

PCIC Middle East Writing an Abstract



1 Introduction

The purpose of this document is to give authors some guidelines concerning the writing of an abstract for a PCIC Middle East Technical conference. Every year the PCIC Middle East Committee receives many more abstracts of proposed papers than there are paper presentation slots in the conference program. The selection of the papers for the next conference is based on the contents of the abstracts that were submitted. It is therefore very important that your abstract be well written in order to have the best chance of having it selected for the conference. These guidelines are intended to help authors to prepare their abstracts.

In order to help authors present their abstracts, the PCIC Middle East Committee has prepared an abstract submittal form that is to be used. Fields for all essential information are provided.

2 What is to be Submitted

When submitting the abstract of a proposed paper, it is necessary to have a title, the abstract itself, and the list of authors.

2.1 Topic

The general topic of the abstract should be given, such as Safety, Engineering Practices etc. The topics of interest for the PCIC Middle East conferences can be found on the conference website www.pcic-middle-east.com. If a suitable topic is not listed there, please indicate what topic you think is appropriate for your paper.

2.2 Title

The title should be short and to the point. The focus of the technical content of the paper should be clear when reading the title. Only one title is to be given, not a title together with a subtitle. For example *Increased Production Using Advanced Control Algorithms*.

2.3 Abstract

The abstract must be limited to 200 words or less. The essence of the proposed paper must be apparent when reading the abstract. The selection of the abstract will be based on its contents and it is important that the Committee members who select the abstracts understand why this abstract is of particular importance to conference attendees. In addition to a brief description of the contents of the proposed paper, information as to why this proposed paper is important should be included. It is important not to exceed 200 words for several reasons:

- It is easier to get a strong message across when the text is short. The important information is highlighted when the text is short. The message in an abstract that is too long gets hidden in the text. It is like a chance meeting with your CEO in an elevator. What are the 2 sentences you should say to him during the short time you are together that will get your point across?
- From a practical viewpoint, when the Committee selects the abstracts, each is projected, read and then voted on. All information must fit into half of an A4 page so that it can be visualized without scrolling.
- A concise abstract that is to the point gives the Committee members a better impression of the author than an abstract that includes too many details. The details will be in the paper and do not belong in the abstract.

2.4 Key Learning Outcomes

These 3 fields allow authors to explain to the committee why they think that their paper will interest attendees.

2.5 Authors' Information

The name of each author, his or her company affiliation including the country where the company is located, and email address should be included. Having authors from different companies, especially and end user is better than just having authors from the same company, especially in the case of a manufacturer.

3 Further Information

If additional information is required, please contact the PCIC Middle East webmaster.