ISPP 2020 Virtual Meeting

PRESENTERS

Due to the COVID-19 pandemic, ISPP's leadership made the decision to convert our 2020 Annual Meeting to an all-virtual event. This is the first time that we are doing a virtual event, and there are some differences from an in-person event. Please read on.

You will not have the option to share your screen, so final versions of any presentation materials you have **must be uploaded by 1 July 2020**. Any materials or edits submitted after this date will not be accepted. We know that this seems early, and that you are accustomed to being able to make last-minute changes to your slides. With a virtual conference and having to organize and upload all of the materials for the entire event and test in advance, we need to have final versions of everything ahead of time. We thank you for your understanding and cooperation.

Note: Although your acceptance status may not have changed, all presentations (including posters and blitz presentations) have been moved to a paper panel presentation format.

PRESENTING:

<u>TEST SYSTEM</u>: It is important that you run a test on the computer you will be using to attend online. PLEASE DO THIS BETWEEN 29 JUNE AND 6 JULY. If you run into problems, this will allow time for you to get assistance and ensure that you have a good experience. Please use <u>THIS LINK</u> (<u>http://webcasts.presentationsoft.com/ispp-test</u>) to run the test. PLEASE NOTE: If you are on a computer or network with robust firewalls and/or protection software that prevent the test site (and thereby, the event site) from functioning properly, you will need to consult your IT department for assistance with that. Those restrictions are beyond our control and will need to be modified by those who own the computer and/or network you're on. The test link will be available from 29 June-6 July.

<u>SCHEDULE</u>: The online schedule can be found <u>HERE</u>. The PDF of the program booklet can be found near the top of the page <u>HERE</u>. Please check your scheduled date and time, and if you are in a time zone other than CET or EDT, please use a tool such as the <u>World Clock</u> to determine your local presentation time so that you do not miss it.

<u>LOGGING IN FOR YOUR SESSION</u>: You will be provided a link for each session in which you are presenting or participating (panels, roundtables, Awards Ceremony, etc.). Use the appropriate URL to log into the session **10 minutes before the session begins**. **NOTE**: The session URLs are **different** than your unique attendee login that you will receive. To present, log out of the event as an attendee, and then use the session link to log into your session to present.

<u>PRESENTING</u>: You will be provided with specific URLs to log into the virtual room(s) in which you are presenting. Think of it like a backstage pass. Each unique room URL will let you access a specific meeting room at your designated time, and will give you audio and video capability. What you will see when presenting is similar to a Zoom meeting: you will see and hear the other people on your panel and

the Chair. You will not see or hear audience members. Assuming you use your webcam, you will be seen by the other people on your panel, the Chair, and the audience. A technician will call up the slides for the session and broadcast them, to ensure a smooth and consistent stream of the material. However, you will have control of your slides to advance or move back. You will see your slides when it is your turn to present. IMPORTANT: You MUST notify the Central Office if you have an embedded video in your slides, or if you intend to play something on the Internet (such as video on YouTube). We need to make the production company aware of this in advance to ensure everything plays correctly. When giving your presentation, watch for time remaining notices from the technicians in a private window. This will indicate how much time you have remaining for your portion of the session. We do not have the ability to run over time in ANY session – they will all end promptly at the end times on the Agenda. So please make certain to complete your talk in the time allotted to you. Between panelists the audience's view will go back to the Chair, who will provide a short transition while the next panelist's slides are brought up. There will be a Q&A period at the end of each session, and the Chair will moderate the questions that come in. If you need your slides brought back up to respond to a question, you need only say so, and the technician working in your virtual meeting room will bring your file back up and you can go to the appropriate slide. When the end time for each session arrives, the rooms will close to allow time to set up for the next session.

AWARDS CEREMONY (PRESENTERS AND RECIPIENTS):

Award presenters and recipients will be provided a specific URL to go to. We ask that everyone remain muted and keep webcams off until it is your turn to speak (i.e., until it is your turn at the microphone at the podium, so-to-speak). Then you can un-mute and turn on your webcam. Once you are finished speaking, then please mute and turn off your webcam again. **Recipients should please remember that this is an opportunity to be recognized, accept your award, and say brief words of thanks.** We have a lot of awards to get through in the allotted time, so this is not the venue for lengthy speeches. Thank you for your cooperation on all points noted above.

ATTENDING:

<u>SCHEDULE/PROGRAM</u>: The online schedule can be found <u>HERE</u>. The PDF of the program booklet can be found near the top of the page <u>HERE</u>. Please check your scheduled date and time, and if you are in a time zone other than CET or EDT, please use a tool such as the <u>World Clock</u> to determine your local presentation time so that you do not miss it.

