

Writing an Abstract for the XVIII International AIDS Conference

Vienna, July 18 –13, 2010

An abstract

An abstract is a short document with complete information of a study/project/work and key(s) message for the future. The abstract presents the objective, methods, results, and conclusions of a project.

An abstract summarises your key contributions and if your abstract is accepted, it becomes the advertisement for your session at the conference. An abstract can increase your chances of receiving a scholarship – if you chose to apply for one.

Purpose of an abstract

The objective of an abstract is to give the reviewing committee an idea of your work, using only 300 words. Your abstract should accurately describe the project, outline current work and identify future work related to the project or programme.

Abstract outlines

More often than not YWCAs will use the issue-based abstract format which are for community based activities either working in the area of HIV prevention, care and social services, human rights programmes and /or policy development.

Abstract format

You must divide the abstract in 4 sections:

1. **The Issue.** This includes a background statement: This will mention why you do this work and what the specific issues that motivate you are. In this section you should provide information on what is the context like that you are working in
2. **Description.** Who did what, with how many, where did it happen? How did the work take place? How you solved or try to solve the problem? A brief description of the project, experience, service, and/or advocacy
3. **Lessons learned.** What did you learn? What did you do well and why? What went wrong and how have you changed your approach because of it?
4. **Next Steps.** What impact or implications does this have for your work? Could other communities benefit from this?

(ALL OF THIS MUST ADD TO 300 WORDS)

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(Source: Coalition on Children Affected By AIDS [CCABA guide](#) From Concept to Critical Discussion, January 2009)

1. Writing the abstract
 - Think about who is your audience?
 - Find the [track](#) that matches your work best
 - Choose a specific category in your track that best describes your work. You must also indicate if your abstract is related to one of 5 cross-cutting themes
 - Chose a descriptive and catchy title: the title must clearly represent the whole story of the abstract and must motivate the readers to continue reading.
2. Before writing your conference abstract think about the following
 - What is my idea and is it good enough?

- How valuable will this topic be to this conference?
- Does it link to the theme of the conference? (Still to be confirmed)
- Is the abstract well written and is it of a high standard?
- Is a new idea or new project being presented?

Other tips

- Find a good writer, someone who can help you to translate your ideas to the page
- Find a good editor who should look at your abstract in terms of clarity, style and good grammar
- Always think about your target audience
- Make sure you say who, what, when, where, and how
- Be brief, summarise and only say the essential
- Writing your main points in bullet form can help you limit what you are saying. Later, join the bullets using linking words, clauses or sentences
- Have always in mind the 4 'C' for abstract contents: **Clear**: readable and well organized, not full with highly technical terms, jargons. **Complete**: with the major/essential parts of the project activities. **Concise**: no excess wordiness and no unnecessary information. **Cohesive**: with clear logical flow between the parts.

Do not forget

- Visit the XVIII International AIDS Conference Website [IAC Website](#)
- Abstracts can only be **submitted online**. To apply for an abstract you must first create a [Conference profile](#) on the Conference website. Online abstract submission will open on **1 November 2009** and close on **10 February 2010**.
- All abstracts must be **submitted in English**
- The abstract text should not exceed **300 words**; tables and graphs may be included
- Abstracts must not have been published or submitted for presentation to any other national or international meeting.

Your abstract, if accepted, will appear in its full form in the abstract book and on the abstract CD-ROM. In addition, all delegates will receive a final programme, which will contain the conference programme and a list of all oral and poster abstract presentations.

Accepted abstract submitters receive more points towards receiving a scholarship.

Use guides on how to prepare an abstract

[Coalition on Children Affected by AIDS](#) has published a toolkit for people who wish to submit an abstract.

The toolkit is designed to assist participants to:

- Develop a presentation that goes beyond the description of your work or research
- Write an abstract that is clear, concise and interesting enough to be accepted by the conference and persuade people to come to your presentation
- Prepare for and deliver a presentation or poster that will be informative and also stimulate discussion.

Download the guide in

[English version](#)

[Français](#)

[Español](#)

[Portugués](#)

[Russian](#)

The [Ecumenical Advocacy Alliance](#) (EAA) has developed a simple guide for faith-based organisations on how to prepare an abstract and develop an abstract:

[English](#)

[Français](#)

[Español](#)

An example of a successful abstract submitted by the World YWCA

Developing new leadership amongst young women that effectively responds to HIV

Issues

While young women are biologically and socially more vulnerable to HIV infection and constitute a high percentage of new infections globally, they are often absent from the development of policies and programmes that directly affect them.

Young women often do not have the capacity and resources for meaningful participation in policy and programme development. Universal action addressing HIV requires strong leaders from all communities affected by HIV, including young women, with the capacity to inform policy.

Description

The publication, 'If I kept it to myself' profiles 26 young women who have displayed exceptional leadership in HIV. Identified through a nominations process, young women came from 6 different regions, interviewed over 6-months and stories were then clustered according to themes. Themes were followed by capacity building toolboxes probing how young women can effect change in communities.

Lessons learned

Profiles identified their inspiration to participate in HIV policy and program development. Ten key strategies were identified to build leadership capacity amongst young women, including:

- Creating a supportive environment that offers mentorship and capacity building, allowing young women to act on their vision.*
- Developing a clear understanding of international processes and documents. Without this participation is tokenistic and does not offer meaningful contribution to programmes and policies.*
- Financial investment in young women's community leadership and capacity building programs.*
- Passing on the baton of leadership. It is crucial that young leaders become mentors and pass on skills acquired to other young and community women.*

Next steps

World YWCA has programs and affiliates in 125 countries. We will create a fact sheet and encourage national associations to engage these findings and further develop the leadership capacity of young women. A presentation has been developed as part of the book promotion strategy that discusses the skills building toolboxes and promotes the ten key leadership strategies.

(Words 300)