Writing an Abstract for Poster or Oral Presentations

An abstract is a short summary of a work, paper, or research. There are two types of abstracts as follows:

1. **Descriptive** – A very short paragraph describing the purpose or scope of a paper. It is useful for a very long report or article and it reflects the organization not content of the paper. Most often this type of abstract is an initial header to an article. It is not the appropriate when responding to a Call for Abstracts for either Poster or an Oral presentation.

2. **Informative** – A summary of the entire paper or project. Research based summaries will include purpose, methods, scope, conclusions, and recommendations. Non-research based summaries will include topics covered and why this information is essential.

**Actual steps to writing the abstract**

- Opening sentence should be statement of purpose for presentation.
- Paragraphs should be unified, coherent, and stand-alone.
- Paper should be thorough but brief.
- Consider an introduction, body, and conclusion format.
- Add no new information only summarize the content.
- Omit or condense lengthy examples or tables.
- Meet the structure limitations as requested in the Call for Abstracts (word count, page limitation(s), single-spaced, 12 font, Times New Roman, one-inch margins, etc).
- Make sure content is appropriate for the Call for Abstract
- Make sure conference theme is addressed in title as well as the body if it is know/published with the Call for Abstract.