

Abstract Guidelines for Presentations

How to write an Abstract for a Conference Presentation

The single most important thing about an Abstract is that it is a short document that is intended to capture the interest of a potential reader of your presentation. Thus in a very important sense it is a marketing document for your full presentation. If the Abstract is poorly written or if it is boring then it will not encourage a potential reader to spend the time reading your work.

Thus the first rule of Abstract writing is that it should engage the reader by telling him or her, what your presentation is about and why they should read it. Although strictly not part of your Abstract, the title of the presentation is most important. Short attention-catching titles are the most effective. However, it is also important, for a conference presentation, to ensure that the title describes the subject you are writing about.

With regards to the body of the Abstract you need to make a clear statement of the topic of your presentation, your research question addressed, experiences or research you are reporting on.

Before submitting your abstract, please ensure that it has been carefully read for typographical and grammatical errors. If English is not your first language, please have your paper proof-read by an English speaking person.

The marketing of your proposed presentation needs to be done within the limit of 10 lines or 200 words. Also include between 5 and 10 Key Words which most closely reflect the content of the presentation.