

Abstract Submission Guidelines

An abstract is a summary of the work you have completed, or are currently exploring. It begins with the background to your study, outlining what is already known and feeding into the question you are asking. The abstract identifies the methods you have used and it finishes with a statement about the significance of any findings.

A clear summary is very important - many conference participants choose which posters/presentations/workshops to attend on the information contained in the abstract. A well-written summary can therefore help you draw an appropriate audience to your session. Please remember that FACE conference delegates come from a wide range of backgrounds and subject areas – it is therefore important keep jargon and acronyms to a bare minimum!

Contributors to the 2018 conference are invited to submit abstracts using the following form.

Please provide details for:

- Title of contribution
- Conference theme (s) of most relevance
- Name(s) and institutional affiliation(s) of presenters/authors

This information is to be accompanied by a summary **of no more than 400 words**, outlining:

- The area of interest for access and continuing education
- Statement or hypothesis outlining the purpose or question of study
- A very brief description about what is already known about your topic – including relevant policies or strategies
- Your preferred theories or methodologies
- Any finding or conclusions that may have already been reached

You are also asked to indicate the preferred format for your contribution:

- **A presentation** usually lasts for approximately 20 minutes, followed by 10 minutes of questions.
- **A seminar** usually involves a brief 5 or 10 minute introduction followed by a 20- 25 minute discussion that is usually supported by a paper or a handout.
- **A workshop** refers to practical activity facilitated by the contributor and is usually allocated more time (usually around 45 minutes).
- **A poster session** refers to a visual display accompanied by a variety of materials, with the contributor being available for consultation at advertised times within the conference.

Contributors are asked to provide a list of keywords (usually no more than half a dozen) that will guide readers and help the editing team to categorise abstracts.

Please submit your abstract to:

Email: face2018@worc.ac.uk

By post: Sophie Sheppard, Vice Chancellor's office, University of Worcester, Henwick Grove, WR2 6AJ

Conference website: <https://www.worcester.ac.uk/discover/face.html>