



2025 APSA VIRTUAL RESEARCH MEETING



10TH & 11TH
APRIL

APSA VIRTUAL PARTICIPANT GUIDE

#APSAVRM
connect.apsanet.org/vrm2025



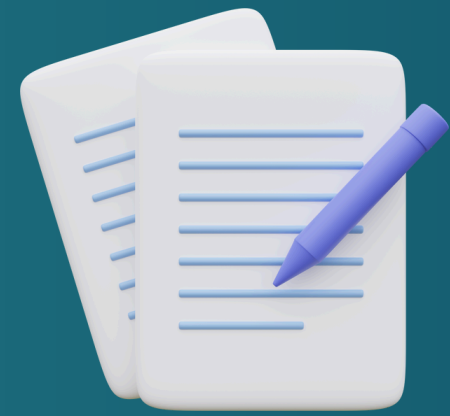
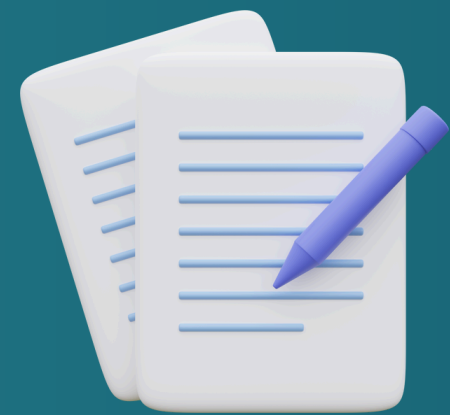


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Codes of Conduct

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Virtual Conduct Policy: Do's

- **Demonstrate respect and consideration for all** people and don't dominate airtime;
- **Listen well to others.** Make room for a diversity of voices in group discussions, on panels, and the like. Welcome all voices, regardless of whether they participate by video/audio, audio or other means. Facilitators, invite but be sensitive not to pressure those who have not communicated to do so;
- **Be collaborative.** Be mindful not to exert dominance over others. Consider the effect of relationship, position, experience, and privilege power differentials, ease of communicating by video/audio vs. audio or other means, and other factors to avoid dominance;
- **Demonstrate that differing perspectives** are valued—critique ideas (not people);
- **Demonstrate welcome for a diversity of individuals and their identities**—pay attention to whether individuals of many identities and roles are included on panels, leading sessions, being called on when they raise their hands or use the chat function, and having their points considered;
- **Act to avoid invading personal privacy of individuals.** Assume that a person who is being viewed at times or in places where people can reasonably expect privacy (e.g., bathrooms, breastfeeding rooms, etc.) via the Virtual Meeting platform does not realize it and notify a Meeting Official right away to help the person;
- **Report conduct concerns** to a meeting official* so that concerns can be addressed responsibly and timely. Respect and maintain confidentiality of the identities of any individuals involved in a conduct concern, while it is being reviewed and addressed;
- **Answer questions about conduct concerns** in a forthright and complete manner (e.g., when registering or during a review of concerns); and
- **If any leader or facilitator of an activity/session**, any official of the platform, or any Meeting Official directs a Participant to stop a behavior or comment, immediately comply. Directions are made to implement this Policy or the platform's policies.
 - After Participants comply, they may raise any questions or concerns to a Meeting Official.

*Contact meeting@apsanet.org to get in touch with a meeting official or visit <https://apsanet.ethicspoint.com>.

