



An abstract is a brief summary of a larger document or presentation. A good abstract will help your poster or presentation be accepted to a conference, and will be used to advertise it to conference attendees.

Questions to Ask Before Preparing a Conference Presentation or Poster:

- What is the goal of the conference (information sharing, research, best practices, innovation)?
- Who will be at the conference (practitioners, researchers, public, government decision-makers)?
- What kinds of formats are available to you (posters, presentations)?
- How can your presentation or poster be adjusted to fit into the time and space allotted?

Writing the Abstract:

- Choose a short title that will grab attention.
- Include a clear statement of the topic, an overview of the research or program, and who will benefit from learning about it.
- Connect your topic to the conference theme(s) using key words found in the Call for Proposals.
- Comply with the submission guidelines (word count, headings, tables, graphs).
- Use clear accessible language. Avoid short forms that some attendees may not understand.
- Ask a colleague who has written conference abstracts to review your draft and provide feedback.

Some conferences require you to register for a password before you upload your abstract. Register in advance – don't wait until the deadline.

Conferences often receive many more abstracts than they can accept. If your abstract is rejected, stay positive and keep trying.

For more information, consult the OCA's [Guide to Writing a Conference Abstract](#).