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**Innovation in research and engineering education:  
key factors for global competitiveness**

*Innovación en investigación y educación en ingeniería:  
factores claves para la competitividad global*

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## **INSTRUCTIONS FOR ORAL PRESENTATIONS**

### **1. Preparation**

The presentations will take place simultaneously in the Convention Center Cartagena, where there are five rooms available for that purpose. Each one will have audio-visual aids and computer video beam.

The presentations should be made in graphical environments using Microsoft Power Point or Flash, or audio-visual presentation. It is recommended to limit the presentation to the reading of a text. In any case, the paper must be faithful to the paper accepted by the Scientific Committee of the event and its contents to the text contained in the memories.

### **2. Aid Characteristics**

En el caso de presentaciones en Microsoft Power Point o Flash, se recomienda:

- Develop clear and visible slides: text of size close to 24 pt, at least high contrast.
- Do not use fonts or fonts that do not correspond to the original programs of Microsoft.
- Use short sentences and explicit.
- Avoid using tables with more than eight lines and slides over fourteen.
- According to the time allowed for each paper, the number of slides should not exceed a maximum of 20.

### **3. Test**

It is important to ensure that your files have not been damaged during the trip. Consequently, we recommend test your presentation as soon as possible.

### **4. Mounting**

At the latest, to start the morning or afternoon in which he is scheduled presentation, the speaker should contact the Assistant Systems each room and present him with the presentation file (CD or USB memory), that the to release the exhibitor from responsibility to do at the beginning of his presentation, which represents the loss of a few minutes of schedule for the exhibition. For this same reason, avoid the use of equipment of the exhibitors.

### **5. Presenter / Exhibitor**

Please remember that the submission should be provided by the author of the paper accepted, who will try to be clear, explicit and didactic.

## 6. Time

The WEEF™ 2013 Cartagena program is organized so that the presentation of oral, are available 15 minutes, as a result, you are requested to exhibitors, prepare your presentation to 12 minutes, so that the other 3 were can devote to questions and comments. There will be a strict time management.

The schedule of presentations will be posted on the website of the event and can not be modified.

## 7. Special Requirements

If your presentation requires, we ask contact us as soon as possible ([weef@weef2013.co](mailto:weef@weef2013.co)), to provide care.

It also requests that the exhibitor has managed its registration before July 31, 2013. (This involves the cancellation charges referred by the organization)



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Organizan:

