

# The Basics

## about Conference (and Other) Abstracts

If you're a **patient partner**, the concept of a conference abstract might be new. Here we've put together a **basic overview** of what an abstract is, its purpose, and the typical parts **to help you co-create or write and submit an abstract**. This was developed with input from a number of people who are acknowledged below.

**Conferences provide instructions** about the abstract format or there is an online submission form with instructions. A typical abstract format with basic parts (may depend on the conference) is shown below.

**+** **Share your draft abstract with co-authors for their input** and to declare their conflicts - well in advance of the deadline. Provide a copy of the submitted abstract to your co-authors for their files.

**+** The conference organizers might give you an idea of when to expect a decision on your abstract.

**Good luck** with your abstract! We hope you have found this to be helpful and informative!

## What is an Abstract and its Purpose? 01



**01** A brief summary of research or work you have done or will do

before a conference to present at a conference (the work doesn't have to be completed yet!), but the goal is for it to be done by the conference).



**02** Submitted to conference organizers before a conference to 'apply' to present your research at that conference.



**06** A way to share knowledge

The abstract is often part of an 'abstract book' given to conference attendees or in a journal that accompanies the conference.



**03** Typical presentation types you can request:

- **Poster:** Develop a poster of your research and present it; you are given a time to present and answer questions about your poster (in person or virtual conference).
- **Oral:** Present on your own, with a co-author, or as part of a panel about a similar topic; length of time can vary.
- **Workshop:** Host a workshop, often with others.



**05** Anyone can write an abstract

Patient partners often help prepare the abstract or may write and submit one on their own.



**04** The abstract is 'reviewed' by a committee

If accepted, you will be told the presentation type you are invited to give based on your preference when you applied.

## Parts of an Abstract 02

1

• **Title of Your Presentation**

2

• **Authors:** Contributors to the work and their affiliations (often ordered from who contributed the most to the least). Patient partners may or may not have an affiliation – hopefully the submission allows for flexibility. A 'presenting author' is the person who will present the work if accepted.

3

• **Main Body:** Instructions about sections or headings, word count, and anything else required are provided in the call for abstracts. Generally, *the main parts of an abstract include:*

4

• **Goal / Objectives:** Why you did the research and what you hoped to accomplish.

5

• **Background:** Why the goal is important (e.g. an area that patients have indicated is an unmet need).

6

• **Methods / Approaches:** How the work was done. For example, was there a review of the scientific literature or current knowledge? Was a survey done (and if so, how many people responded?)? Were there focus groups? Were patient partners part of the team, and if so, how were they involved?

7

• **Results and Discussion:** Highlights of the findings and why you found them interesting or maybe the findings weren't what you expected and you can share those and your thoughts.

8

• **Conclusion or Summary:** The 'takeaway' or one or two things that you found and want people to remember.

9

• **Potential conflicts of interest:** Any relationships that may be perceived to influence the research and important for transparency (e.g. employment, a consultancy, being provided an honorarium, relationships with for profit companies, etc.).

## Thank you for your input

Brenda Andreas, Mary Brachaniec, Rachel Cooper, Jennifer Daly-Cyr, Trudy Flynn, Erin Gilmer, Kathy Kastner, Delane Linkiewicz, Zal Press, Laurie Proulx, Maureen Smith, Linda Wilhelm, and Andy Wong.