet, so you know that your luck must end soon.

B. Technical Requirements of Prerecorded Presentations.

Regardless of the type of prerecorded presentation you choose to upload (video or SlideCast), please note the following requirements for uploading a prerecorded presentation to the conference platform:

- Prerecorded presentations are limited to a total of 8 minutes in length.
- Prerecorded presentations must be saved as an M-PEG-4 Video (.mp4).
- Prerecorded presentations must be your original content and a non-licensed recording.

C. SlideCast Presentation

A tutorial with more information on how to create a recorded SlideCast presentation can be downloaded [here](#).

D. Video Presentation

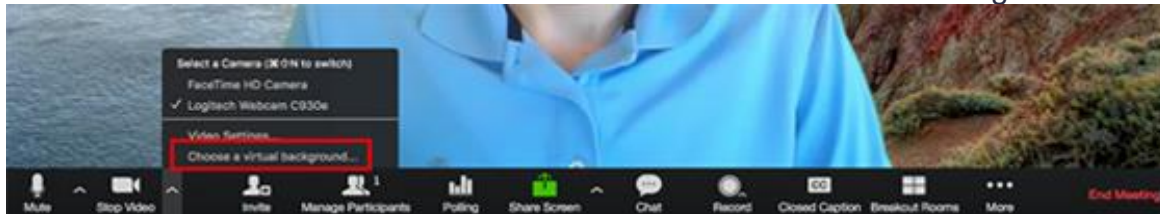
If you are not planning to use a PowerPoint presentation for your session, you may simply prerecord yourself presenting on camera. Video-capable conference call systems (like Zoom or RingCentral) can allow you to self-record your presentation and then export and save as an M-PEG-4 Video (.mp4). As an option, Information on creating a free Zoom account can be found here: <https://zoom.us/freesignup/>

5.2 HOW TO SETUP THE MPSA VIRTUAL BACKGROUND

The virtual background will work even if you don't have a green screen. If you have a bookshelf or a lot of angles, the virtual background won't work well.



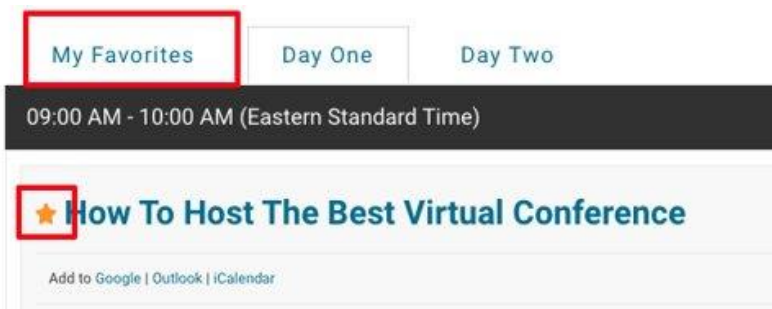
- Open Zoom.
- Click on the arrow next to Start Video and Choose Virtual Background.



You may use the official MPSA background or use your own background.

5.3 HOW TO BUILD YOUR CONFERENCE AGENDA.

- **Login** to the MPSA Virtual Conference Platform.
- **Select Sessions.** You may build your conference agenda by adding a “star” to each session on which you are presenting and sessions.
- **My Favorites.** When you “star” a session, a “My Favorites” tab will appear and show a list of your favorited sessions.
- **Add to Calendar.** You may also add sessions to your calendar by selecting the Google, Outlook or Calendar link under the Session Title.



6.1 ACCESSIBILITY AND ZOOM

A. 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

B. 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.

6.2 HOW TO TEST ZOOM ON YOUR COMPUTER.

- **Free Zoom Account.** To test your system, visit <https://zoom.us/start/webmeeting> and create a free account if needed.
- **Test.** This will launch a zoom meeting where you can practice your audio, camera, and screen sharing.

6.3 HOW TO SHARE YOUR SCREEN.

During your panel, you may want to share your screen for PowerPoints or a pre-recorded video.

- **Prevent Accidents.**
 - Before starting your presentation, close any other windows or tabs that are open. You don't want to accidentally share those during a session.
 - Close anything that might create a pop-up notification (Outlook, Slack, Skype, Teams, Calendar or your Cell Phone if it is synced).
- **Share Screen.** It is simple; click "Share Screen" in the Zoom toolbar. You may then choose which screen, application, or page you'd like to share.

- **Share an Application, not an entire screen.** This will limit the chances of unwanted popups or notifications from displaying in your meeting.
- **How to Share a Video.**
 - **Share Computer Sound.** If you will be sharing a pre-recorded video, make sure you select “Share Computer Sound” before you select share. This will play sounds directly from your computer rather than picking up sound from your microphone.
 - **Mute** yourself to prevent any sound feedback.
 - **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.

6.4 HOW TO CHANGE YOUR CAMERA VIEW

All attendees can control their own camera views.

- **Types of camera views**
 - **Active Speaker View:** Only the person who is currently speaking will be displayed.
 - **Gallery Grid View:** All active cameras will be displayed.
- **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)

6.5 HOW TO USE THE CHAT FEATURE IN ZOOM

- 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.

6.6 OPEN THE ZOOM “WAITING ROOM”

The Zoom Waiting Room is turned “On” so the presenters have an opportunity to meet before the session starts. They can also use this time to familiarize themselves with Zoom. The attendees will be in the Waiting Room until the session is scheduled to start, when the Host will open the meeting room.

- **Mute/Unmute.** Click on “Participants” and then “...” and confirm “Allow Participants to Unmute Themselves.”
- **Open Session for Presenters.** Find the “Participant’s Window” and click “Admit.”
- **Co-Hosts.** Hover over your co-presenters and click “Make Co-Host.”
- **Message those in Waiting Room.** If you wish to message those in the Waiting Room regarding when the session will start, you can do so by clicking on “Message” and writing the message.
- **Admitting Audience.** Click “Admit all” when you are ready to start the session.

- **Disable Waiting Room.** Once the meeting starts, go to the “Security” tab and uncheck “Enable Waiting Room.” This will allow attendees to enter the session if they show up after you have started it.

6.7 USEFUL SHORTCUTS INTEGRATED INTO ZOOM: Windows and Mac

We will be using Zoom for the conference and it will have the same general features that you have experienced in the free version of Zoom.

A. Windows Users

- Ctrl+Alt+Shift: Move focus to Zoom's meeting controls.
- Alt+F1: Switch to active speaker view.
- Alt+F2: Switch to gallery video view.
- Alt+V: Start/stop video.
- Alt+A: Mute/unmute audio.
- Alt+S: Launch share screen window or stop screen share.
- Alt+F: Enter/exit full screen.
- Alt+H: Display/hide chat.
- Alt+Y: Raise/lower hand.

B. Mac Users

- Command(⌘)+Shift+A: Mute/unmute audio.
- Command(⌘)+Shift+V: Start/stop video.
- Command(⌘)+Shift+S: Start/stop screen share.
- Command(⌘)+Shift+H: Show/hide in-meeting chat panel.
- Option+Y: Raise hand/lower hand.
- Command(⌘)+Shift+F: Enter or exit full screen.