

Preparing an Abstract for CPA Submission

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The following are guidelines and tips for preparing an abstract for submission to the CPA Annual Meeting. Note that these are only guidelines! Not every abstract will include all components or follow this structure. Another tip – make sure to check the word limit for abstracts and stay within this limit!

Submitting an abstract for CPA and then presenting at the annual conference is a great experience for trainees of all levels. We hope you find the following information helpful in navigating the abstract submission and conference presentation process!

Abstracts should:

- Begin with a topic sentence to introduce the problem or hypothesis you are investigating.
 - Include 1-2 sentences that typically discuss previous research in this area and justify your study or investigation.
 - State the purpose of your study and what you expected to find.
 - Include 1-2 sentences outlining your methodology (e.g., sample, procedure, questionnaires administered)
 - Include 2-3 sentences outlining your results. Provide the findings that help answer the question you posed previously in the abstract.
 - Include 1-2 sentences on the conclusions of your study and the implication of your findings. If space is limited, you can instead make reference to the fact that implications and future directions will be discussed.
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How to Conduct a Poster Presentation

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The following are guidelines for what to do and expect when conducting a poster presentation at CPA.

- Make sure you attend to your poster. Do not leave during the session.
- Give people time to read your poster. However, people will often ask you to summarize your poster for them.
- Having handouts of your poster is a good idea! Include your contact information on the handout.
- Make sure your poster is up at the designated time. Often conferences will have designated times during which posters are to be mounted.
- Double-check the location and number of your poster and put it in the right spot!
- Check the conference guidelines about how to attach your poster. Make sure you bring materials (e.g. thumbtacks) if the conference is not providing such materials.