Virtual Conduct Policy: Don'ts

- **Intentionally talk over or interrupt others;**
- **Favor those participating** by video/audio over audio or other means;
- **Engage in biased, demeaning, intimidating, coercive, or harassing/hostile conduct or commentary**, whether seriously or in jest (e.g., based on power differential, gender [sex, identity, expression], sexual orientation, race, ethnicity or national origin, religion, marital status, veteran status, age, body size or other physical appearance, disability, or other identities); this is the opposite of respectful and welcoming conduct;
- **Engage in personal attacks;**
- **Comment on personal appearance** or assumed or known reasons why a person chooses to participate via video/audio, audio, or other means—seriously or in jest;
- **Retaliate against or disadvantage anyone** for reporting a conduct concern or assisting in its resolution. Do not make bad faith accusations;
- **Disrupt the virtual sessions** (e.g., “zoom-bombing”) or engage in harm or threats of harm of any kind. Do not create/contribute to a safety threat or unsafe or exclusionary situation;
- **Make audio or visual recordings** of the Virtual Research Meeting in any medium—and do not distribute audio or visual recordings of the Virtual Research Meeting (via social media or any other means). Only the Association or its agents may do so, after warning Participants to give them an opportunity to opt out;
- **Take or distribute pictures of or copy** research posters/presentation materials unless explicit permission is granted; or
- **Engage in any of these bad acts** in the virtual sessions (including via public or private chat)—or on social media or other means in any way associated with the Virtual Research Meeting.*

*Contact meeting@apsanet.org to get in touch with a meeting official or visit <https://apsanet.ethicspoint.com>.

APSA Anti-Harassment Policy

The APSA Virtual Research Meeting and related events are convened for the purposes of professional development and scholarly and educational interchange in the spirit of free inquiry and free expression. Harassment of colleagues, students, or other conference participants undermines the principle of equity at the heart of these professional fora and is inconsistent with the principles of free inquiry and free expression. **Consequently, harassment is considered by APSA to be a serious form of professional misconduct.**

The following **Anti-Harassment Policy** outlines expectations for all those who attend or participate in APSA meetings. It reminds APSA meeting participants that all professional academic ethics and norms apply as standards of behavior and interaction at these meetings. The Anti-Harassment Policy can also be found on the APSA Governance Documents page of the APSA website: <https://bit.ly/3aIPaIS>.

APSA Anti-Harassment Policy

1. Purpose

APSA is committed to providing a safe and welcoming virtual conference environment for all participants, regardless of actual or perceived gender, gender identity, race, ethnicity, sexual orientation, ability, socioeconomic status, age, or religion. “Participant” in this policy refers to anyone present at APSA meetings, including staff, contractors, vendors, exhibitors, venue staff, APSA members, and all other attendees.

2. Expected Behavior

- All participants at APSA virtual meetings are expected to abide by this Anti-Harassment Policy in all meeting venues including ancillary events and official and unofficial social gatherings.
- Abide by the norms of professional respect that are necessary to promote the conditions for free academic interchange.
- If you witness potential harm to a conference participant, be proactive in helping to mitigate or avoid that harm.
- Alert conference personnel if you see a situation in which someone might be in imminent danger.

3. Unacceptable Behavior

- Persistent and unwelcome solicitation of emotional or physical intimacy.
- Persistent and unwelcome solicitation of emotional or physical intimacy accompanied by real or implied threat of professional harm.
- Intimidating, harassing, abusive, derogatory or demeaning speech or actions by any participant in an APSA meeting and/or at any related event.
- Prejudicial actions or comments related to actual or perceived gender, gender identity, race, ethnicity, sexual orientation, ability, socioeconomic status, age, or religion that coerce others, foment broad hostility, or otherwise undermine professional equity or the principles of free academic exchange.
- Deliberate intimidation, stalking, or following.
- Harassing photography or recording.
- Sustained disruption of talks or other events.
- Real or implied threat of physical harm.

APSA Virtual Ombuds

The [APSA Virtual Ombuds](https://www.apsanet.org/ombuds) is available for consultation with any Virtual Meeting attendee who believes that they have experienced any form of harassment, or have concerns about violations of the sexual harassment provisions of the APSA Anti-Harassment policy while attending the 2025 Virtual Research Meeting. For more information about the APSA Ombuds, please visit <https://www.apsanet.org/ombuds>.

