

Undergraduate Engineering Research Day (UnERD) 2024 Participant Guide

Wednesday, August 21, 2024



1. Introduction

This guide has been prepared to provide you with some general information and resources to make the best of your experience as a presenter at UnERD 2024.

If you have any questions or concerns on the day of the conference, feel free to speak to anyone on the executive team. In the meantime, any questions that are not addressed in this document can be answered over email or over our socials, details of which can be found at the end of this page.

2. Land Acknowledgement

The Land Acknowledgement is a formal statement recognizing the unique and enduring relationship that exists between Indigenous Peoples and their traditional territories.

We wish to acknowledge this land on which the University of Toronto operates. For thousands of years, it has been the traditional land of the Huron-Wendat, the Seneca, and the Mississaugas of the Credit. Today, this meeting place is still the home to many Indigenous people from across Turtle Island and we are grateful to have the opportunity to work on this land.

3. Event Schedule

Time	Program	Location
8:00 am – 9:00 am	<p>Check in & Set-Up</p> <p>Report to the registration desk in the Myhal atrium upon arrival!</p>	Myhal 1st Floor Lobby
9:00 am – 10:00 am	<p>Opening Ceremony</p> <p>Our co-chairs will provide the opening remarks. ECE Chair and Professor Kundur, along with Professor Bentz, will each deliver a keynote presentation.</p>	MY150
10:00 am – 12:00 pm	<p>Presentation Block #1</p> <p>A detailed presentation block schedule can be found in the conference booklet. Each presenter will be given 10 minutes to present and 5 minutes for a Q&A.</p>	<p>Poster: Myhal 1st Floor Lobby</p> <p>Podium: MY 320, MY 330, MY 350, MY 360, MY 370, MY 380</p>
12:00 pm – 1:00 pm	<p>Lunch</p> <p>A free lunch will be provided to all presenters. Please specify dietary restrictions when receiving food.</p>	Myhal 5th Floor
1:00 pm – 4:00 pm	<p>Presentation Block #1</p> <p>A detailed presentation block schedule can be found in the conference booklet. Each presenter will be given 10 minutes to present and 5 minutes for a Q&A.</p>	<p>Poster: Myhal First Floor Lobby</p> <p>Podium: MY 320, MY 330, MY 350, MY 360, MY 370, MY 380</p>
4:00 pm – 4:30 pm	Judge Discussion & Break	MY150
4:30 pm – 5:00 pm	<p>Closing Ceremony</p> <p>Winners will be announced, and awards will be distributed.</p>	MY150

4. Etiquette and Code of Conduct

4.1 Podium Presentation Listener Etiquette

- Arrive early. Respect the schedule by arriving at the presentation room at least 20 minutes before the presentation block begins. Late arrivals can disrupt the presenter and distract other attendees.
- Silence your devices. Minimize disruptions by ensuring that all electronic devices are silenced or turned off. Vibrations and notifications can be disruptive to the flow of the presentation.
- Respect the Presenter. Give your full attention to the presenter and avoid engaging in idle conversation, texting, or other activities that may divert your attention.
- Stay for the Duration. Unless unavoidable, remain in the room for the entire presentation. Exiting early can be distracting and disrespectful to the presenter, judge, and audience.
- Be curious. Reserve questions until the presentation and Q&A period from the judge has ended, unless otherwise indicated by the presenter. Frame your questions thoughtfully, focusing on clarifying or expanding on the topic rather than critiquing. Engage in a manner that encourages constructive discussion.

4.2 Code of Conduct

Our conference is committed to fostering a harassment-free environment for all participants, regardless of gender, gender identity and expression, age, sexual orientation, disability, physical appearance, body size, race, ethnicity, religion (or lack thereof). Harassment of any kind will not be tolerated. This includes the use of sexual language or imagery in any conference setting, including talks, workshops, social events, and online platforms. Participants who violate these guidelines may be subject to disqualification or expulsion from the conference, as determined by the UnERD planning committee.

The following behaviors are expected and requested of all UnERD participants:

- Acting with courtesy and professionalism
- Treating participants with respect, dignity, and consideration
- Discussing differences and critiquing ideas in a non-confrontational manner, respecting the perspectives of others
- Refraining from demeaning, discriminatory, or harassing behavior and speech
- Reporting any suspected inappropriate behaviors directed at yourself or others
- Adhering to the rules, policies, and property of the UnERD Committee and the University of Toronto, including its facilities

5. Conference Day Guidelines

5.1 Dress Code

The dress code is business casual. Please wear attire in which you feel comfortable and confident presenting.

5.2 General Advice

- **Be prepared for questions:** Expect to interact with a diverse group of attendees, including peers, judges, professionals, and prospective students. Be polite, patient, and ready to answer questions from anyone who visits your presentation or is present in your presentation room. Engaging with different perspectives can enhance your presentation experience and provide valuable feedback.
- **Prepare your presentation materials ahead of time:**
 - For poster presenters, print your poster ahead of time and bring a sturdy container to safely transport it. Popular locations to print your poster include [the U of T physics department](#), Staples, and The Printing House.
 - For podium presentations, bring a backup small USB drive or external hard drive, on the rare occasion technical issues arise. Please also ensure to submit your materials by the slide's submission deadline (Monday, August 19, 2024).
 - While volunteers are available to assist you, it's important to bring all necessary materials for your presentation. Do not rely on volunteers to provide items like markers, tape, or adapters. In case of an emergency or if you need help, contact the front desk where a committee member will likely be available to assist you.
- **Know your schedule:** Familiarize yourself with the event schedule and the location of your presentation room ahead of time. Myhal may be crowded, making it difficult to navigate quickly. Ensuring you're in the right place at the right time will help reduce stress and keep the event running smoothly.
- **Connect with others:** Take advantage of the conference to network with peers, professionals, and judges. This is a great opportunity to practice your elevator pitch, discuss your research, and gather feedback. Engaging with others can lead to valuable connections and insights that can benefit your academic and professional development.

These tips are designed to help you navigate the event smoothly, present effectively, and make the most of the opportunities available.

6. Contact Us

Email: unerd@engineering.utoronto.ca

Instagram: [@unerd_uoft](https://www.instagram.com/unerd_uoft)

Website: uofteng.ca/unerd

Linktree: linktr.ee/unerd_uoft