

Preparing Abstract Submissions and Roundtable Presentations

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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>