



# CUP CONFERENCE INSTRUCTIONS FOR PRESENTERS

## INTRODUCTION

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Hello! Thank you for presenting at the CUP Conference! We are really excited to celebrate your hard work and to hear about the research that you have been conducting.

Some of you will be giving talks and some will be presenting posters. Here you may find some useful instructions for your presentation. Please read this over prior to the conference date, and be ready to present! We *highly* recommend practicing your presentation beforehand, whether it be talk or poster, and prepare for questions. Also, review the content of your presentation with your advisor before the conference.

Best of luck, and see you at the conference.

## INSTRUCTIONS FOR POSTER PRESENTATIONS

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A poster is prepared as a single “slide” in a program such as PowerPoint, printed out (using the printing services at Mann Library), and mounted on poster board. The poster should include an overview of the work, while covering key points, rather than everything about the research. The poster should not contain a lot of details, but should tell the entire story. You can find examples and templates of scientific posters at this link: <https://guides.library.cornell.edu/poster>.

### POSTER GUIDE

Posters should be prepared well in advance of the poster session. The title should appear at the TOP, the author’s name and affiliation appears below the title (including both department and university). Poster content flows downward in columns, starting at the TOP LEFT and ending at the BOTTOM RIGHT. Colors can be used as highlighting and to enhance overall appearance, but should not be excessive. The poster should not rely too heavily on text; instead, it should make use of figures, diagrams, and/or photos. The text should be readable from a distance, and the important points should be in a larger size. Your final poster size will be 40x32 inches so ensure that your slide size is that same ratio.

### BE PREPARED TO PRESENT

The poster should be as self-explanatory as possible, decreasing the need for oral explanation. However, presenters should be prepared to give a brief explanation of their work. During the conference, poster presenters should be expected to be at their poster for the entire session, and be prepared to discuss their poster and answer questions.



### DURING THE PRESENTATION

During the session, stand near the poster but not in a position that obscures it from view. Be prepared to answer the questions that a good poster will generate. Use this analogy: a presenting author at a poster session should behave like a waiter in a first-class restaurant. The waiter is there when needed but does not aggravate the guests by interrupting the conversation every ten minutes to ask whether they are enjoying the food.

### INSTRUCTIONS FOR PRINTING

The cost of poster printing will be paid in advance by the Department of Psychology. The representative from your group who originally submitted the abstract should bring their Cornell ID and a flash drive with the poster file on it to the printing desk at Mann Library. Tell them that your class/group session name is "CUP Conference"; they will find your name on the list and then print your poster for you. If they can't find your name on the list, please contact one of the organizers to resolve the issue. **You must bring your file to Mann for printing 2 days before the conference in order to guarantee that it will be printed in time.** You are responsible for picking up your poster and bringing it to the conference! The final printed poster size will be **40x32 inches**, so make sure that the poster you design in PowerPoint has the correct size ratio and will not get cut off; if your poster needs to be reprinted for any reason, you will be responsible for the cost of reprinting.

## INSTRUCTIONS FOR TALKS

You will have 8 minutes for your presentation and ~2 additional minutes to take questions from the audience (so, 10 minutes total). You are expected to have PowerPoint slides, but you should figure out what presentation style is most natural for you!

**NOTE: Please use PowerPoint (not Keynote or Google Slides) to prepare your presentation.**

Everyone's presentations will be converted to PowerPoint by the organizers before the conference regardless, so if you use PowerPoint to begin with, you can avoid the formatting issues that often arise due to file conversion.

### PREPARING SLIDES

When it comes to slides, less is more. Don't try to rush through 50 slides in 10 minutes. Here is a suggestion of how to divide your slides: The first slide should introduce the title of your talk, who you are, and which department you are from. Next, to prime the audience for your talk, include a slide introducing the main question and findings to be discussed. You may also want to include a slide outlining the flow of the talk to provide a sense of predictability. Background can be covered in a few slides asserting the problem statement, reason why you are interested in the question, and prior work. Methods can be covered briefly in one to two slides.

The bulk of your talk should be focused on **RESULTS**. We typically expect that you will report **COLLECTED DATA**, not project ideas. You can talk about next steps or ideas for future studies, but you should predominantly be reporting collected and analyzed data. Once you have presented your results, one slide summarizing your findings should follow. Finally, one slide can be dedicated to discussing future work or limitations, and one slide can be dedicated to acknowledging your advisor and any coauthors or fellow lab members who assisted with your research.



Engage your audience with illustrations. A picture (or graph) is worth a thousand words. Keep your slides light on text and heavy on figures, but avoid overly complicated figures that are hard to follow or understand. Your goal is to show & explain things in an easy-to-understand manner.

### UPLOADING SLIDES

Since we are on a tight schedule during the conference, we require all slides to be uploaded to a shared Box folder ahead of time (link below). **The deadline to upload your slides to the folder is the day before the conference at 11:59pm.** The Box folder has been shared with all talk presenters.

### BE CLEAR AND CONCISE IN YOUR TALK

Structure your talk around 3-5 “take away” points that you want the audience to remember, which can be repeated multiple times. This will keep unnecessary details to a minimum. In an 8 minute talk, it is especially important to highlight key points and remove the “fluff”. Avoid using jargon and technical language. You want a broad audience to be able to understand your results.

### HANDLING THE Q&A

You might be apprehensive for the Q & A, awaiting unknown questions. However nervous you may feel, remember that no one is more of an expert on your study than you are! To prepare, try to think of possible questions that may be asked, and prepare answers that you would give should you be asked that question. You can also prepare additional slides that can answer anticipated questions. A useful way to deal with questions you are not prepared for is to say you want to think about it and are willing to discuss it in more detail individually after the presentation.

### PRACTICE, PRACTICE, PRACTICE!

Allow yourself enough time to practice your talk **AT LEAST THREE TIMES** before going live on stage. Focus on transitions, eye contact, and rate of speech, which are often problematic when first giving a talk. Practice in front of a diverse audience, including your lab mates or advisor, who are knowledgeable about your research and field and can give detailed comments, as well as friends outside of your research area who can provide a general perspective. The more you practice, the more comfortable you will feel during the talk, and the clearer your message will be to the audience.

