



79th Annual MPSA Conference Attendee Guide

Instructions for Attendees, Chairs,
Discussants, and Authors

Thursday,
April 7 -
Sunday,
April 10,
2022

Location: In-Person at the Palmer House Hilton in Chicago, IL or Participate Virtually

79th

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www.MPSAnet.org

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The background of the slide features a city skyline, likely Chicago, with prominent skyscrapers like the Willis Tower. Overlaid on this is a blue network graphic consisting of dots connected by lines, suggesting a digital or interconnected theme.

Annual Conference Code of Conduct

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.

Harassment

As an in-person or virtual attendee of an MPSA event or meeting, I agree to abide by the [MPSA Anti-Harassment Policy](#) 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, harassing photography or recording;
- Sustained, unprofessional disruption of talks or other events and other intentionally disruptive behavior.
- I also understand that the above list is not exhaustive and MPSA, in its sole discretion, may hold me accountable for other behaviors in violation of this Policy.

The background of the slide features a city skyline, likely Chicago, with prominent skyscrapers like the Willis Tower. Overlaid on this is a blue network graphic consisting of dots connected by lines, resembling a molecular or digital structure. The text 'Annual Conference Code of Conduct (cont.)' is prominently displayed in the center-left.

Annual Conference Code of Conduct (cont.)

Disclosure of Previous Violations

As a term of attendance, all attendees must disclose any previous actions that may have been violative of this Policy and about which a complaint was made. During registration for any event, you will be asked to please list any instances of professional conduct violations in the preceding three (3) years.

Acknowledgement

During registration for any event, you will be asked to acknowledge and agree that you have had an opportunity to review the MPSA Anti-Harassment Policy referenced herein and this Policy. You will be asked to further agree that MPSA, in its sole discretion and in addition to other penalties, may remove you from the event and bar your future attendance at other MPSA events for violation of this Policy. You will be asked to agree that the Disclosure referenced above is true and accurate to the best of your knowledge.

The background of the slide features a city skyline, likely Chicago, with prominent skyscrapers like the Willis Tower. Overlaid on this is a blue, semi-transparent network of dots and lines, suggesting a digital or academic theme. The title 'Anti-Harassment Policy' is written in large, bold, black letters across the middle of the image.

Anti-Harassment Policy

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.

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

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



Reporting Procedure for the Anti- Harassment Policy

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 the MPSA Anti-Harassment Policy, have two options:

- The first is to consult with the Ombuds of the MPSA (mpsaombuds2022@gmail.com), 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, Membership Director, or Conference Director.

All complaints made are referred to the [Committee on Professional Ethics](#) (COPE).

The background of the slide features a city skyline, likely Chicago, with prominent skyscrapers. Overlaid on this image is a semi-transparent blue network diagram consisting of interconnected dots and lines, suggesting a digital or organizational structure. The text 'MPSA Ombuds' is prominently displayed in the center-left of the image.

MPSA Ombuds

MPSA Ombudsperson: Tyler Smith

Contact: mpsaombuds2022@gmail.com

Tyler Smith serves as the MPSA Ombuds. He also provides full-time ombuds services as a contractor for the National Institutes of Health, where he previously worked as an Associate Ombuds from 2014 to 2019. In late 2021, he returned to the NIH after serving as the University Ombuds at Northeastern Illinois University, in Chicago, IL, for nearly two and half years. Before starting his career as an ombuds, Tyler spent several years working as a mediator, facilitator, and conflict resolution trainer at The Bosserman Center for Conflict Resolution in Salisbury, MD. He is an active member of the International Ombudsman Association, the Coalition of Federal Ombudsman, and holds an M.A. in Conflict Analysis and Dispute Resolution from Salisbury University.

The Ombuds is available for appointments by phone or video call and can be reached at mpsaombuds2022@gmail.com for scheduling. All consultations are fully confidential.



