



OHUG 2019 Global Conference

ABSTRACT SUBMISSION CHECKLIST AND TIPS

TIPS FOR A CLEAR AND INTRIGUING ABSTRACT

- ❓ **Limit your abstract to less than 150 words.**

- ❓ **Write your abstract in third person.**
 - Example: “**Presenters** will cover XYZ and ABC...” instead of “**We** will discuss...”
 - Refer to “attendees” instead of “you” within the description (e.g. In this session, **attendees** will learn to...”)

- **Choose a title that summarizes the main idea of your presentation simply and with style – and be sure to capitalize your title properly.**
 - Example: This is a Properly Formatted Abstract Title

- ❓ **If you are using acronyms, please use them in the title and then spell them out only on the first usage in your abstract**
 - Example: Title – *Exploring OBI & Taleo*
Abstract – *Learn about Oracle’s plans to enhance Taleo Reporting by adopting Oracle Business Intelligence (OBI) technology...*

- **Write your abstract with the typical attendee in mind – make sure your writing style is compelling, but not too sales-y, and informed, yet not too academic.**

- ❓ **Be sure to proofread your abstract and do your best to ensure it meets AP style guidelines.**
 - Example: Please visit <http://owl.english.purdue.edu/owl/resource/735/02/> to review AP style guidelines.

- ❓ **Complete the submission checklist on the next page to fully prepare your abstract and all materials before submitting.**

Please direct all submission questions to education@ohug.org.

SUBMISSION CHECKLIST

| | |
|--------------------------|--|
| <input type="checkbox"/> | <p>I know which <u>Track and Product Line</u> my submission best fits.</p> <ul style="list-style-type: none"> ○ <i>Compensation & Benefits</i> ○ <i>Core HR</i> ○ <i>Learning Management</i> ○ <i>Payroll, Time & Labor</i> ○ <i>Performance and Talent Management</i> ○ <i>Professional Development</i> ○ <i>Talent Acquisition & Onboarding/Offboarding</i> ○ <i>Technical and Integrations</i> ○ <i>Workforce Analytics</i> |
| <input type="checkbox"/> | <p>I have developed a <u>session title</u> that is 75 characters or less and includes ideas from the abstract submission tips above.</p> <p><i>To allow for full titles to show on a mobile device, OHUG has limited the session title to 75 characters.</i></p> |
| <input type="checkbox"/> | <p>I have developed a <u>session description</u> using the abstract submission tips above.</p> |
| <input type="checkbox"/> | <p>I know who the <u>primary speaker and co-speakers</u> (if applicable) will be and I have collected their email, company, title and professional biography.</p> <p><i>Click the edit button next to each role to submit speaker information. Speaker email and professional biography are required for each role.</i></p> |
| <input type="checkbox"/> | <p>I know the <u>affiliation</u> of each speaker.</p> <p><i>Speaker types include customer presenter, vendor presenter, and Oracle presenter.</i></p> |
| <input type="checkbox"/> | <p>I know the <u>target audience</u> of my session.</p> <p><i>Target audience choices are technical, functional, or technical and functional.</i></p> |
| <input type="checkbox"/> | <p>I have composed a short paragraph of the <u>experiences/accomplishments</u> of each speaker. <i>The professional experiences and accomplishments of the session presenters give reviewers an idea of their knowledge base and history. These may include previous speaking engagements, years in the industry, awards, etc.</i></p> |
| <input type="checkbox"/> | <p>I decided upon the <u>content level</u> of my presentation.</p> <p><i>Sessions can be marked as Introductory, Mid-Level or In-Depth based on the level of content you are submitting.</i></p> |
| <input type="checkbox"/> | <p>I know if this <u>session has been presented previously</u>. <i>If the session has been presented, I know where it was presented and whether it was previously presented at an OHUG event.</i></p> |

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