

Abstract Format No. 3 – For Workshop

The workshop should focus on, for example developing new ideas, building consortia, or laying the groundwork for proposals.

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)
 - Co-defining a project concept, work package division, and consortium).

Structure:

1. **FACILITATOR'S NAME** (Initials and family name, e.g., M.T. Gray)
2. **TITLE OF WORKSHOP** (Not to exceed 15 words)
3. **EXPECTED PARTICIPANTS** (e.g. identifying the necessary transdisciplinary and multi-professional partners (research + businesses + public sector+ citizen)
4. **ISSUE** (Statement of the issues to be addressed)
5. **CONTENT** (Summary of the presentations to be given as an input)
6. **RESULTS/ANTICIPATED OUTCOMES** (Statement of the results of co-creation and expected outcome of the session, e.g. interests and strengths of consortium partners, next steps that meet the requirements of various funding sources (e.g., EU programs, Business Finland, Horizon Europe)
7. **KEYWORDS** (Up to five keywords may be included)
8. **ADDRESS** (Main affiliation and country of facilitator, e.g., Futureproof Health and Wellbeing, Metropolia University of Applied Sciences, Finland)
9. **E-MAIL ADDRESS OF FACILITATOR**

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.

Abstract Template

Presentation Guidelines

Workshops are 90 minutes. Please plan for **10 minutes for input and 10 minutes for instructions and setting modifications**, 60 minutes for co-creation and summary and 10 minutes for reflection, next step ideas and feedback.

Some Oral Sessions are **60 minutes**. In these shorter sessions, co-creation will have 30 **minutes total**.

You are welcome to use e.g. **PowerPoint (.ppt)** or **PDF** files.

Questions?

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