

## Effective Conference Preparation and Participation

### **Aim:**

This workshop aims to provide guidance on effective writing for and participation in conferences.

### **Content:**

Presenting at conferences is an important part of entering the academic community, and graduate students are usually encouraged to present their research work at conferences. This workshop will discuss how to find appropriate conferences, give advice on how to come up with presentation ideas and topics, explore principles in writing conference abstracts and giving great presentations, provide tips on preparing for and handling questions, and share ideas about socializing at academic conferences and making the most of the conference experiences to build students' academic career. Participants will share experiences and discuss good practices for successful conference participation, write a conference abstract, and receive peer and teacher feedback.

### **Organization:**

This is a 3-hour workshop, involving sharing and discussion in small groups and with the whole class.

### **Enrollment:**

Each workshop is limited to a maximum of 20 students. This workshop is open to all research postgraduate students. Students will find it helpful to take this workshop with **Effective Academic Speaking Skills**. Students will find this workshop particularly useful when they consider submitting an abstract for a conference or prepare to attend a conference.

### **Tasks:**

Students will write an abstract for a conference. Formative feedback will be given by the workshop facilitator. There is no formal assessment.

### **Outcomes:**

By the end of the workshop, participants will be able to approach their academic conferences confidently and effectively. More specifically, they will be aware of good practices and effective skills on conference abstract writing and conference preparation and participation.