WRITING AN ABSTRACT FOR THE PROFESSIONAL STAFF CONFERENCE

Below are some hints and tips on how to write an abstract that will hopefully maximise the chance of having your paper accepted at a conference.

1. **Ensure that you:**

   - Begin with a catchy title that is relevant to the topic/theme of the conference;
   - state the issue to be discussed;
   - give a brief background to the issue;
   - brief description of what you proposing to discuss further in the paper;
   - implications/outcomes: why is what you've done important;
   - All the above is structured in a logical and coherent flow.

2. **Ensure that the abstract relates to the conference theme in a "real" way – if it doesn't fit the theme of the conference, don't submit.**

3. **Ensure that practical aspects of the abstract comply with requirements:**

   - it meets or is under the specified word length;
   - is typed in the specified font type, size – and on a template if provided;
   - spacing and formatting are correct.

4. **Look at past abstracts/conference papers to pick up the tone and style of that particular organisation's conferences:**

   - run your abstract past someone familiar with both the topic you wish to present and the conference style: such as a university colleague, work colleague, member of professional society, someone who has presented before at the conference;
   - Submit on or before the due date;
   - ensure computer compatibility of any documents.

5. **Finally, remember that your abstract serves two purposes:**

   - to interest and intrigue the committee so they will select it;
   - to introduce/outline your topic for the conference handbook – so it needs to stand alone as a record of your presentation.