

ARP 2025

Association for Research in Personality Biennial Conference

Chair / Presenter Guidelines

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General Information

The following information and guidelines apply to presenters of all submission types and formats for the **ARP 2025 Biennial Conference**:

- All speakers must present in person and must be registered for the conference.
 - For all submission types and formats, what is presented must be what was submitted and accepted.
 - All presentations, posters, and discussions should use inclusive language that refrains from stereotypes, labeling, and pejorative comments. Please see the [APA's language guidelines](#) for further information.
 - All speakers and audience members should use the microphone when speaking or asking a question. This is to ensure accessibility for all attendees.
 - Presenters are encouraged to acknowledge the diversity of their research (sample composition, methodology, etc.) and use appropriate descriptions when doing so, including – but not limited to – those for gender, sexual orientation, racial and ethnic identity, disabilities, and age.
 - One speaker (typically the Chair) in each symposium or single presenter session must bring a laptop to connect to their room's A/V equipment to display slides, videos, and/or play any audio during the session. Please coordinate with the members of your session accordingly.
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Important Dates (*subject to change*)

May 28	Deadline for Reserving Hotel Rooms at Conference Rate
May 31	Deadline for <u>Early Bird</u> Registration Pricing
June 24	Deadline for <u>Regular</u> Registration Pricing
June 26-28	ARP 2025 Biennial Conference (On-Site Registration Pricing)

Contact Information:

For any questions, comments, or concerns, please contact the Conference Organizers at arp.biennial@gmail.com.

Symposia / Single Presenter

Creating Your Presentation

- Please consider the accessibility of your presentation when creating it.
- If possible, avoid using slides with a lot of text and keep the information concise.
- Please review the provided accessibility resources (last page of this document) for additional assistance with creating your presentations.

Audiovisual Equipment and Logistics

- At least one speaker (typically the Chair) in each symposium/single presenter session must bring a computer to display slides, videos, and/or play any audio during the session. Please coordinate with the members of your session accordingly.
- ARP Conference Ambassadors (look for a purple lanyard!) will be available to help speakers connect their devices to the presentation equipment in their assigned room and/or troubleshoot other issues if they arise.
- Slide advance remotes and laser pointers will not be provided by ARP. It is the responsibility of the Chair to bring any tools, if needed by the speakers or session.

Timing Guidelines

- Symposia / Single Presenter sessions are scheduled for 75 minutes.
 - If there are **5 speakers** in a symposium session, we recommend each speaker has a 12-minute talk with 3 minutes for Q&A. The Q&A may be after each individual talk or altogether at the end after each talk.
 - If there are **4 speakers and 1 discussant** in a symposium session, we recommend each speaker and the discussant have 12-minute talks, followed by 12 minutes for Q&A.
 - If there are **4 speakers and a panel discussion** in a symposium session, we recommend each speaker has a 5- to 10-minute talk, with the remaining time filled by discussion with the panel and audience.
 - If there are **4 speakers** in a symposium session, we recommend each speaker has a 15-minute talk with 3 minutes for Q&A. The Q&A may be after each individual talk or altogether at the end after each talk.
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Data / Idea Blitz

Creating Your Presentation

- Please consider the accessibility of your presentation when creating it.
- If possible, avoid using slides with a lot of text and keep the information concise.
- Please review the provided accessibility resources (last page of this document) for additional assistance with creating your presentations.
- The Chair of the session recommends a maximum of 3 slides, but there are no slide requirements for data/idea blitz presentations. You may have as few or as many slides that you can fit into 5 minutes.

Audiovisual Equipment and Logistics

- The Chair of the Data/Idea Blitz is Raffles Cowan (hrcowan@msu.edu). Please upload your slides via the following google form by **Friday June 20** (ideally) or Thursday June 26 (at the latest): <https://forms.gle/YHX2kGMjuSdvQZCs7>. Due to the number of presentations in the session, there will be no time allotted for individually uploading presentations or switching computers the day of. Failure to upload slides may result in the removal of your talk from the session.

Timing Guidelines

- The data/idea blitz session is scheduled for 75 minutes.
 - Each speaker will have **5 minutes** to present their data or idea blitz and will be allowed to have **1 question** from the audience following their talk.
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Poster Presentations

Creating Your Poster Presentation

- Please consider the accessibility of your poster when creating it.
- If possible, avoid using a lot of text and keep the information concise.
- Please review the provided accessibility resources (last page of this document) for additional assistance with creating poster presentations.
- Additional tips for creating posters can be found here:
<https://guides.nyu.edu/posters>

Logistics

- Posters should adhere to these size guidelines: 48 inches (122 cm) wide by 36 inches (91 cm) tall. Tacks/pins for hanging up posters will be provided.
- Posters may be printed on paper, poster board, fabric, or any other medium that allows the content to be easily displayed and accessible for attendees to read.
- All presenters should come to their scheduled presentation time with their posters ready to be presented. There will be designated boards in the room for presenters to hang their posters up. There are no board assignments, so any available board may be used to hang up your poster.
- ARP Conference Ambassadors (look for a purple lanyard!) will be available in the room to assist with putting up posters.
- If you do not want to carry your poster with you throughout the day, you may store it in the Lunt Room (2nd Floor of the Orrington).
- Local printing services are available at Minuteman Press (1553 Sherman Ave, Evanston, IL 60201). A 48 x 36 inch color poster costs \$79.86. You receive a 10% discount if you mention the conference (Association for Research in Personality). You may upload your poster to their [website](#), but email submission is preferred: evanston@minutemanpress.com. For questions, call 1 (847) 866-9777. The store is open on weekdays from 9am-5pm. Submit posters 2-3 days before pick up.

Timing Guidelines

- Each poster session is scheduled for 75 minutes, and presenters are expected to be available to talk about their work for the duration of the session.
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Hackathons

Creating Your Presentations (if applicable)

- Please consider the accessibility of any presentation when creating it.
- If possible, avoid using slides with a lot of text and keep the information concise.
- Please review the provided accessibility resources (last page of this document) for additional assistance with creating your presentations.

Audiovisual Equipment and Logistics

- At least one Chair must bring a computer to display any slides, videos, and/or play any audio during the hackathon.
- ARP Conference Ambassadors (look for a purple lanyard!) will be available to help connect devices to the presentation equipment in the assigned room and/or troubleshoot other issues if they arise.
- Slide advance remotes, laser pointers, or other hackathon materials (pens, paper) will not be provided by ARP, and it is the responsibility of the Chair(s) to bring these materials, if a requirement of the session.

Timing Guidelines

- Each hackathon is scheduled for 75 minutes.
 - Presenting the overarching goals and a tentative schedule at the beginning of the hackathon can help ensure the overall structure and timeframe of the hackathon can occur as planned.
 - We recommend allowing attendees to have 1-3 breaks during the scheduled session due to the engaged nature of the hackathons.
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Resources for Creating an Accessible Presentation

- [Accessibility Guidelines from the American Public Health Association](#)
- [DARN Accessibility Recommendations from SPSP](#)
- [Microsoft PowerPoint Accessibility Guidelines](#)
- [Tips from an Emeritus UW Professor that Specialized in Accessibility Research](#)