How to Get Your Conference Proposal Accepted

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• Read conference title & blurb
• Review website
• Focus on required guidelines:
  a) Title (10 words)
  b) Interest section
  c) Type of session
  d) Equipment
  e) Summary for program book (50 words)
  f) Abstract (250 words)
  g) bio (30 words)
How to get your session accepted?

- Be different
- Be specific
- Make sure you know the subject well
- Great Abstract
- Clear Summary
- Catchy, attractive title
- Follow instructions
Parts of a proposal

a) Introduction to topic
b) Problem/Need/Research Gap
c) Thesis
d) Your contribution & significance to your audience
Audience

- People who decide the fate of your proposal
- People who will attend your session
- People who host the conference
Suggested steps

Outline your idea

Add verbs

Create a short description

Ask questions
Your thesis

- New knowledge
- Technically sound knowledge to contextualize your idea
- Be very specific with BUZZWORDS
- Avoid too many details but also not too little
- State your point do not argue for it or attempt to prove it
- Do not cite others, but acknowledge & show awareness of current terms or trends
- Clarity is key
- Being specific is also key
- Accuracy is vital
Title must match summary

Title & summary must match thread

Title & summary must match abstract
Reject

Grammar

Giving wrong impression

Repeated, old ideas
Remember

- Competition is fierce
- Is your proposal a valuable contribution to the conference?
- Engage the reader’s attention; make it compelling
- Have someone read your proposal & provide constructive criticism
- Edit heavily!
Even if your proposal is not accepted, the process of proposal writing is a valuable exercise and trains you professionally.

It is part of your professional development.