



Paper 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 A paper must be presented otherwise it will not be published and archived the IEEE Xplore database.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, 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 2 minutes for questions.
- A Windows laptop and projector will be made available in each presentation room. Macintosh compatibility is not guaranteed.
- Presenters should save their presentation in .pdf or .ppt format on a flashdrive (memory stick). Cloud-based storage (e.g. Dropbox, Google Drive) and presentation software (e.g. Prezi) should not be used as access to the internet is not guaranteed.
- Arrive to your session room 15 minutes before the session begins to upload your presentation to the provided laptop. Presentation from the personal laptops may be acceptable, but compatibility with the projector 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.