

Tips for writing your abstract

Presenting at WFOT Congress 2018 is a very exciting opportunity to share your knowledge, ideas, experience and more with colleagues. It is important that you spend time preparing and reviewing your abstract before you submit it for consideration by the reviewers and the Scientific Committee.

General

1. **Themes and Thinking:** Take some time to think about your work/research/experience – what would you like to share with colleagues? Then read through the Call for Papers and think about the theme of Congress and the session formats which will be available. Don't worry about the exact details at this stage (eg review criteria) – focus on the bigger picture and how your ideas might fit in. Now you are ready to start writing your abstract!
2. **Getting Started:** Use Microsoft Word, if possible, from the beginning. Make use of the Outline function in Word (if you are not familiar with this feature consult the help menu). Get the main points down first, then have a go at fleshing out the key points to come up with a first draft. At the stage of producing a first draft don't worry about spelling, grammar, punctuation, references or getting the "right" word. Just aim to get the ideas down.
3. **Review Your Work:** Go back and read your draft again, correct the grammar, put in the references. Sometimes leaving a day or two between drafts helps you to see what needs to be changed. Reread it for clarity of ideas, the development of the argument, and make further corrections. Make sure the title of your abstract accurately reflects its content. Take the next draft, and share it with a colleague and get feedback. Make the corrections or amendments that they suggest. Do a final spelling check and grammar check using those tools in Word. Reread your abstract carefully. As a final check, do a self assessment of your abstract with the criteria the reviewers will use – refer back to the Call for Papers document.
4. **Submitting:** It is important to carefully follow the instructions on how to submit your abstract. All abstracts will be sent to the reviewers, then the Programme Committee will plan the Congress Scientific Programme. You will be notified by 27 July 2017 of the outcome of your abstract submission.

Colleagues

Use your professional colleagues to assist you in the preparation of your abstract. Here are some ideas:

- Ask a workplace colleague with conference presentation experience to be a co presenter/co-author/review and provide feedback on your draft abstract.
- Circulate your draft more widely to professional colleagues for advice and feedback.
- Use your workplace meetings, as appropriate, for others to provide comments.
- Use the writing of your abstract as a professional development opportunity.

Websites

- For more information on how to prepare abstracts, take a look at the following resources. Please note that these resources are not specific to the WFOT Congress 2018, but do offer excellent general advice, when read in conjunction with the requirements for submitting abstracts to the WFOT Congress 2018:

Tips for Preparing Abstracts <http://www.caot.ca/conference/abstract/tips.pdf>

WFOT acknowledges the Canadian Association of Occupational Therapists (CAOT) for this resource.

How to Write a Conference Abstract – ‘Welcome’ to Summary Checklist sections only.

<http://www.healthfoundation.eu/courses/scientificwriting>

WFOT acknowledges the Health[e]Foundation for this resource.

Thank you for submitting your abstract and being willing to share your experience with occupational therapy colleagues from around the world.

Don't forget that abstracts are due 18 May 2017.

For more information contact the Congress Office:

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