Session Times and Formats

Conference Session Times

Thursday, April 7	Friday, April 8	Saturday, April 9	Sunday, April 10
8:00am - 9:30am	8:00am - 9:30am	8:00am - 9:30am	8:00am - 9:30am
9:45am - 11:15am	9:45am - 11:15am	9:45am - 11:15am	9:45am - 11:15am
11:30am - 1:00pm	11:30am - 1:00pm	11:30am - 1:00pm	11:30am - 1:00pm
1:15pm - 2:45pm	1:15pm - 2:45pm	1:15pm - 2:45pm	
3:00pm - 4:30pm	3:00pm - 4:30pm	3:00pm - 4:30pm	
4:45pm - 6:15pm	4:45pm - 6:15pm	4:45pm - 6:15pm	
6:30pm - 8:00pm	6:30pm - 8:00pm	6:30pm - 8:00pm	

Each conference session is 90 minutes. There are 5 minutes for the chair's introductions at the beginning of the full 90-minute session time. Please see the break down of session times for each format below. If there is any additional time remaining, it will be reserved for additional audience Q&A and discussion.

Please note that virtual Zoom meeting rooms will close automatically at the end of each session.



Session Types

The 2022 MPSA Conference will be held in a hybrid format. Anyone participating on any session can do so in-person *or* virtually. The same is true for audience members: virtual attendees will be able to attend all sessions in real-time.

Paper Sessions & Complete Panels

This is the standard format for presenting research papers, with four or five papers on each panel, along with two discussants, one of which is also the chair. The chair introduces the panel, each author, and the discussant(s), manages the time for each presentation, and facilitates discussion and Q&A from in-person and virtual audience members. Each author presents an abbreviated version of their paper (e.g. if 5 presenters, 10 minutes; if 4 presenters, 12 minutes; if 3 presenters, 15 minutes), followed by 20 minutes for comments from all discussants, and 15 minutes for audience questions and/or discussion among the panelists. The program will list the exact time for each paper to be presented, the time for discussants to speak, and the time for questions from the audience.

Location: Hotel Meeting Rooms

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 on a roundtable, which may include a chair who introduces the panelists and provides a substantive introduction to the topic. Rather than presenting research papers, the presenters hold a discussion, provide comments, and respond to questions about a theme or topic. Most roundtables are recorded for podcasts or learning modules. Chairs will also serve as participants on the roundtable but will be listed in the program solely as chair. Less regimented than paper sessions, the focus in roundtables is on discussion and interaction among panelists.

Location: Hotel Meeting Rooms

Lightning Talks

The Lightning Talk format is very similar to a standard paper session, only with more papers and shorter presentations. Six to eight papers are presented using brief PowerPoint presentations (six-minute maximum). After each presentation, there will be two minutes of Q&A. Each participant reads the other papers on the session and provide comments on one of them. At the conclusion of the presentations, there can be more extensive Q&A about any of the papers. The chair will keep the presentations to the exact time limit, so presenters need to have their presentation rehearsed in advance. Each participant is expected to read the other papers on the session and provide comments on one of them.

Find more information about Lightning Talks [here](#).

Location: Hotel Meeting Rooms



Session Types (cont.)

Junior Scholar Symposia

A *Junior Scholar Symposium (JSS)* is a special opportunity for graduate students. Each JSS session brings together four or five single-authored junior scholar projects with senior discussants. Each of the authors and discussants will have read all the papers in their group; the authors will spend only about two minutes providing an overview before the other participants discuss the research. There is no audience, and the bulk of the time is spent discussing the research. Up to eight JSS sessions will take place at the same time in a large ballroom.

Find more information about JSS sessions [here](#).

Location: All in one Hotel Ball Room

Detailed guidelines and FAQs for Lightning Talks, Junior Scholar Symposia, Poster Sessions, and Standing E-Panels can be found on our website [here](#).

Poster Sessions

Up to eight posters are included in a poster session, which will also include one or two discussants. Posters may only be presented in undergraduate sections. Each presenter is assigned to a numbered display panel (8'x4') in the exhibit hall. Certain panels will be equipped with large monitors and cameras for virtual poster presentations. Presenters are expected to be present at their poster for the entire session. Attendees can walk through and view the poster displays throughout the day.

Find more information about Poster sessions [here](#).

