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 **Sample Abstract**

 (List of items to include in your abstract)

Abstracts for oral presentations (25 minutes), posters (display and explain) and workshops (1 hours) can now be submitted via email with the deadline

1. **Abstract Title** (Sentence Case; Bold; Calibri 14)
2. **All Authors** (Name, Credentials–e.g. P.E., Ph.D., Company)
3. **Presenters** (Name, Credentials, Company)
4. **Short Description of what will be discussed during the presentation** (about 250 - 500 words)
5. **What will the audience take away from your presentation?** (Try to list 3-5 specific items)
* Explain how the audience will be able to use what they learn?
* How will this help the audience in their job? Is this research that other faculty could use to expand their research or teaching? Does this provide a practical solution to a problem that could simplify or make a designer’s job more efficient? Will it improve the accuracy of a design, or provide new information to assist in a design problem? List all other benefits.
1. **Is this abstract connected to an organized session? If yes, please provide full session title.**

**7. Biography of presenting author** (about 100 words)

**Presentation Types**

Authors must indicate if they wish for their paper to be accepted as an ‘Oral Presentation’, a ‘Poster’, or ‘Workshop’. Please note, it is at the Committee’s discretion which abstracts are accepted and in what session.

**Author Details:**

**Title** : (Professor, Associate Professor, Dr, Ms, Mr, Mrs):

**First Name :**

**University / Organisation :**

**Category :** (Oral/Poster Presentation)

**Country :**

**Contact Number :**

**Email :**

 **Note:** Describe any additional technology requirements in addition to laptop and data projector (e.g., DVD player required with sound)

**Please note:**

* Please email completed abstracts templates to conference respective email id.
* Multiple abstract submissions per person will be accepted.
* All abstracts will be submitted with the understanding that ethical guidelines for research have been adhered to.
* All abstracts are required to include a plain English summary
* All abstracts will be reviewed by the Conference Program Committee who reserve the right to reject any abstract it considers does not meet the conference criteria. Due to time restrictions in the conference program, it may not be possible for all proposals for oral presentations to be included in the program. Some author/s of abstracts not included for oral presentations will be offered the opportunity to present their work in poster format.
* Due to time restrictions in the conference program, the Conference Program Committee may be required to adjust the length of oral presentations. If this is required all presenters will be notified as soon as possible.
* By submitting your abstract online, authors consent to their abstract being reviewed and published in conference material where appropriate.
* The committee reserves the right to edit an abstract for the conference program to meet formatting, space requirements and readability.