

Abstract Format Guidelines

Abstract Format No. 1 – For Oral Paper Presentation

Font Size and Type:

- Use Arial font 9.5 points
- References in Arial 8.5 points (Vancouver style)

Maximum Length:

- One A4-page (approximately 3,200 characters or 500 words)

Structure:

1. **TITLE OF ABSTRACT** (Not to exceed 15 words)
2. **AUTHORS' NAMES** (initials and family name of each author, e.g., G. Brown, J. Green, P. Black)
3. **PURPOSE** (Statement of the purpose/hypotheses of the presentation)
4. **METHOD** (Summary of the methodology/approach)
5. **RESULTS AND DISCUSSION** (Summary of findings and conclusions. Please make them explicit. Vague statements such as “findings will be presented and discussed” should be avoided)
6. **KEYWORDS** (Up to five may be included)
7. **MAIN AFFILIATION AND COUNTRY OF FIRST AUTHOR** (e.g., e.g., Futureproof Health and Wellbeing, Metropolia University of Applied Sciences, Finland)

In the bottom right corner of the abstract, a table or picture may be placed. Please include title of table/figure. Place caption directly above in the case of a table and directly below in the case of a figure. Use Arial 8.5, Italic. Photos should have a resolution of 300+ dpi.

Sample Abstracts

Presentation Guidelines

Most Oral Sessions are 90 minutes and include five presenters. Please plan for 12–15 minutes of oral presentation followed by 3–5 minutes of Q&A.

Some Oral Sessions are 60 minutes with four or five presenters. In these shorter sessions, each presenter will have 10–12 minutes total, including both the presentation and Q&A.

There are no formal format requirements for presentations—you are welcome to use PowerPoint (.ppt) or PDF files.

Questions?

If you have any questions about the abstract submission process, please contact us at futureproof@metropolia.fi