Location: Exhibit Hall

Standing ePanels

Standing ePanels are organized much like poster sessions, but the presentation format is digital. Standing ePanel sessions are held in the exhibit hall, and the PowerPoints or digital posters will be presented on large monitors. Up to eight papers are included in a Standing ePanel session, which also includes a chair and discussant(s). The chair introduces the panel, each author, and the discussant(s), manages the time for each presentation, and facilitates discussion and Q&A from in-person and virtual audience members. The author presents an abbreviated version (6-8 minutes) of their paper allowing adequate time for discussant feedback after all papers have been presented. The conference program will list the exact time for each paper to be presented, the times for discussants to speak, and time for questions from the audience.

Find more information about Standing ePanels [here](#).

Location: Exhibit Hall





Hybrid Conference Instructions

The 2022 MPSA Conference will be held in a hybrid format. Anyone participating can do so in-person *or* virtually. The same is true for audience members: virtual attendees will be able to attend *most sessions in real-time.

Compliance

The virtual meeting platform for the 2022 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 Standards

*Poster sessions and JSS sessions will not be broadcast



Hybrid Conference Instructions

Summary of the Hybrid Session Format

All sessions held in-person at the Palmer House Hilton will be accessible to virtual attendees. Each conference room is equipped with a laptop computer, a projector screen or monitor, and a wide-angle camera pointed at the in-person panel.

- At the start of a session, the Zoom meeting room will be opened from the laptop in the conference room. MPSA tech support staff will be available for assistance at the beginning of each session.
- During presentations, in-person presenters will use the laptop provided in the room while virtual presenters will use their own computer. All presenters will enable the Zoom screen sharing feature while they are presenting. All presentations will be displayed simultaneously on the projector screen for the in-person audience and on Zoom for the virtual audience.
- The laptop provided in the room is connected to a wide-angle camera so that virtual attendees can see the full in-person panel. A built-in microphone enables virtual attendees to hear everything in the room clearly.
- When presentations for a given session are complete, the session chair will monitor the Zoom meeting room for questions from the virtual audience.
- The Zoom meeting room will close automatically at the scheduled session end time.



Virtual Attendees: Preparing for the Conference

Prior to the Conference:

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

Update Your Web Browser

- The virtual conference platform is designed to work with most major web browsers including Chrome, Firefox, Edge, and Safari.
- To ensure a smooth experience with the virtual platform, make sure your web browser is fully updated.



Virtual Attendees: Preparing for the Conference

The day before the conference please do the following:

- Check to see that Zoom is up to date <https://support.zoom.us/hc/en-us/articles/201362393>
- Download [MPSA official Zoom backgrounds](#)
- Perform computer updates and Power off your computer.

The day of the meeting

- If you are using a laptop, mobile device, and/or headset, be sure to have the chargers plugged in to the device or nearby.
- Be sure to have a good internet connection. You will need at least 1.5 Mbps upload/download speed. You may test your upload/download speed by going to <https://www.speedtest.net/>
- A wired internet connection is preferred when available.
- Limit the number of items you are streaming and applications you are running to ensure a smooth experience.
- Be sure to have adequate lighting for video sharing.

Where to present:

- Please be sure you are in a quiet place with minimal disruptions.



Virtual Attendees: Accessing the Virtual Platform

Accessing the Virtual Platform During the Conference:

- Go to www.mpsanet.org and log in to your MPSA account
Note: You must be logged in to your account in order to access the virtual conference platform.
- After you have logged in, please select the Join the Conference button to be taken to the conference program and schedule.


Join the Conference

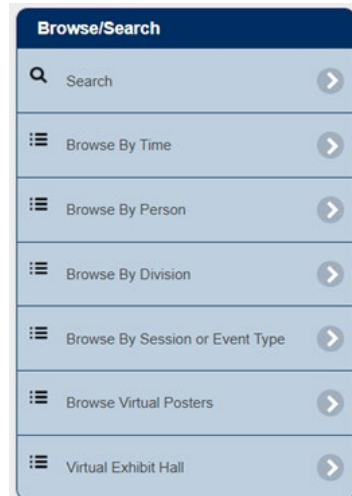
79th Annual MPSA Conference, April 7-10, 2022