<u>CONFERENCE APP</u>: To use the conference app to search the schedule, take the post-conference survey, and so on, please log in <u>HERE</u>.

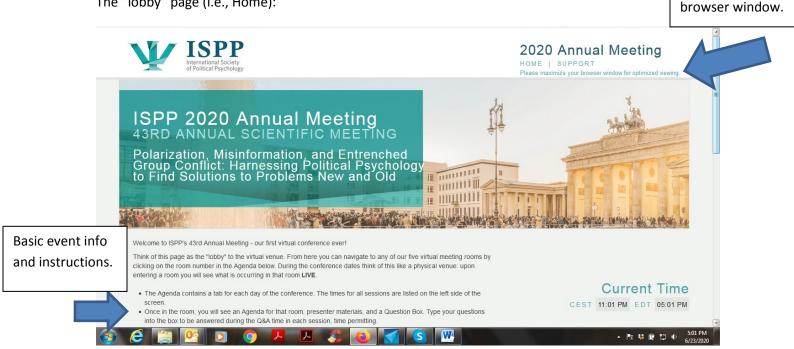
Because this is our first-ever virtual event, gathering feedback and lessons learned to help inform us on the virtual aspects of future meetings (be they in-person/virtual hybrid, or all-virtual) is important. ISPP staff cannot be everywhere at once, even in a virtual environment, so we need your help in gathering feedback on the virtual event experience, both as an attendee and as a presenter. **Please take the time to complete our post-conference survey to provide us this information.**

EVENT WEB SITE: Everyone will receive a link, with a unique username and password embedded in the link. Please use this to access the event. The e-mail will come from MB4 Productions.

WHAT YOU WILL SEE AS AN ATTENDEE: The virtual event will bring you to a landing page – the "lobby" of the venue, if you will. There you will see some general information at the top of the page, and the agenda for the meeting overall. You will see that the agenda has a tab for each meeting date, and then each date has five virtual meeting rooms. Think of this like a physical venue: there is a lobby or foyer where you come and get your name badge and materials, and from there you go to one of the meeting rooms. But there is a session going on at the same time in each of the rooms. This is no different: you click on Room 1, or Room 2, and then you will find yourself in that virtual meeting room (as if you've just walked in the doors in the back of the room), and you will see whatever is going on in that room LIVE at that moment. You can leave the room and go back out to the lobby via the "HOME" link in the top right of the page, click on a different room number in the agenda, and then you will enter THAT room and see what is going on live at that moment.

Maximize your

The "lobby" page (i.e., Home):



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NB: The Agenda will be updated from this placeholder version.

Room 1, Audience View:

Y	ISPPP International Society of Political Psychology		2020 A	Annual Meeting	
	142			Ask a Question ⊧	Submit questions here.
	rts Jul 14th at 3:00 AM EDT IPP Room 1	ISPP International Society of Political Psychology	Submit		
Slides will appear	the statements				
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CEST	Coom 1 EDT 08:30 - 08:50	July 14	Agenda for room number on date shown here.	CEST 22:07 EDT 16:07
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The schedule is arranged like one very long day (~14.5 hours each day). This is because we have a lot of people for whom European time zones are most convenient, and then others for whom a time zone for the Americas is most convenient. And then there are several hours of overlap that is convenient for both. Please attend the sessions you want to attend, but do not feel like you have to get up at 3 AM your local time to attend a session.

All sessions are being recorded. So, for example, if there is a session in which you're interested that conflicts with one where you are presenting, or it's running at 3 AM your local time (especially if you are in Asia/Australia regions), you will be able to watch it on-demand. Recordings will be posted roughly 12 hours or so after the end of all sessions on a given date. The only thing you will not be able to do in the on-demand sessions is ask questions. But we will be providing e-mail addresses for participants (unless you did not give us permission), so you can always e-mail a presenter after the conference and ask whatever questions you might have.

The on-demand recordings will be available until 30 August 2020. So if you miss anything you want to see, please make certain to watch the recoding(s) before then.

Unfortunately, we have not found software to provide a suitable way to have a virtual reception. As such, we encourage friends and colleagues to reach out to one another and set up online calls outside of the conference to meet, socialize, network, and collaborate.

If you need to switch devices during the event, there may be a delay of a few minutes before you can log back in again. Each log in is unique to you and can only be logged in on one device at a time. It may take a few minutes for the system to clear and allow you to log in again on a different device.

Thank you! Again, please be sure and use the test link before the event. We hope you enjoy the virtual conference!