

Guidance for People Submitting an Abstract

Writing a Proposal

Consider the ADEC audience—their diversity and commonalities (see the ADEC website for information on the organization if you are not familiar with the membership, purpose and goals, groups within ADEC, etc.).

Proposal abstract: This abstract (300 word limit) will be read by the reviewers, along with the shorter version, as a critical element in determining the acceptance of your proposal for presentation. Continue reading this document for general information on proposal writing, and specific information on your presentation type.

Program abstract: This abstract (100 word limit) will be printed in the conference program, and used by many attendees in making their session selections. It should be a “condensed version” of the longer abstract.

The proposal should explain what you will discuss in your presentation, and why it is important to the ADEC audience, the field of thanatology, (and a broader scope if appropriate). Make sure it is evident how your proposal fits the ADEC Body of Knowledge (and conference theme if applicable).

Avoid writing a proposal for, or presenting, any information you do not understand in depth. You may be asked questions beyond the narrow scope of your presentation.

Keep your focus narrow—you have only 300 words for writing the proposal, and only a limited amount of time for presenting, if accepted. Note the amount of time allotted for a presentation of the type you are submitting, and plan accordingly.

Emphasize what makes your material, research, practice, etc. unique; define any words or acronyms that might be unfamiliar to the reviewer.

Use concrete and specific language that is clear and concise; the “guts” of your presentation should be obvious to the reviewer (reviewers look at many submissions—if yours is not easily understandable, it will probably receive a low score).

In your proposal, be sure to cover the key elements listed for the Presentation Type you have chosen (see attached “Elements of Presentation Types”).

Carefully consider the best level for your presentation material. Proposals of all levels are needed.

Be sure to list three learning objectives for your presentation. These should be one sentence each. Words which indicate an objective can be found by looking up “Bloom’s Taxonomy” on the internet. There are many sites which discuss the levels within the cognitive domain, and verbs to use in writing the objectives. One such site is:

<http://classweb.gmu.edu/ndabbagh/Resources/Resources2/bloomstax.htm>

Three to five references are required, with three needing to be within the past 5 years (2005 and more recent), and only one may be an internet source.

Title: Keep your title length within the given limit of 60 characters. The title should be interesting and convey the presentation content, as some conference attendees select sessions based only on the presentation title. Lack of congruence between your title and the proposal material may affect the rating of your proposal by reviewers.

Submitting a Proposal

Carefully read all submission instructions and adhere to these. Do not assume an exception will be made for your presentation.

Meet the submission deadline. Late submissions will NOT be accepted.