POSTER & PAPER ABSTRACT SUBMISSIONS & PRESENTATIONS FOR CONFERENCES

Mithila Vidwans
mvidwans@uwo.ca

GENERAL GUIDELINES

Types of Conferences: Academic, Professional & Institutional

- Academic Conferences: Graduate students and professors in the field attend and present their research
- Professional Conferences: Attended by professionals in the field (e.g., teachers, publishers)
- Institutional Conferences: Your colleagues from the department or faculty attend and present their research

The Abstract: What to Include

- Must be tailored to the type of conference at which you are presenting
  - Set up the context of your research → Where does your study take place?
  - Set up the problem under investigation → Why is it important to conduct this study?
  - Introduce your study → How does your study tackle the problem/gap?
  - Briefly mention theory & methodology → Is your study qualitative, quantitative or mixed?
  - Describe results (Findings & Discussion) → What did you find & why is it important?
  - Conclusion → Implications of your study

Abstract Submission: Things to Ensure

- Be clear & coherent → Have a colleague or professor proofread your abstract prior to submission
- Word/page limit of the abstract/title → Most abstracts require 150-350 words; some have page limits; some even have a word limit on the title
- Is a summary required in addition to the abstract? → Some conferences require a 30-50 word summary along with the 150-350 word abstract: Double check!
- References → Sources may/may not be included in the word/page limit for the abstract
- Jargon/Abbreviations → Will the reviewer know the jargon/abbreviations specific to your field?
- Submission format → Email attachment (MS Word/PDF); Online (upload through conference/organization website); Stylistic issues (font type, font size among others)
- Deadline → Check time-zone of the location of your conference especially if submitting through an automatic submission system online
POSTERS

- **Poster Presentations: What to Include (General Guidelines)**
  - Title
  - Name & Institution
  - Abstract
  - Introduction
  - Theory & Methods
  - Results: Findings & Discussion
  - Conclusion: Limitations, Future Directions

- **Poster Creation/Printing Resources:**
  - Instructions on how to create a poster: [http://www.gradpath.uwo.ca/resources/presentation.html](http://www.gradpath.uwo.ca/resources/presentation.html)
  - Poster printing: [http://www.edu.uwo.ca/research/research-day/printing.html](http://www.edu.uwo.ca/research/research-day/printing.html)

PAPERS

- **Paper Presentations: What to Include (General Guidelines)**
  - Title
  - Name & Institution
  - Introduction
  - Theoretical Framework & Literature Review
  - Methods
  - Results: Findings & Discussion
  - Conclusion: Limitations, Future Directions

- **Paper Presentations: Before, During & After**
  - Before the presentation:
    - Practice: Does your talk fit into the time limit?
  - During the presentation:
    - Make eye contact
    - Use bullet points on slides
    - Avoid reading from your slides
    - Be professional! Dress well, wear your nametag, keep business cards handy
  - After the presentation:
    - Answer questions confidently & clearly
    - Take notes
    - Thank your audience!