



2019 IEEE MIT Undergraduate Research Technology Conference



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Poster Presentation Guidelines

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

Poster sessions are a valuable method for undergraduate students to present research or project, and meet with interested attendees for in-depth technical discussions. Therefore, it is important that you display your results clearly to attract people who have an interest in your work and your paper.

You are solely responsible for the creation of your posters. The presentation should be based on the approved/accepted abstract, but may include updates and related additional content. Only listed authors may present the poster.

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

- Poster size 2 x 3 feet (width by height). Poster board will be provided to hold your poster, and the poster board can be placed either on a table or an easel.
- All presentations are to be in English. You should understand and respond to audience questions in English.
- Your poster should cover the key points of your work. The ideal poster is designed to
 - attract attention
 - provide a brief overview of your work
 - initiate discussion and questions
- The title of your poster should appear at the top in CAPITAL letters about 25mm (1") high.
- The author(s) name(s) and affiliation(s) are put below the title.
- Carefully prepare your poster well in advance of the conference. There will be no time or materials available for last minute preparations at the conference. If you think you may need certain materials to repair the poster after traveling, bring them with you.
- Use **color** to highlight and make your poster more attractive, by using pictures, diagrams, cartoons, figures, etc., rather than only text wherever possible.

- The smallest text on your poster should be at least 9mm (3/8") high, and the important points should be in a larger font. Make your poster as self-explanatory as possible. This will save you time to use for discussions and questions.
- Presenters are reminded to dress professionally.
- Contact the program committee (gimsoon@ieee.org) immediately if you are unable to attend the conference.