Hours

Virtual Ombuds office hours and consultations are available by appointment only on Thursday, April 10th and Friday, April 11th. The role of the APSA Virtual Meeting Ombuds is to:

- Confidentially hear and discuss your concerns with you.
- Provide you with valuable guidance and resources for understanding what constitutes sexual harassment and other forms of harassment.
- Provide information on and help explain options for reporting sexual harassment to APSA.
- Outline other avenues and information for pursuing such a complaint.
- Offer support and guidance, even if you elect to pursue no complaint procedures or reporting whatsoever.

APSA RESPECT

The RESPECT Campaign encourages “professional respect” by and towards all APSA Virtual Research Meeting attendees and participants at all times. Respect stands for **R**espectful, **E**quitable, **S**afe, **P**rofessional, and **E**thical **C**onduct **T**owards All. The APSA Sexual Harassment Survey Report and Anti-Harassment Policy (code of conduct) address the importance of facilitating a climate of respect at the annual meeting.

The presence of APSA resources like the Virtual Meetings Ombuds and the Bystander Intervention trainings also embody this message. To learn more about APSA RESPECT, visit our website at connect.apsanet.org/respect.

R ESPECTFUL
E QUITABLE
S AFE
P ROFESSIONAL
E THICAL
C ONDUCT
T OWARDS ALL

Virtual Session Instructions



Preparation Timeline & Deadlines

March 27th

Upload Your Conference Papers

Deadline to upload your papers and presentations to [All Academic](#) (the submission system) and [APSA Preprints](#). See instructions [here](#).

Share Papers with Discussant(s)

Deadline for program participants to share their papers with panel discussant, if applicable (at least two (2) weeks prior to the virtual meeting is recommended).

March 28th

All Meeting Participants Must Be Registered

Deadline for program participants to [register](#) for the 2025 Virtual Research Meeting.

Things To Do Before the Virtual Meeting

Log into the Meeting Platform

Sign in to the [virtual platform](#) and familiarize yourself with site navigation and session searches ahead of the meeting. All participants and attendees must be [registered](#) for the meeting and logged in with their APSA credentials to access Zoom sessions.

Charge Your Devices and Update Your Software

Like humans, machines need rest. Ensure your device, operating system, and Zoom software updates are installed in advance of the meeting.

Questions?

Have questions about your participation? Check out the [Panel Presenter FAQs](#) and [Research Group FAQs](#).



Tips: On the Day of Your Virtual Session

Maintain a Reliable Internet Connection

- If using a laptop, keep it plugged in to avoid power issues. Be sure to have a strong internet connection.
- Using a wired connection with an ethernet cable is recommended if possible.
- Limit other devices on your network during your presentation for a more stable connection.

Sound Tests & Lighting

- If possible, use a headset with a microphone and earphones for better audio quality. Test your microphone and speakers beforehand to ensure clear communication.
- Reduce system usage by closing unnecessary windows or applications during your presentation.
- Position your main light source in front of you and avoid having windows or bright lights behind you.

Template for Presentation Slides

Create your presentation slides. If using slides, download the template here: [APSA VRM PowerPoint Template \(2025\)](#).



Prior To Your Virtual Session

On the [virtual platform](#), locate your panel by using the search bar or available filters. To join, click "**Join Zoom Session.**" The Zoom link will remain inactive until 15 minutes before the scheduled session time on the day of the event. You must be logged into the online program to view session details, access participant contact information, or join Zoom rooms. For assistance logging in or resetting your password, please email membership@apsanet.org.

During Your Virtual Session

Silence Your Phone

If possible, power off your device or set it to "airplane" mode during the meeting.

Camera Placement

Be aware of where your device camera is at eye level. When you are delivering comments, be sure to look at the camera in order to facilitate better engagement with the viewers. If you are presenting formal remarks, be sure to rehearse in front of a camera beforehand so that you can see how your delivery will look.

Session Submission Summary

[Add to Personal Schedule](#)

A A Test Panel 3
Fri, January 19, 8:30 to 9:30am PST (8:30 to 9:30am PST), Virtual, Zoom 3

Online Resources

[Join Zoom Session \(Not Active\)](#) ←

This Zoom session is not currently active.

