Tips on Writing a Conference Abstract

If you choose to make a written abstract submission for ACPi-2025, below are some tips on how to make a strong impression and get across the key points that will make your work stand out in a competitive field.

Preparing your abstract

Check the guidelines

- Consider whether your abstract would fit best within the 'Scientific', 'Practice and Lived Experience', or Workshop streams.
- Consider which of the conference sub-themes your abstract fits best – see the descriptions of the subthemes on this page: Program | ACP-i 9th Conference (acp-i2025.org)
- Double check the submission instructions for formatting, word count and submission requirements. You can find detailed submission instructions in the submissions portal, accessed via https://www.acp-i2025.org/abstracts.
- Ensure that you have the necessary approvals in place from your local institutions or health governance boards, prior to submitting your abstract. This may be particularly relevant if you are intending to present clinical cases or data that may be identifiable. Research in some community settings or with certain types of health data may entail requirements to seek approval for dissemination of the findings. The Conference Organising Committee cannot be responsible for omissions in seeking approvals by those submitting abstracts.
- If you have any questions please contact: program@ccm.com.au.

Learn from previous conferences

- BMJ Supportive & Palliative Care has published accepted abstracts from previous ACP-i conferences. You can access these for the 2023 (Singapore) conference at no cost from https://spcare.bmj.com/content/13/Suppl_4.

What to include

- The submission portal does not require you to structure your abstract with sub-headings (e.g. Aim, Methods, Results etc.) although you may do this if you want to.
- The submission guidance for abstracts varies depending on the stream (Scientific, Practice and Lived Experience, or Workshop). All streams have published **evaluation criteria** (in the submissions portal) which indicate that reviewers will be looking for abstracts with:
    - clearly defined topic/aims;
    - content that links with the abstract topic/aims;
    - significance – a unique contribution made by this piece of work, with implications for policy or practice
    - clear alignment with one or more conference sub-themes
- You should endeavour to include content that directly addresses each of the above points in your written abstract text

Making your abstract stand out

- The reviewers will be assessing many abstracts. Keeping your writing clear and concise, and explicitly addressing how your abstract meets each aspect of the evaluation criteria, makes their job much easier!
- The reviewers will be from different nationalities and disciplinary backgrounds. Make your abstract easier to understand by using plain English and avoiding jargon, medicalised terms or acronyms that may be specific to one health context or country.
- Think carefully about what the unique contribution of your work is to the advance care planning field.
- Explain clearly how your work has implications for policy and/or practice, both within your local setting or more broadly. This is your chance to explain the "so what?" of your work.
- Share your passion and enthusiasm for the work you are doing, and highlight how or why this presentation or session will engage and inspire the audience.

<u>Polishing your abstract</u>

- Start early, and if possible undertake multiple revisions. It can be helpful to leave an initial draft for a period of time and then come back to it and review from a fresh perspective.
- Consider sharing your abstract with a colleague from another discipline, cultural background or country. Can they read it and explain back the contents back to you in a way that links with what you were intending to communicate?
- Seek feedback from mentors and more experienced colleagues.

- If you are new to submitting and presenting at conferences and would like further guidance to prepare your submission, the Organising Committee is offering mentoring support. To find out more please contact: program@ccm.com.au.

Final Thoughts

A conference abstract is more than just a summary of main points. It is your opportunity to demonstrate how your work meets the guidelines and evaluation criteria, and how it will contribute to a thought-provoking and informative program.

On behalf of the ACP-i2025 Conference Organising Committee, we are thoroughly looking forward to receiving your abstract and having you involved in the conference.