Hybrid Format: Attend In-Person or Virtually

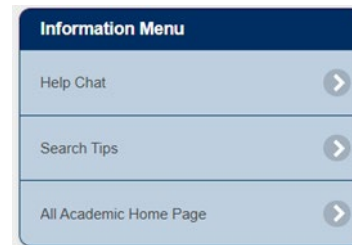


Virtual Attendees: Navigating the Virtual Platform

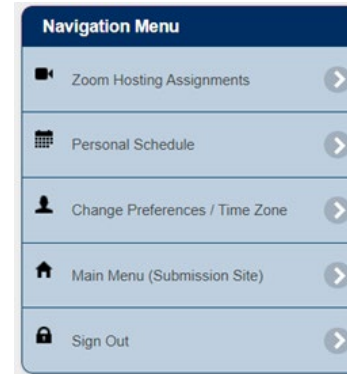
From the **Home Page** of the virtual conference platform you can access the following navigation menus on the left-hand side of your screen. You can pull up these menus at any time by clicking the Side Menu button at the top of the screen: 



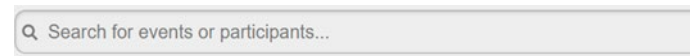
Use the **Browse/Search Menu** to explore all sessions and participants, view virtual poster submissions, and visit the virtual exhibit hall.



Use the **Information Menu** to access live chat with tech support staff throughout the conference.



Use the **Navigation Menu** to view your personal schedule and assignments for the conference, edit your time zone settings, or log out of the virtual conference platform.





Use the **Search Bar** at the top of the Home Page to look up participants, sessions, presentations, and events.

Virtual Attendees: Navigating the Virtual Platform

Adding Sessions to Your Personal Schedule

As you browse through the virtual conference platform, you can identify sessions that you would like to attend and add them to your **personal schedule** by clicking the calendar icon next to each session. You can view your personal schedule at any time by clicking the calendar icon in the top right-hand corner.

The screenshot displays the MPSA virtual conference platform interface. At the top, there is a dark blue header with the MPSA logo and the text "Browse by Section Results". Below the header, the section "07. Public Opinion" is highlighted. A search bar labeled "Filter results..." is present. The main content area shows session listings for Thursday, April 7, 2022 CDT. The first session, "Polarization, Elections, and Support for Democracy", is highlighted in blue and has a calendar icon circled in red next to it. The second session, "Political Knowledge, Uncertainty, and Misperceptions", is also highlighted in blue. The interface includes a navigation bar at the top with icons for back, home, and a calendar icon (circled in red). The session listings include the time, session title, section, and session submission type.

Thursday, April 7, 2022 CDT	
Thursday, April 7, 8:00am CDT (Thursday, April 7, 9:00am EDT)	
8:00 to 9:30am CDT (9:00 to 10:30am EDT)	TBA
 Polarization, Elections, and Support for Democracy Section: 07. Public Opinion Session Submission Type: Paper Session	
Thursday, April 7, 9:45am CDT (Thursday, April 7, 10:45am EDT)	
9:45 to 11:15am CDT (10:45am to 12:15pm EDT)	TBA
 Political Knowledge, Uncertainty, and Misperceptions Section: 07. Public Opinion Session Submission Type: Paper Session	
Thursday, April 7, 11:30am CDT (Thursday, April 7, 12:30pm EDT)	



Virtual Attendees: Navigating the Virtual Platform

Viewing Session Details

When you click on any given session, this opens the Session Summary page. The Session Summary page displays the panelists and presentations for that session and allows you to join the session if it is currently live.



The screenshot shows the MPSA Session Submission Summary page. At the top, there is a dark blue header with the MPSA logo and the text "Session Submission Summary". Below the header, there are two buttons: "Share..." and "Remove from Personal Schedule". The main content area is white and contains the following information:

