Paper (Virtual) Presentation Guidelines

The following are guidelines for presentations associated with papers at the IEEE MIT Undergraduate Research Technology Conference.

Presenters are solely responsible for the creation of their presentation. The presentation should be based on the approved/accepted paper, but may include updates and related additional content. A paper must be presented otherwise it will not be published and archived the IEEE Xplore database. Only listed authors may present a paper.

For a successful and productive conference in virtual format, all presenters should adhere to the following guidelines:

- All presentations are to be in English. The presenter should be able to understand and respond to audience questions in English.
- Presentations are to be 10 minutes, inclusive of 5 minutes for questions.
- We will use common virtual meeting platforms (TBD) such as WebEx, Zoom, or Google Meet
- Join the virtual meeting room 15 minutes before the session begins to check the connection, and sharing your presentation. Presentation from the personal laptops may be acceptable, but compatibility with the virtual meeting application cannot be guaranteed.
- Presenters are reminded to dress professionally.
- Presentations may be recorded and made publically available. If you do not wish to be recorded, please notify the Chair of your session prior to starting your presentation.
- Contact the program committee (gimsoon@ieee.org) immediately if you are unable to attend the conference.
- More details information on the virtual presentation in September 2020.