

Tips for Drafting a Conference/Event Abstract:

Having chosen your presentation subject and length, you will need to draft an 'abstract' which is to be submitted to the conference/event steering group for consideration. Below are some tips when drafting your abstract:

- Take note of the advice length of the abstract, this is normally indicated by how many words it should contain. The abstract word count can normally be found within the conference abstract promotion.
- Plan your presentation out so you can summarise it in your abstract.
- The abstract should be clearly titled and be relevant to your presentation content. The presentation title should be succinct and relevant.
- In the main body of your abstract, you may wish to start with a bullet point overview of your presentation content, highlighting the main points of the presentation. The remaining text for the main body of the abstract should tell the subject 'story' in a simple, logical way:

Introduction/Overview

Background

Presentation purpose

Technical information/comparisons

Social implication/comparisons

Financial implication/comparisons

Conclusion

- Do not be put off by having to write an abstract, if the presentation subject is good, it should be relatively easy to summarise it down to the word count indicated.
- If you need advice on your proposed presentation and abstract, contact one of the conference/event steering group members, your line manager or someone you know who has public speaking experience.
- If you are nervous about public speaking, ask your line manager if you can go on a presentation/PowerPoint training course.
- At the end of your abstract, indicate the word count in bold.
- Ensure your abstract is submitted on time to avoid disappointment.