- Polarization, Elections, and Support for Democracy**
Thu, April 7, 8:00 to 9:30am CDT (9:00 to 10:30am EDT), TBA
- Session Submission Type:** Paper Session
- Section**
07. Public Opinion
- Chair**
Debra Lynn Leiter, University of Missouri-Kansas City
- Individual Presentations**
 - I'm a Loser? Unexpected Election Outcomes and Satisfaction with Democracy - Philippe Mongrain, Université de Montréal
 - Winners, Losers, and Affective Polarization: Do Higher Stakes Elections Increase Losers' Affective Polarization Relative to Both Winners of High Stakes Elections and Losers of Low Stakes Elections? - Josephine Andrews, University of California-Davis; Yu-Shuan Huang, University of California-Davis
 - Expressive Responding about 2020 Election Fraud? - Matthew Graham, George Washington University; Omer Yair, Hebrew University of Jerusalem
 - What Happens When Authoritarian Incumbents Lose Competitive Elections? The Dynamics of Regime Attitudes after the U.S. 2020 Election - Amy Erica Smith, Iowa State University; Mollie Jane Cohen, University of Georgia; Matthew L. Layton, Ohio

- Click on an individual presentation to view a brief overview of the paper, and to download the paper if the author has uploaded it.
- Click on the name of a panelist to view all sessions in which that panelist is participating throughout the conference.

Virtual Attendees: Navigating the Virtual Platform

Joining a Live Session

To join a live session, navigate to the session and click on it. When the session has been opened for virtual attendees, a **Join Zoom Meeting** button will be visible at the top of the screen on the Session Summary page:



Click on this button to join to the session. The session will open in Zoom in a separate window.

Sessions are opened no earlier than 10 minutes before the scheduled start time. If you are trying to join a session and you find that it is not yet opened, you may need to wait a few minutes. Try refreshing your screen or re-entering the Session Summary page closer to the scheduled start time.

Please note that all sessions will close automatically at the scheduled time of conclusion.



Virtual Presentation Tips

- Authors, discussants, and participants who are attending virtually should log in to the virtual conference platform at least 15 minutes prior to the start of your session. **The session chair should be the first person to open the Zoom meeting room from the on-site computer at the conference.**
- Navigate to your session, click on it, then click **Join Zoom Meeting** to attend the session virtually. **Please note that you will be unable to join the session more than 10 minutes prior to the scheduled start time.**
- Once you have entered the session, please be courteous toward fellow attendees by following standard best practices for virtual meetings:
 - Set your phone to silent
 - Turn off computer notifications (e.g., email, chat, etc.)
 - If you are not speaking, mute your microphone in Zoom
 - Avoid busy backgrounds that might be a distraction to other participants



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 by virtual attendees through Zoom 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, and present their research in Paper Sessions, Complete Panels, Lightning Talks, Poster Presentations, or Standing E-Panels.

Presenter

Presenters discuss a topic, but do not have an authored paper associated with their role. Presenters participate in roundtables, Author Meets Critics panels, 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 so that 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. Discussants may recommend papers to the MPSA office for [research awards](#).

Additional information, including guidelines and FAQs for these roles, can be found [here](#).



Chair Responsibilities

Before the Conference

1. Use the online conference program to review the schedule and lineup for your session.
2. Reach out to your panelists via email and introduce yourself. Inform your panelists of the time that they will be allotted to speak during the 90-minute session.
3. Remind your authors to [upload their papers to the online conference program](#). You can also request that presenters distribute their papers to the rest of the panel via email.

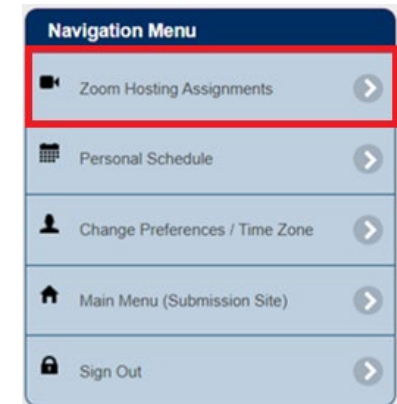
If you are chairing a **roundtable**, there will be no papers to upload or distribute. You should still reach out to your panelists to introduce yourself, briefly describe how the roundtable discussion will be structured, and if there are specific topics or questions you would like panelists to speak to.

Chair Responsibilities

Hybrid Conference Responsibilities

Chairs will help to facilitate the hybrid conference format by overseeing the virtual Zoom meeting room during the session. Please consult the Zoom instructions at the end of this document if you are not comfortable with the Zoom platform. Tech support staff will also be available to assist the chair at the start of each session.

