



برعاية السيد عميد كلية الهندسة ا.د غسان حميد عبد المجيد المحترم
وبالتعاون مع وحدة التأهيل والتوظيف ووحدة التعليم المستمر في كلية الهندسة يقيم قسم الهندسة
الميكانيكية ورشة بعنوان:

“Preparing Conference Papers”

يلقيها:

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تقام الورشة يوم الاحد المصادف ١٩\٠٤\٢٠٢٦
في تمام الساعة العاشرة صباحا
في كلية الهندسة – قسم الميكانيك - قاعة د احسان يحيى

A woman in a dark suit stands at the front of a conference room, addressing a group of people seated in a circle. She has her hands clasped and is smiling. The room is bright and minimalist, with a whiteboard visible in the background. The audience members are seen from behind, seated in white chairs with metal legs. A semi-transparent dark grey banner is overlaid across the middle of the image, containing the text 'Preparing Conference Papers' in white.

Preparing Conference Papers



Workshop

Aims and objectives

- To provide background to identifying why, when and where you should attend conferences
- To outline the typical steps in conference paper publication
- To provide advice on preparing abstracts and full papers
- To provide advice on making the most of conferences



Presentation Content

- Background
- Process
- Writing the abstract
- Writing the full paper
- Attending a conference
- Summary

A woman in a dark suit stands at the front of a meeting room, smiling and presenting to a group of four people seated in a circle. The room is bright and minimalist, with a whiteboard visible in the background. The word "Background" is overlaid in white text on a semi-transparent grey bar across the center of the image.

Background



Why?

- **Feedback:** Exposes your work to critical review (both before and during the conference). This gives you guidance as to how well you are doing.
- **Practice:** Both in terms of presentation and defending your work.
- **Network:** You get to meet leading (and emerging) people in your area and establish yourself as working in a particular area.
- **New research:** You get to see what research others are doing.
- **Route to publication:** conference proceedings (e.g. IEEE) and often special issues of journals (check the details)....



When?

- You should aim for a conference paper in year 2 and one in year 3 (if funds permit).
- It all depends on how well your research goes....
- The year 2 paper will contain more literature review than new work.
- The year 3 paper will have most of your contribution in it.



Where?

- Make sure it's the right conference for your work. Look at:
 - previous incarnations of the conference;
 - organising committee members;
 - announced speakers;
 - involvement of professional organisations
- National or International? Costs are a factor...
- Large (thousand+ delegates; multiple parallel sessions) or small (~250+ delegates; 2-3 parallel sessions)?
- Look at calls for papers (look for conferences 12 months ahead).
- Your supervisors will be able to give good advice.

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Process

Steps to paper publication

- Call for papers:
 - Will specify type of papers considered
 - Full papers, reviews, extended abstracts.....
 - Oral or poster presentation?
 - Deadlines for submission
- Submission process:
 - Abstract submission
 - Review of abstracts
 - Invitation to submit full paper
 - Full paper submission
 - Review of full paper
 - Final paper submission
 - Presentation of paper at conference





Criteria for Selection

- Your abstract should demonstrate clearly that your paper will:
 - Contribute something new in the area identified as the technical focus, or will present other information of immediate interest
 - Present information that is technically sound
 - Will not be commercial in nature and will not promote specific companies, products or services, although can be work done in collaboration with a company

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Writing the abstract

Elements of a Good Paper Abstract

Appropriate title

- A good title is short and informative (tells the reader what the paper is about).
- Use familiar terms and keywords so that someone doing a keyword title search for papers on the topic can find the paper.
- Avoid words that are based on a value judgment such as “new” or “improved” unless the material to be presented truly is new or an improvement over existing techniques



Elements of a Good Paper Abstract

Abstract/problem statement

- In writing a paper, you are assumed to be proposing a solution to a problem or to be presenting new technical knowledge.
- Your abstract should state succinctly the problem you intend to address.
- Your problem statement should convince the Program Committee members that there is indeed an important problem that merits solution or further investigation.



Elements of a Good Paper

Abstract - Structure

- Typically, 200-300 words
- Structure could be:
 - Introduction / problem definition (1-2 sentences)
 - State the objectives of your work clearly(1 sentences)
 - Research Methods (how/what) (3-4 sentences)
 - Results (3-4 sentences)
 - Conclusion (1 sentence)
- Outline the scope or limitations of your work
- Point out the extent of coverage, aspects that are not yet well understood, and points that require further study
- A candid acknowledgment of the limitations of your work adds credibility to your paper proposal
- Because of limited space, paper abstracts should avoid a literature review or other extensive background information.
- Highlighting how your results differ from or complement previous results on the subject is appropriate





