Paper (In-Person or Virtual) Presentation Guidelines

The following are guidelines for presentations associated with papers at the 2025 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 A paper must be presented otherwise it will not be published and archived the IEEE Xplore database.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 on the schedule may present their papers.

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 9 minutes, inclusive of 1 or 2 minutes for questions. When the time is up, presenters can continue answering the remaining questions on the chat.
- If you choice to present your paper online, we will be using the Zoom platform, and we will provide the links to join the Zoom sessions later on.
- Join the track room or Zoom online 15 minutes before the paper session begins to check your connection, and sharing your presentation.
- 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 Track 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.
- For backup, and those who are presenting your paper online, you should consider to video record your presentation. You can email Soon Wan (gimsoon@ieee.org) the link to the video on YouTube. Just in case, if you are experiencing connection issue, we can stream your video instead.
- If you have any problem during the Zoom session, you can contact Lasya Balachandran (lasyab@mit.edu) or Soon Wan (gimsoon@ieee.org).
- Good luck to your presentation.