Session Submission Type: Panel

Sub Unit

Unit 1

Chair

Veruca Salt, Willy Wonka University

Discussant

Zoom Room Instructions





Joining a Virtual Session

Session Submission Summary

[Add to Personal Schedule](#)

A A Test Panel 3
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Sub Unit

Unit 1

Chair

Veruca Salt, Willy Wonka University

Discussant

How to Join

Log in to the [Virtual Meeting Platform](#) and navigate to the session you'd like to join. Click on the session, then select the **"Join Zoom Session"** button at the top of the page.

Starting and Hosting a Virtual Session

An APSA staff member will join the Zoom room to assign hosting permissions to the panel chair or Research Group organizer. If a panel chair is not available, hosting will be assigned to a discussant or panelist instead. Please plan to join 10–15 minutes early to ensure hosting is set up and participants can enter the room.

Hosts have the ability to launch polls, use breakout rooms, and access the Whiteboard feature. Note: Whiteboard content does not carry over between sessions. Please save any important information to your computer before the session ends.

By default, Zoom rooms will be recorded. If you prefer not to record your session, please contact us. Live captioning will be enabled in all rooms, with support for multiple languages.

Zoom Meetings vs. Webinars

All sessions will be conducted in Zoom meeting format, except for the keynote address, which will be held as a webinar.

Entering Zoom Rooms After Another Session

Zoom rooms will open at least 15 minutes before the scheduled start time and will automatically close 30 minutes after the session ends.





Zoom Tips: During Your Virtual Session



- Avoid busy or brightly patterned backgrounds and clothing.**
- Be respectful of the time available for all participants and the Q&A.**
- If you are presenting, be sure to have water nearby.**
- Refer back to other points you've made in case a participant joins late.**
- Keep your slides concise.**
- Mute your microphone when not presenting or speaking to reduce background noise.**



Zoom Tips: Using Features

Live Captions

Click the **Captions** button on the Zoom toolbar to turn on live captions. Attendees can also adjust the caption language as needed.

Screen Sharing

To reduce disruptions and ensure a smooth session, only the Zoom host (typically the panel chair) can grant screen sharing access. To do so, open the **Participant List**, find the participant's name, click the three dots to the right, and select **Make Co-Host**. When they're finished sharing, return to the **Participant List**, click the three dots again, and select **Remove Co-Host Permissions**.

Launching a Poll

Only the Zoom host and APSA Room Monitors can create and launch polls. If your session plans to use a poll, email meeting@apsanet.org in advance so we can set it up. For last-minute poll requests during your session or any technical issues with polls, please use the **Technical Support Chat** on the platform homepage, and we'll do our best to assist.

Whiteboards

Use the **Whiteboard** tool on the Zoom toolbar to create a new whiteboard. Note: Whiteboard content does not carry over between sessions. Please save any important information to your computer before the session ends.

Chat

Virtual panel and Research Group participants can use the Zoom meeting chat to ask questions or share comments. The keynote address will be held as a Zoom webinar and will use the Q&A feature instead of chat.



Accessing Technical Support

Technical Support Chat

During virtual meeting hours, the fastest way to get support is through the **Technical Support Chat** on the online program homepage menu. *Please note you must be logged in to access the technical support chat.*

Additional Support

Meetings Help: meeting@apsanet.org

Login or Membership Help: membership@apsanet.org



Role-Specific Instructions



Review the various virtual roles and responsibilities.

Chairs

Chairs will be the host of their Zoom session. It is important panel chairs and Research Group organizers arrive 10-15 minutes early to ensure the session begins on time.

Chairs organize and keep their panels on track, offer opening remarks, facilitate panelist introductions, ensuring equal time is given to all authors and presenters, and that adequate time is left for discussion and audience questions. Every virtual panel should have a chair. Research Group organizers will function as chairs for their workshop sessions. Chairs also serve as the Zoom host for their panel and manage any polling or breakout rooms.

