

Conference Presentation

Operational definition. A conference presentation is the result of combining two formats: a written text with an oral presentation. The presenter may choose to read a written text or to present with the support of visual materials. Academic conferences vary depending on the field, topic, guidelines, and meetings, among other aspects.

The goal of a conference presentation is to present a clear compelling argument supported by evidence within a short period. Normally the presenter has 15 to 20 minutes for the presentation. A short time for questions and a discussion follow the presentation.

There are different types of conferences:

- *A full conference.* It is usually expected to be presented over a longer period than a short conference paper. The content of the paper may vary as well, whether it is a data paper, a theory paper, a method paper, etc.
- *A poster.* It is visual material that must follow specific requirements contained in the conference guidelines.
- *A workshop.* It is a hands-on presentation. In a workshop the presenter includes the audience in activities, whose purpose is, for instance, to provide training on a methodology or a procedure.
- *A discussion paper.* It is a presentation followed by a discussion, usually moderated by an expert or experts in the field.

Parts of a conference presentation

1. *Introduction.* It is by no means the most important part of any presentation in which the audience expects to know the essence of the topic. In the introduction, the presenter mentions the main theme or main argument of his/her presentation and the points he/she will cover as well as the order in which they will be covered.
2. *Body.* The body is where the presenter develops his/her ideas or arguments by using supporting ideas and/or evidence. The following techniques can make it easy for the listener to follow the talk: Number your ideas, arrange your ideas in a logical order, use transitional devices such as “secondly, on the other hand”, etc.; support and clarify your ideas, repeat important ideas using different words, and do not make the information too dense.
3. *Conclusion.* In this part of the presentation, the speaker summarizes the information clearly and concisely. A good conclusion reinforces the central ideas of the presentation and signals a forceful ending. In the conclusion, the presenter must show the audience that he/she has covered all the points that were said to be covered in the introduction.

General recommendations

- State your purpose clearly.
- State your thesis/topic clearly.
- Support your main arguments/ideas with evidence.
- Be ready to answer the audience's questions.
- Keep clear pronunciation and the right body language to add clarity to your presentation.
- Take time to work on your visual aids.

- Make sure your slides are not too wordy.
- Use a picture/graph/chart when possible.

To learn more

UTS. Create a Conference Paper. (2021, August).

<https://www.uts.edu.au/current-students/support/helps/self-help-resources/postgraduate-resources/create-conference-presentations>

UNC. Colleges of Arts and Sciences. (n. d.) "Tips and Tools. Conference papers". The Writing Center.

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"Psychological Science Agenda 24 (4). Kerber Linka K. 2008. "Conference Rules: How to Present a Scholarly Paper." The Chronicle of Higher Education. (2008, March)

<https://www.chronicle.com/article/Conference-Rules-How-to/45734>.

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<https://guides.libraries.psu.edu/conferenceproceedings>.



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