



# 2024 IEEE MIT Undergraduate Research Technology Conference



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## Lightning Talk Presentation Guidelines

Lightning talks are strictly limited to 5 minutes and 7 slides. Five minutes is not very much time, but it is enough to make your main points. After all, Lincoln's Gettysburg Address only takes about two minutes to read aloud. You will not have time to present the finer details of your work; instead, your goal is to provide an overview that will inspire your audience to learn more about your work. You are welcome to distribute additional handouts at the start of the session.

There is a temptation to try to cram 20 minutes worth of work into 5 minutes, but that is simply not possible. Instead, you need to be selective about what information you present. Because of the short duration of the talk, you may only include a maximum of 7 slides (including the title slide and ending slide among this count). Each slide should have a large, legible font and not too many lines of text – just as you would for any other presentation. If you put too much information on each slide, your audience will not be able to absorb the information effectively.

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 5 minutes, inclusive 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](mailto:gimsoon@ieee.org)) immediately if you are unable to attend the conference.

