

Preparing a Conference Paper: Questions to Ask

Faculty members are a great resource for assistance in writing a conference paper. This faculty questionnaire can help you get specific answers for the standards and procedures in your academic field.

Writing the Proposal

- 1. Where can I find out about conferences in my field?**
- 2. What does the CFP (Call for Papers) require specifically (abstract, completed research, paper submission, etc.)?**
- 3. Do I have to comply with a conference's listed themes, or is there room for similar or related topics?**
- 4. What is the best advice for formulating and submitting an abstract or proposal?**
- 5. Is it a good idea to let the conference committee know of my status (i.e., graduate student, ABD, etc.)?**

Writing the Conference Paper

- 1. What is your best tip for writing the paper itself?**
- 2. How much can the paper/presentation differ from the abstract?**

3. **How should a conference paper differ from a course paper, or a paper written for publication?**

4. **Should I use humor at all, or keep a formal tone? Should I consider myself an “expert” about the topic I’m presenting?**

The Presentation

1. **Should I use visual aids or handouts?**

2. **What is the standard procedure for presenting? Should I read from the paper, or read from notes?**

3. **How do you suggest I practice?**

4. **I’m nervous about public speaking—any advice?**

5. **Should I expect questions? How should I respond if someone challenges my work?**

6. **How should I prepare if I am the facilitator of a conference session?**