

# WPPA

## Presentation Guidelines

Adapted from  
Association for Psychological Science (APS)


Guidelines for preparing your materials and organizing a professional delivery of your work at the 2026 WPPA 10<sup>th</sup> Annual Convention, May 29-31, 2026, in Claremont, CA, USA.

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### Submitted Talk – Podium Presentation Guidelines

Submitted accepted for podium presentations are live, in-person scheduled in assigned meeting rooms.

#### Session Format

- **Sessions are 50 minutes long.**
- **3 Papers per Session: 10–12 minutes** of prepared remarks and slides, 3 minutes for Q&A audience questions.
  - Note: Session Chair may hold questions until all papers end.
- **2 Papers per Session: 20–23 minutes** of prepared remarks and slides, 3 minutes for Q&A audience questions.
  - Note: Session Chair may hold questions until all papers end.
- **Session Conclusion: Q&A: 5 minutes** for audience questions
- **You must stay within your allotted presentation time.**
- **Each Room will have a Session Chair.** Check in with your Session Chair as soon as you arrive in your presentation room.
- **Your Session Chair will help you stay within your time limit.** using SIGNS: 5 minutes, 1 minute, and  STOP – Time’s Up.
- **Session Chair will manage the Session and Q&A**  
Q&A for all presentations may be held directly after each talk or held until the end of all talks at the Session Chair’s discretion.  
**The Session Chair** will alert the audience when two-minutes remain, allowing for their summary remarks and permitting all attendees to efficiently clear the room and move on to their next scheduled session.

### **Presenter Arrival & Check-In**

- **Please arrive to your session with your presentation loaded onto your own laptop with your correct AV connector.**
  - **Please report to your assigned room 15 minutes before your scheduled start time** and check in with AV and your session Chair.
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### **Symposium Presentation Guidelines**

Accepted symposia feature live, in-person presentations scheduled in blocks that include multiple presenters plus discussion time.

#### **Session Format**

- **Sessions are 50 minutes long.**
- **Introductions & Presentations:** Presenters deliver individual talks organized around the Symposium topic.
- **Discussion:** Substantial time should be reserved for audience discussion and audience Q&A.
- **Total Time:** 60 minutes.

#### **Arrival & Check-In**

- **Please arrive to your session with your presentation loaded onto your own laptop and correct AV adaptor.**
  - Report **15 minutes** before the session to set up and test AV.
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### **Workshop Presentation Guidelines**

Accepted symposia feature live, in-person presentations scheduled in blocks that include multiple presenters plus discussion time.

#### **Session Format**

- **Sessions are 50 minutes (Saturday) and 80 (Sunday) minutes long.**

- **Introductions & Presentations:** Presenter(s) offering a Workshop are free to create a program in the format of their choosing.
- **Discussion:** Substantial time should be reserved for audience discussion and audience Q&A.
- **The Workshop Chair** will be responsible for managing their time, providing the attendees with their content, goals, methods, and be mindful of the time allotted. When concluding with a Q&A or Discussion, it is helpful to alert the audience when three - minutes remain, allowing one or two more questions, offering your summary remarks then permitting all attendees to efficiently clear the room and move on to their next scheduled session
- **Total Time:** 50-80 minutes.

#### **Arrival & Check-In**

- **Please arrive to your session with your presentation loaded onto your own laptop and correct AV adaptor.**
- Report **15 minutes** before the session to set up and test AV.

#### **Poster Presentation Guidelines**

Authors are required put up their prepared posters up at 7-7:30am Saturday morning (May 30, 2026) on the second floor of Burkle Hall – Claremont Graduate University. Posters will be displayed all day. You are required to be present at the in-person scheduled poster session **Saturday Evening from 5-6pm** during the Wine & Cheese Celebration.

All accepted posters will have an individual number assigned (easel) and a 10-minute Poster First Author (and others, if desired) appointment during the conference day (Saturday, May 30, 2026) to meet with the WPPA Poster Award Committee.

