

Tips for preparing a conference abstract

When preparing your abstract, consider how your proposed presentation aligns with the conference theme:

[Theme name]

Recommended abstract structure

We recommend structuring your abstract into clear sections.

Sections 1 – 3 should be covered in 350 words (max)

1. The subject and why it matters

Introduce your project, activity, or area of focus and identify the topic you are addressing. Set the context for your submission by demonstrating your understanding of the issue and explaining why it is relevant to the conference theme. This section should clearly convey why your presentation will be interesting and valuable to delegates.

2. Your approach and key outcomes

Outline what you did and how you did it. This may include your methodology, theoretical or practical approaches, source material, or case study details. Focus on the substance of what you will present and explain how your approach connects to a people-first perspective. Be clear about the results, outcomes, or lessons learned.

3. Conclusions and value for delegates

Conclude by emphasising the broader significance and insights-driven nature of your work. Clearly articulate how the practical insights and learnings gained contribute to advancing workplace health and safety practice or thinking. Demonstrate why your session offers unique, actionable perspectives that delegates can apply in their own contexts. This is your chance to showcase the impact, relevance, and inspiration of your presentation, making a compelling case for attendance