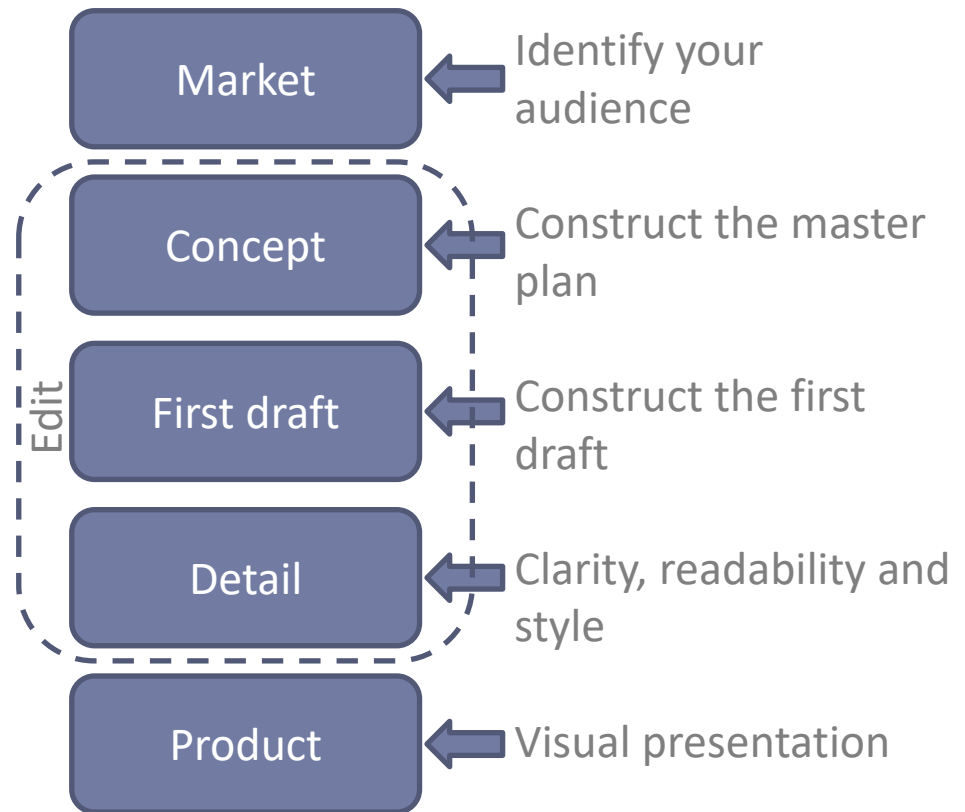
Writing the full paper



The Full Paper

Design

- Well written papers are remembered and cited, poorly written papers are not.
- To write well you need a good design.





The Full Paper

- **The Market.**

- What is the purpose of the document?
- Who will read it?
- Use this to help you decide the length, the level of detail, the style.

- **The Concept.**

- Good writing starts with a plan.
- There are different ways of developing plans.
- A concept-sheet is a good way to do it.



The Full Paper

- The first job is to structure your thinking.
- Take a sheet of paper
- Devise a tentative title and write it at the top.
- Jot down section headings, each in its own box.
- Add anything you think belongs in that section - paragraph headings, figures, ideas..



The Full Paper

- **The First Draft.**

- Get the facts down;
- Make drafts of each section;
- Develop the calculations;
- Sketch the figures;
- Assemble references.

- **Detail.**

- Clarity, balance, readability, style.

- **The End-Product.**

- Appearance is important:
- Good layout, clear headings, well-designed figs (check call to see if colour is ok).



The Full Paper

Applications

- Give the possible practical applications of the results of your study .
- Indicate how the results of your work can be applied to designing, manufacturing, monitoring existing or potential products?

Innovations or Technical Contributions

- State what is new in your study and its importance to the field
- Do not be too modest to highlight the innovation or technical contribution of your work.

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Attending a conference

Attending conferences

- You will need to get permission to travel
- Book flights and hotels in plenty of time (generally cheaper)
- Do you need a visa?
- Dietary requirements – warn them
- Can you link with visits to local Universities etc....





Attending conferences

Funding

- **Student budget**
- **Institute of Engineering and Technology**
- <http://conferences.theiet.org/achievement/travel/index.cfm>
- 12 awards of £500
- **Institute of Mechanical Engineers Overseas Conference Grant**
- <http://www.imeche.org/about-us/scholarships-and-awards/professional-and-industry-grants/travel-and-conference-grants/overseas-conference-grants>
- Max £1000
- **Welsh Livery Guild**
- <http://www.welshliveryguild.org/page85.html>
- Max £1000 – ‘commitment to Wales’
- **Your funder?**



Attending conferences

Presenting

- Prepare PowerPoint presentation.
- Time how long your presentation takes and practice it at least 5 times (ideally to an audience i.e. research group, PGR conference etc.).
- Take your presentation on a memory stick and CD (always have a back up) (laptop?).
- Turn up early for your presentation, load it up and test it.
- Nerves: Practice helps, also tell audience you're a student.
- Questions: Be positive; accept suggestions; speak to the questioner afterwards; NEVER EVER 'Fake it' or guess – say 'That's an interesting point perhaps we can discuss it further in the break.....'.

Getting the most from other presentations

- Plan which presentations to attend.
- Do not just attend the presentations of direct relevance.
- Pick out some papers or discussion sessions which:
 - Give overviews of how the technology is developing in response to the market needs.
 - Include techniques of analysis and measurement that could apply to your work even though the technology of the paper is different.
 - Cover topics of interest to your colleagues back home so that you can let them know about the work.
- Include presentations that seem interesting - they may spark off ideas.
- Ask a few well-chosen questions.
- Don't overdo this as the new person but it will help to get you known.






Making contact with others

- An important feature of any conference.
- Some of the ways of doing this are:
 - Tell people that you enjoyed their paper (and have the following questions...).
 - Introduce yourself to them on the grounds that you (or a colleague) are working in similar areas.
 - Don't be too shy to introduce yourself to some of the big names in the subject.
- Use this as an opportunity to establish relationships that could develop into future joint projects or collaborations.
- Exchange contact information
- Think of ways of following up on the contact
 - Inviting them to visit your department
 - Agreeing to send them some information



Summary

- Presenting papers at conferences is beneficial to your work
- You should also think about publishing a journal paper(s) before your viva – this is a good insurance

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Thank you – questions?