

Abstract Format No. 2 – For Symposia

Conference symposia are aimed at highlighting the best research or practice in a particular field of study. A symposium will last 90 minutes and include three to four speakers and perhaps a discussant who will draw out key themes and ideas from the presentations. There is a particular emphasis on international and multidisciplinary perspectives. Convenors should collect individual abstracts and submit them together as one file.

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. **CONVENER'S NAME** (Initials and family name, e.g., M.T. Gray)
2. **TITLE OF SYMPOSIUM** (Not to exceed 15 words)
3. **NAME OF EACH PRESENTER** (First initial and family name)
4. **COUNTRY OF EACH PRESENTER** (in brackets after name)
5. **ISSUE** (Statement of the issues to be addressed)
6. **CONTENT** (Summary of the presentations to be given)
7. **CONCLUSIONS/ANTICIPATED OUTCOMES** (Statement of the conclusions, expected outcome or “product” of the session)
8. **KEYWORDS** (Up to five keywords may be included)
9. **ADDRESS** (Main affiliation and country of convener, e.g., e.g., Futureproof Health and Wellbeing, Metropolia University of Applied Sciences, Finland)
10. **E-MAIL ADDRESS OF CONVENER**

In the bottom right corner of the abstract, a table or picture may be placed. Please include title of the 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.

Questions?

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

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?

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