

## PREPARATION OF A PRESENTATION

To make a presentation we must take into account the following general considerations:

- It will be made in Power Point or programs that do not need Internet connection.
- The images will prevail over the text.
- The font used can be varied. Size 22 is recommended (except for the title, which will be 44).
- The organization of the slides will be indicated in the structure of the presentation.
- No garish colors will be used in the background of the slides, pastel colors will be preferably used.
- The presentation will be checked to make sure it is functioning prior to the presentation.

### Structure of the presentation.

#### 1 Cover page of the presentation:

- a. Title of the research
- b. Names of the authors
- c. Educational level to which the authors belong
- d. Academic centers
- e. Names of the research professors and research centers
- f. Name of the tutors of each HEI
- g. Name of the Congress to which the paper is presented
- h. Academic year during which the research was carried out

#### 2 Table of contents

#### 3 Introduction or description of the problem to be studied

#### 4 Objectives

#### 5 State of the question/Theoretical foundations

#### 6 Materials and methods.

- a. Dependent and independent variables (if it is an experimental work).
- b. Experimental material and/or data collection instruments used.
- c. Design and development of field, documentary and/or laboratory work.
- d. Collection of samples and/or data.

#### 7 Results

#### 8 Discussion

#### 9 Conclusions

#### 10 Acknowledgments

#### 11 Bibliography

**Instructions for the oral presentation.**

- Good manners require that you introduce yourself.
- Start with an outline or table of contents of what you are going to say.
- During its development, do not improvise, have everything prepared and rehearsed.
- Select the strong points of the paper, relevant data or ideas, research contributions. Leave aside what is general knowledge.
- The sentence structures must be simple and the vocabulary direct (refined and precise but understandable by all present).
- It is necessary to transmit and explain ideas in an orderly manner.
- Avoid the first person singular, use the plural of association.
- Do not exceed the allotted time (10 minutes).
- Speak calmly and in a high tone of voice.
- Do not use crutches.
- During the presentation, look at the audience and not at the floor.
- Do not read what is written.
- Demonstrate mastery of the topic and explain, with accurate scientific data, the research.
- Slides should be clear and concise and should not have superfluous elements that distract attention.
- Choose an appropriate font size with comfortable line spacing.
- Slides should not be cluttered with information.
- Final questions are answered precisely but succinctly and without beating around the bush. If you do not know a question, nothing happens, simply indicate that at that moment you cannot answer it but that you will consult, and the answer will be given as soon as possible. Avoid inventing the answer on the spot.
- At the end of the speech, in the conclusions, you should emphasize the main ideas that you have exposed and the arguments that support them.
- At the end thank the audience for their attention.
- There are aspects of non-verbal language that you should also take care of:
  - Take care of the gestures: it is important the expressiveness of the face.
  - Adopt a correct posture
  - Regarding the hands: they must support the words and remain in sight, never in the pockets.

