

### Abstract Checklist

The following checklist is a broad guide to submitting an abstract to a conference. It is important that sufficient time is given to this task. A minimum of a half day should be allocated to produce a high quality abstract

#### STEP 1 Make Sure you have a good report

	Yes	No	Comments
Is there something interesting/topical for the intended audience in the report?			_____
Does the topic address the conference theme?			_____
Is the report of good quality- ,e.g. methodology, analysis, recommendations?			_____
			_____

#### STEP 2 Focus on most interesting parts of report

Please list the top three most interesting parts of your research

1. \_\_\_\_\_  
\_\_\_\_\_
2. \_\_\_\_\_  
\_\_\_\_\_
3. \_\_\_\_\_  
\_\_\_\_\_

### STEP 3 Abstract title

Write down your abstract title

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	Yes	No	Comments
Does your title sound interesting?			_____
Does it relate to the abstract content?			_____
Is the title too long?			_____

### STEP 4 Introduction

	Yes	No	Comments
Have you given a brief background?			_____
Is the purpose of the study given?			_____
Does it sound interesting? (e.g. hook)			_____
Does it address conference themes?			_____

### STEP 5 Methods used

	Yes	No	Comments
Have you given the study design?			_____
Have you given the study population?			_____
Have you listed any type of quantitative or qualitative analysis (e.g. statistical tests, content analysis etc)?			_____

### STEP 6 Results

	Yes	No	Comments
Are key results summarised?			_____
Have you included key statistical data?			_____
Have you listed any results from statistical tests?			_____

**STEP 7 Main implications**

	Yes	No
Have you listed key implications?		
Have you listed key recommendations?		

Comments

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**STEP 8 Administration**

	Yes	No
Do you have the correct number of words?		
Have you followed all the conference requirements?		

Comments

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**SUBMIT**