#### **Poster Format**

- **Orientation & Size:** You will be provided with one side of a free-standing easel, designed to fit within the standard size: scientific poster formats of **A0 – 84.1 cm wide by 118.9 cm high**


**(33.1 inches wide by 46.8 inches high)**, in either landscape or portrait orientation.

- **Design:** Large headings, clear visuals, and text readable from 3 – 4 feet. Include a short summary and 2–3 key takeaways.
- **WPPA Poster Guidelines for 1<sup>st</sup> time presenters sent separately.**
- **Research Posters:** Please remember to include: Title and Authors, Academic Affiliations, Abstract, Literature Review or Theoretical Background, Methods (Participants, Procedures, Materials, Results (Data - Charts, Tables, Images), Discussion, Conclusions, and References.
- **Display:** Mounting your poster on foam core or poster board is required for easel presentation.

### **Onsite Preparation**

- **Set-up:** Please arrive at 7am to set-up your poster.
  - **Poster Number & Appointment:** Check your assigned poster number and your assigned 10-minute appointment time to meet with the WPPA Poster Committee. This is a friendly conversation to share your work. Poster awards will be given based on the abstract submission plus your presentation. You must be present to be considered for a poster award. The poster author appointments will be scheduled sequentially within one hour during the conference day during one of the slotted hours.
  - **Please arrive 10 minutes before your scheduled appointment time with the WPPA Poster Committee.**
  - **Prepare a 60–90 second “elevator pitch”** to quickly share your work with poster attendees. You are also encouraged to engage your audience by asking them about their interest in this work, their own research/experience. You may also create 2-3 discussion prompts focusing on important aspects of your work.
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## What to Expect During Your Session (All Submission Types)

- **Arrival:** Arrive early as noted above so you are ready to start on time.
  - **AV Set-Up:** A standard AV is provided in session rooms (LCD projector, screen, microphone, and speakers) is provided for all Keynotes, Podium Presentation Talks, and Symposia. **All presenters including symposia presenters must supply their own laptop.**
  - **Session Support:** WPPA staff may be available to assist, but presenters are responsible for starting and facilitating their sessions.  
**Session Chairs:** All sessions will include a designated Session Chair equipped with Session Chair Guidelines and warning signs for the presenter signaling with small SIGNS: 5 minutes, 1 minute, and  STOP – Time’s Up.
  - **Timing:** Sessions will end at the scheduled time; please respect the schedule to avoid delays for the next presentation.
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## Registration and Event Access

**All attendees, including presenters and authors, must register and pay the appropriate registration fee to participate in the WPPA 2026 Annual Convention.** No one, including presenters and authors, will be permitted into any Convention session without registering.

Visit the [WPPA 10<sup>th</sup> Conference Registration](#) webpage to register and view rates.

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## Additional Information

Note: Acceptance notifications were sent in February and March 2026. Scheduling information is being sent in April 2026.

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## Helpful Links. TO BE EDITED

- [Conference Information](#)
- [Registration WPPA Online Portal](#)
- [Program-at-a-Glance](#) Coming Mid-May
- [Featured Speakers](#) Coming Soon
- [Traveling to LA – The Entertainment Capitol of the World – Things to Do](#)
- [WPPA Hotels nearby - Reserve Your Room – Direct booking](#)
  
- [Priceline, Expedia, Booking.com, and Hotels.com](#) offer many affordable accommodations for May 29-31, 2026. You may also check out [Airbnb.com](#) and [Vrbo](#).

#### **Airports: Plan Your Trip**

- [Claremont Graduate University \(CGU\), Claremont, California](#) is in the Los Angeles Metropolitan area. The nearest airport is Ontario International Airport (ONT) with Hollywood Burbank Airport (BUR), Long Beach Airport (LGB), and John Wayne Airport (SNA) not far away.
- [Los Angeles International Airport \(LAX\)](#) is about 50 miles (80 km) from CGU campus with ground transportation ([Metrolink trains](#), auto, bus, Uber, Lyft services). Some hotels provide shuttle buses as well.
- [Burkle Hall – Claremont Graduate University Campus Information](#)