

Presentation. Instructions for preparing contents

All audiovisual content (presentations, interviews, visit documentaries, informal discussions, animations or 360° videos) must always be prepared with a script, which may be either a full script or an outline of the key ideas you wish to convey.

The full script must include the following information:

1. **The first name, surname(s) and position** of the people taking part in the content, and the first name and surname(s) of the author of the script.
2. **The project title.**
3. The **location** where the recording is to be made, but only if this is relevant to the content.
4. An **outline of the video content or basic filming instructions.**

The entire script of **presentations on camera** must be provided so it can be used for the autocue.

Presentations of content with slides and voiceover must be accompanied by the voiceover text, a list of images and the bibliographic references (author, title, year and website). This resource must either be not subject to copyright or have been created by the author of the content.

If regardless of its format the project requires interactions, you must provide a list of all the interactions that will be included under the **More info** or **Bookmarks** section of the website.

More info: These are interactions that appear in a video. Students can click on them to open a pop-up window containing additional information, such as a PowerPoint presentation or web links.

Bookmarks: the HTML contains an index with the concepts or subjects to be covered by the content. This tool helps students find a specific topic without having to watch the entire video.

In addition, if you want to add other types of materials to your audiovisual content, such as images or video excerpts, you must provide a PowerPoint file with all the images that are to appear on the video and their relevant bibliographical references (website, author, title and year), so it can be attached to the end of the project, in the *Sources and resources section*. The author of the content is responsible for ensuring that they are the author of these images, that they have had the rights to the images signed over by the author, and that the images are free from rights and therefore available for use.

This [document](#) provides a template to help you with your script.

Diversity and gender

The UOC's learning resources must respect and guarantee gender diversity and the gender perspective. By doing so, we can present the reality of our society and its shared values.

This means that our audiovisual productions must use language that is respectful of people, striving to avoid any terms or expressions that could marginalize certain social groups.

When choosing examples, you must ensure there is a balance in the representation of people's sex, culture, religion, race, etc., with the same hierarchical level, and make sure that you do not spread messages that encourage stereotypes, unless your aim is to provide an example of a discriminatory situation.

Men and women must be given equal visibility in bibliographical references. We recommend that you write out the author's name in full rather than including only their initials.

For example,

Cortés, Josepa; Pons, Vicent (1993). "La biblioteca jurídica de Jaume d'Eixarc (1479)". *Saitabi* (XLIII), p. 181-194)

The "Diversity and gender" section of our *Guide on audiovisual styles and workflows* contains recommendations and guidelines to help you achieve this: <http://guia-audiovisual.uoc.edu/diversitat-i-genera/>.

You can also visit the Language Service website, where you will find basic advice on how to use gender-neutral language