1. Arrive at the conference room 10 minutes prior to the session start time.
2. MPSA tech support staff will arrive prior of the session to open the Zoom meeting room on the laptop computer at the front of the room. In the event that a staff member does not arrive by the start of your session, you can open the Zoom meeting room yourself by following these steps.
 - The virtual conference platform will be opened on the computer in the hotel conference room. From the **Home Page**, click **Zoom Hosting Assignments** under the Navigation Menu on the left-hand side of the page. This will open a list of all sessions scheduled in this hotel conference room for the day, in order of occurrence.
 - Scroll to your session and click **Start Zoom Session**. This will open the meeting room for virtual attendees.





Chair Responsibilities

Hybrid Conference Responsibilities (cont.)

3. At the scheduled start time, begin recording the session in Zoom.
4. Introduce the session and all speakers. Welcome virtual audience members and inform them of the chat feature in Zoom if they would like to submit questions for the panelists.
5. The order of presentations should cluster in-person and virtual presentations together, rather than switching back and forth between in-person and virtual presenters.
6. Ensure that all presenters use the Share Screen feature in Zoom while they are presenting. Help the panelists keep their presentations within the allotted time and signal the amount of time remaining toward the end of their presentations.
7. When presentations are concluded and discussants begin to give their comments, the chair should start monitoring the Zoom chat for Q&A from virtual audience members.
8. When discussants are done speaking, moderate Q&A and/or discussion among the panelists for the remainder of the session.
9. Wrap up the session on time. **The Zoom meeting room will close automatically for virtual attendees at the end of the session, so it is crucial that sessions do not run late.**



Author Responsibilities

Before the Conference

1. Use the online conference program to review the schedule and lineup for your panel.
2. [Upload your paper](#) to the online conference program by March 31, 2022.
3. As a courtesy, you might also email a copy of your paper to the chair and discussants for your session.
4. For in-person presenters, prepare your presentation on a USB flash drive formatted for a Windows-based PC.

The Day of the Session (In-Person Presentations)

1. Arrive at the conference room 10 minutes before the session begins. Bring your USB flash drive.
2. Be prepared to speak for no more than the allotted time as determined by the chair of the panel.
3. Be courteous: set your phone to silent and turn off computer notifications.
4. When it is your turn to present, use the computer and projector provided in the conference room, and use the Share Screen feature in Zoom so that virtual audience members can see your presentation.

Author Responsibilities

General Presentation Tips

1. Prepare your presentation with the time limit in mind. You will not be able to present your entire paper, and thus you need to summarize the main points.
2. Prior to the conference, practice your presentation with a timer.
3. If you are using a PowerPoint presentation, the slides should be used to complement your talk, not to replace it. Avoid placing lengthy blocks of text in your slides, and do not read from the slides during your talk. In general, PowerPoint presentations should be limited to brief summaries of the main points and to findings that benefit from visual display.



Discussant Responsibilities

Before the Conference

1. Use the online conference program to review the schedule and lineup for your panel.
2. Download the papers for your session from the online conference program.
 - *Please note that you will only be able to download papers if the author has uploaded them. If you find that papers have not been uploaded for your session, please contact the authors directly via email and request that they send you their papers.*
3. Read the papers carefully. Take the time to understand the main points and identify areas that merit remarks during the session, such as original contributions or parts that may require further development or revision.
4. If the session has two discussants and four or papers, communicate with the other discussant about splitting up the papers so that each paper receives feedback from one discussant.



Discussant Responsibilities

The Day of the Session

1. If you are participating in-person, arrive at the conference room at least 10 minutes before the start of your session. If you are participating virtually, plan to log in to the virtual conference platform and navigate to your session 10 minutes before the start of your session. When it is your turn to speak, after the paper presentations have concluded, be aware of your time limits. Try to devote the same amount of time to each paper you are commenting on.