Discussants

Discussants help further understanding of the papers presented and provide feedback to authors. Their responsibilities include reviewing all papers in advance, preparing comments for each author, encouraging discussion, and moderating audience questions via the Zoom chat. Discussants may also identify and briefly address any overarching themes that connect the papers. These are typically related to the panel topic, meeting theme, or a specific subfield within the discipline.

Authors

Authors are responsible for writing and presenting an individual paper on a virtual paper panel. All paper panels are 90 minutes.

Research Group Participants

Participants in these intensive, non-traditional virtual workshop sessions will have opportunities to network, discuss ongoing research, and collaborate on generating future political science research and tangible outcomes, such as publications, grants, or programs.

While workshop participants may have a paper or research project to share, this role does not involve a formal authored paper. Participation in Research Groups is by invitation only.



Panel Chairs: Things To Do Before Your Panel

Ensure All Papers Are Uploaded

- Confirm that all authors have circulated and uploaded their papers at least two (2) weeks prior to the virtual meeting. For any papers not uploaded by the deadline, send a reminder one week before the meeting.
- If the panel has a discussant, please ensure they receive all papers with enough time to review each carefully and prepare their comments.

Before Your Session Begins

- Be sure to reach out to the panelists in advance. Confirm details for their introductions, including name pronunciation and current affiliation. Let them know how much time they'll have to present their papers. Leave sufficient time at the end for audience questions and discussion, ideally around 25% of the total panel time.
- Chairs are expected to join their session's Zoom room 10-15 minutes before the scheduled start time. This allows time for APSA staff to assign hosting permissions and ensure the session begins on time.



Panel Chairs: During the Session

Starting Your Session

It's helpful to provide some brief introductory remarks to familiarize attendees with the panelists and the virtual platform. Below is a sample script to help start your panel:

"Hello and welcome. I'm [NAME], and I'll be chairing today's session, [TITLE]. [NAME] will serve as our discussant, and our presenters are [NAME, NAME, NAME]. To take part in the discussion, please use the Zoom chat function. As a reminder, we ask everyone to follow norms of professional courtesy and respect during this virtual session with the goal of fostering an open and inclusive scholarly discussion. Thank you."





Panel Chairs: During the Session

Ask the Audience to Submit Questions

Provide a brief overview of how to use the meeting chat and participate in the discussion throughout the session, rather than just at the conclusion. This will give chairs and discussants time to review the received questions and comments. Be sure to ask the audience to designate which presenter(s) should answer their question.

Present Papers as Listed

Papers should be presented in the order they are listed on the program, unless the panelists specifically request a change or if the chair/discussant recommends a different order to better suit the session discussion.

Keep Track of Time

Help the panelists keep their presentations within their allotted time and remember to signal time remaining toward the end of their presentations. To keep the panel on schedule and ensure everyone has sufficient time to present, be prepared to politely, but firmly, ask panelists to conclude if they have gone over their allotted time.

Monitor the Zoom Chat

Track questions submitted for the Q&A, and note if any are asked of a specific panelist. If there are websites or resources mentioned, add the links in the chat box for attendees to reference. Moderate the session chat as needed.



Questions & Answers



- All virtual paper panels will run for 90 minutes and will be hosted on Zoom through the online program.
- After the paper presentations, invite any discussants to share their comments.
- Following the discussant remarks, either the discussant or the chair should read audience-submitted questions from the Zoom chat, if any. If there are no immediate questions, the discussant should be prepared to begin the discussion with a question of their own.
- If audience questions focus too heavily on a single paper or author, try to guide the conversation back to broader themes that connect the papers to ensure all presenters have the chance to engage.
- Be sure to wrap up the panel on time. While going a few minutes over may be necessary to conclude the discussion, please do not let the panel extend beyond that. Zoom rooms will automatically close 15 minutes after the scheduled end time. Remind attendees that virtual sessions will be available as recorded content after the meeting.

