

# The Race, Whiteness and Indigeneity International Conference

## Check-list for Preparing your Abstract

### 1. Title: 120 character limit

#### A) Does your title succinctly describe the content of your presentation?

Your prospective audience needs to be interested in your paper from the title before they will read the abstract, or choose to attend your session.

### 2. Abstract: 250 word limit

#### A) Does your abstract answer the following questions?

- What (is this paper about)
- Who (it is about or who the players are/were)
- When, where (geographic area of focus, if applicable)
- How (method used)
- Why (the question or inquiry or conclusions are important)

Stating your findings or conclusions explicitly can prove very helpful when evaluating your proposal, and to readers looking to attend.

#### B) Does your abstract begin with your topic/focus/question?

If there is necessary background or contextual information, put it at the end.

#### C) Substance: does the abstract describe the new knowledge, data, evidence, or interpretation that you are presenting to your field and to your colleagues?

#### D) Terms: do you use discipline- or area-specific jargon or terminology?

You may want to avoid, or define, specific terminology.

#### E) Can the scope of your abstract be presented in 20 minutes?

It is not possible to present the ideas encompassed with an entire book manuscript or dissertation project in 20 minutes. If you are working on a large project, identify some chunk of it for a paper presentation. It takes two minutes to read a double-spaced page: twenty minute paper = ten pages.

#### F) Is the scope of your presentation appropriate to the venue?

#### G) To sum up: Is your abstract scholarly, focused, substantive and descriptive?

### 3. Presenting Papers

Take this opportunity to think through the ways you and colleagues can shape a broader conversation in your field, set the context for your own contribution, and build professional relationships.

### 4. Presenting Round Tables

Each presenter takes 15 minutes to present, with some time for questions at the conclusion of the panel. A Roundtable brings together a group interested in some defined topic of discussion, and opens that discussion up to include the audience.