General Tips for Preparing Feedback

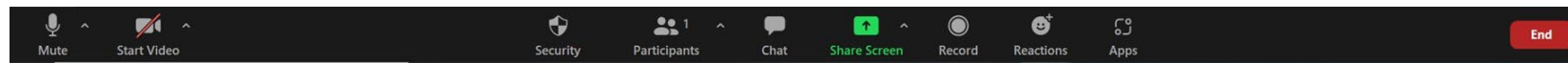
1. Avoid summarizing the paper in its entirety; instead, summarize what you took to be the most important points in each paper. As you evaluate a paper, ask yourself such questions as: Does the paper make an original contribution to the area of study? Are there any specific areas of strength, or areas of opportunity for further development? Can you think of specific ways that the argument, methods, or analysis could be improved?
2. If possible, try to draw connections between the paper and theme of the session. If the paper complements, challenges, or informs other papers in the session, point out these connections.
3. Situate the paper within the extant scholarly literature on this topic. Where does this paper fit alongside the current research, or within the subfield as a whole? Additionally, try to draw connections between the paper and the theme of the session.

Zoom Training

Using Zoom as a Virtual Conference Attendee

Zoom Basics



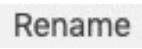
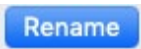

Once you have joined a session through Zoom, most actions are undertaken through the tool bar at the bottom of the screen. If the tool bar isn't already showing, place your cursor at the bottom of the screen to see the tool bar.




TO START VIDEO:

Click  so you can be seen. Your name will show in the bottom of your square.

TO CHANGE YOUR NAME:

Click  and then put the cursor over your name. Two options come up, click  and then click . Type your name to the way you wish it to display during the conference, then click . Click  on the main tool bar to close back out.



TO MUTE AND UNMUTE:

Click  to mute yourself. *Please have your mute **ON**, while you are not speaking. Otherwise, every time you make a noise your video will display instead of whoever is speaking.*

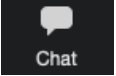

Click  to unmute yourself when you want to speak.

Zoom Basics

TO SHARE SCREEN:

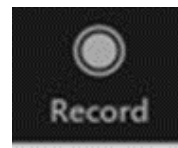
Click  to share your screen and then . When you're done sharing your screen click .

TO CHAT:

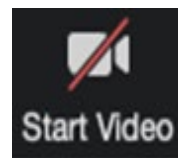
Click  and click the drop down for names. *Please use sparingly during meeting.* Click  on the main tool bar to close out of chat.

Screen Sharing Best Practices

- Before starting your presentation close any other windows / tabs
- Close any applications that might create a pop-up notification (e.g., Outlook, Teams, Slack, Skype, etc.)
- Practice sharing your screen with a partner or if you are practicing by yourself choose the **Record** option to watch how your presentation looks.

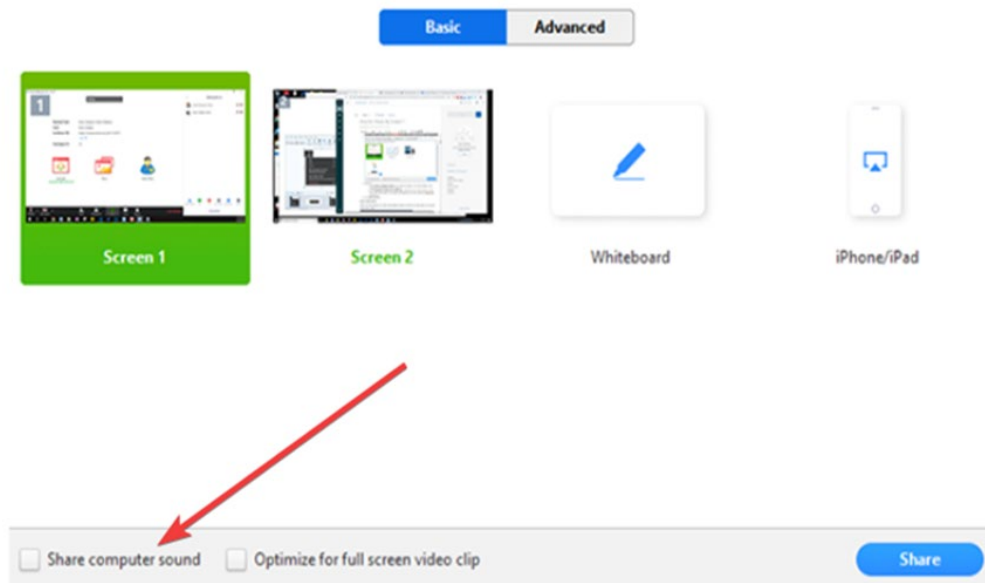
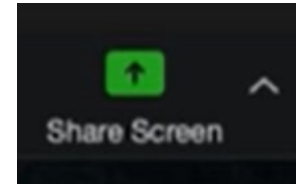