Serving as a Discussant

- Read all papers in your session carefully. Take time to understand each paper's core arguments and identify points worth highlighting, such as original contributions, strengths, or areas that could benefit from further development or research.
- When delivering your comments, begin by briefly summarizing what you found to be the two or three most important points in each paper. There's no need to summarize the papers in full; be concise while offering thoughtful, constructive feedback.
- Evaluate each paper individually and provide feedback. Are there specific ways the author could strengthen their argument, refine their analysis, or expand their research?
- Keep track of time to ensure each paper receives adequate attention. Look for connections between the papers and consider how they contribute to the panel's overall theme or the broader meeting topic. In what ways do the papers challenge or inform one another?
- Consider how the papers connect to the broader body of research in the field. How do they speak to existing work in the subfield or discipline more broadly?
- Conclude your remarks by posing questions for further discussion or future research.



Tips for Paper Authors: Before Your Presentation

- **Don't try to present your entire paper. Instead, prepare an outline that highlights the key points you want to emphasize during your talk.**
- **Condense your notes into a manageable format and amount of information—remember that your presentation time is limited.**
- **Practice. Time yourself. Then, practice again in front of colleagues or your department. Consider rehearsing in front of a mirror to improve pacing and eye contact.**
- **If you're using PowerPoint, keep slides simple and focused. Slides should complement your talk, not replace it. Only use visuals when they enhance understanding of key points or findings.**
- **If you plan to use slides, let the panel chair know in advance so they're aware you'll need to share your screen.**



Tips for Paper Authors: During Your Presentation

- To share your slides, click “Share Screen” when it’s your turn to present. Only the Zoom host (typically the panel chair) can grant screen sharing access, so be sure to inform your chair in advance if you'll need to share your screen.
- Keep your microphone muted to reduce background noise and audio feedback.
- Avoid reading directly from your notes. Look at the camera, as eye contact is key to engaging with your audience.
- Remind the audience to submit any questions using the Zoom chat.
- Be enthusiastic and confident. No one knows your paper better than you, and your energy will help keep the audience engaged.
- Stay within your allotted time. The panel chair may give you a reminder as you near the end, but we recommend also using a phone or watch to help pace yourself.
- If you find yourself running behind, it’s fine to pause briefly to collect your thoughts. Focus on condensing your final points rather than rushing. There’s no need to apologize or explain if time runs short.
- End your presentation by thanking the audience and welcoming questions or comments.

Tips for Paper Authors: After Your Presentation

After your virtual session, be sure to follow up with the chair, discussant(s), and other presenters via email—not only as a professional courtesy, but also if you’re interested in additional feedback or potential future collaboration.

To request a copy of your 2025 APSA Virtual Research Meeting presentation for **personal use only**, please complete the [recording request form](#). For questions about what qualifies as a personal use recording, contact us at meeting@apsanet.org.



Quicks Links: 2024 APSA Virtual Research Meeting

APSA Virtual Platform:

<https://convention2.allacademic.com/one/apsa/vrm25/>

Virtual Meeting Website:

<https://connect.apsanet.org/vrm2025/>

Upload Your Paper:

<https://connect.apsanet.org/vrm2025/upload-your-paper/>

Technical Support:

Use the **Technical Support Chat** in the left-side menu of the online program. This chat is only available when you are logged into the program and will be staffed daily during virtual meeting hours. Inquiries received outside of these hours will be answered as soon as possible.

Additional Support:

Meetings Help: meeting@apsanet.org

Login or Membership Help: membership@apsanet.org

Follow the meeting on Social Media:



Follow and tag us using the Virtual Research Meeting Hashtag: #APSAVRM

Bluesky: @apsa.bsky.social

<https://bsky.app/profile/apsa.bsky.social>

Twitter/X: @APSATweets

<https://twitter.com/APSATweets>

Instagram: @apsanet

<https://www.instagram.com/apsanet>

LinkedIn

<https://www.linkedin.com/company/american-political-science-association/mycompany>

Facebook

<https://www.facebook.com/likeAPSA/>