POSTER 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)