- You can share the screen with your camera on or off. Use **Start Video** and **Stop Video**



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, choose **Share Computer Sound**
- Do not click **Optimize for full screen video clip**. This will compress your video and make it too choppy and make most text in a video illegible.



Screen View

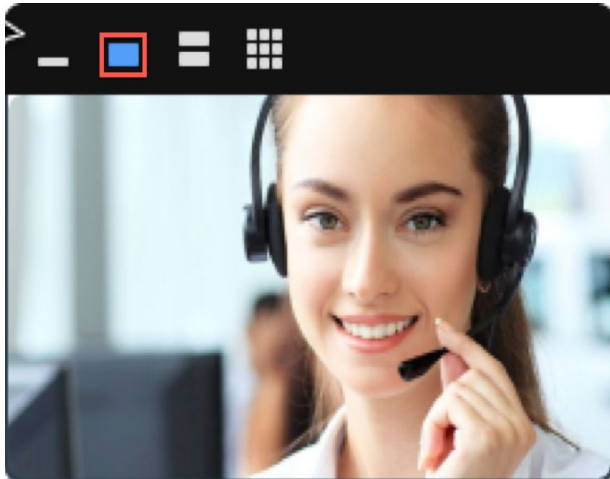
- Each virtual participant in the Zoom meeting can set their own screen view.
- To change the view, find the **Speaker Control Strip** at the top right of the screen (only appears when there is more than one active camera)



Screen View

The default screen view is **Active Speaker**

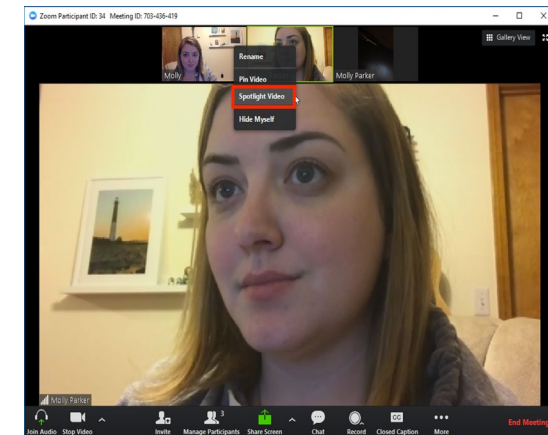
Active Speaker



Gallery Grid



Spotlight Video

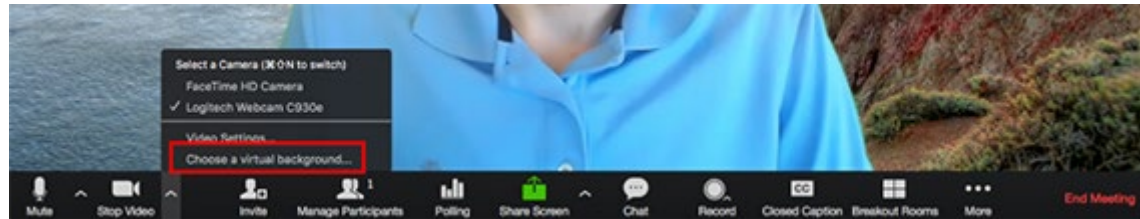


To spotlight a speaker, right click a speaker and choose **Spotlight Video** to keep focus on them. Right click again and choose **Cancel Spotlight** when done

Set Your Virtual Background

To set your virtual background, open zoom and do the following:

- Click on the **arrow** next to **Start Video** and **Choose 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.



- You may choose to download an [MPSA official Zoom backgrounds](#) or use your own virtual background image.