Writing an Effective Abstract

(Adapted from NACADA: https://www.nacada.ksu.edu/Events/Annual-Conference/Call-for-Proposals/Tutorial.aspx)

The abstract is a brief description of your presentation that provides the reader with an accurate picture of what the presentation will cover. The Abstract helps conference attendees choose between concurrent sessions. Well-written abstracts identify the purpose and intent of the program, are concise, organized and specific. Additionally, effective abstracts begin with the most important information or thought. Defining unfamiliar abbreviations and acronyms is helpful to the reader.

Your abstract should be 3 or 4 sentences, no more than 75 words.

At a minimum, an effective abstract...
- Captures the attention of the reader
- Previews the content and what the attendee can learn
- Identifies the manner of audience involvement
- Clarifies the contribution of the topic to the field
- Alludes to the benefits of the program content

If appropriate, an effective abstract...
- Summarizes the content and activities of the presentation.
- Distinguishes the program format (e.g., group discussion).
- Designates the scope, sequence and/or level of the program content.
- Names the potential target audiences