Preparing Abstract Submissions and Roundtable Presentations

2015 Robert MacMillan Graduate Research in Education
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Workshop Objectives:

• To prepare for roundtable abstract submissions at an academic conference

• To plan a roundtable conference presentation
Key Words

• Roundtable
  A small group of people (up to 10 people) around a table to discuss about a specific topic.

• Abstract
  A summary of a research.
Abstract Submission

• Look for specific instructions from the conference call before applying:
  e.g. http://www.sfu.ca/crie.html

Tips for writing abstract:
- Conference theme (adaptation of content)
- Abstract length (usually 100 to 300 words)
Elements of Abstract

• Title
• Research purpose
• Research question
• Methodology
• Findings (not applicable, if research in progress)
• Research importance
• Key words
• Researcher’s contact details (name, academic institution, email, telephone, format: roundtable)
Specific instructions from the conference call

e.g., http://www.sfu.ca/crie/events/internationally-engaged/west-coast-networking-conference.html

• **Proposal submission:**
  Please submit your proposal as follows:
  Include a Title,
  Your name and affiliation,
  200 word Abstract,
  whether a paper, round table, or poster,
  Submit proposals to: crie@sfu.ca by November 17, 2014
Roundtable

- May have up to 10 participants sharing same research interests.
- Has a facilitator, 1 or more presenters
- May be up to 90 minutes length
- Each presenter has 15 minutes to speak, followed by 30 minutes discussions
- Presenter brings forward questions to spark discussions
Roundtable Benefits:

- ideal for novice researchers to learn presentation skills in a non-threatening environment
- Excellent venue for receiving feedback from participants who usually share same interests
- Networking opportunities with scholars and specialists in your field
Planning for Roundtable Presentation

• Practice before attending
• Arrive early at the conference
• Identify other speakers and coordinate transitioning from one speaker to the other
• Speak clearly
• Invite questions
• Listen and pay attention to the audience
Post-roundtable

• Network with participants
• Provide opportunity for business card and email exchanges among participants.
• Reflect on feedback obtained
• Celebrate your achievement

• Cheers!!!
References

• Tanya Boza blogs:
  http://getalifephd.blogspot.ca/2011/04/how-to-give-fabulous-academic.html

• American Evaluation Association:
  http://www.eval.org/p/cm/ld/fid=171

• University of Nevada Writing Center:
  http://writingcenter.unlv.edu/writing/abstract.html