

Guidance for AI Use Cases for developing your ANZEA Conference Abstract/s

These are acceptable ways to use AI for developing conference abstracts. AI can help you streamline the process of developing and shaping your conference abstract, by automating key tasks like summarising and refinement. It can act like a very good executive assistance and even review your proposed abstract to ensure it's aligned with conference themes. Well defined prompting is essential to help AI give targeted and useful responses.

Remember, as the human, you will need to do the final check through to ensure your abstract accurately reflects what you plan to share at conference.

- Verify all outputs against your primary data, to ensure the information is accurate and there are no hallucinations common in AI outputs. Ask the AI to **"Cite the specific section of the CFP"** it used to make a recommendation. This will help verify that AI isn't hallucinating requirements (CFP=Call For Proposals).
- Make sure your privacy approach to AI meets data protection rules and legislation, respecting people's information and is in line with your organisation's AI policy.
- When inputting your research/evaluation project content, only use closed AI tools, such as your organisation's licensed version of Copilot. This is to ensure your project details, including individuals involved are not used to train open AI tools, and not breaching privacy.

Ways you could use AI to develop your abstract:

Getting started

Getting your ideas flowing can be a real barrier to preparing an abstract. Some committee members have shared that they use AI to review a voice memo of themselves 'thinking out loud' about projects or topics they have been considering for the conference. The AI can then help turn these unformed thoughts into clearer suggestions for one or more proposals, including how these might align with the conference themes.

Brainstorming

If you've worked on a large or multi-pronged evaluation, you could ask AI to suggest potential topics or presentations, based on the call for proposals. This could generate a range of ideas to help get you started.

Prompt suggestion:

"I have conducted a multi-pronged evaluation on **[project summary or report]**. Based on the conference themes found in this call for proposals: **[paste CFP text]**, suggest 4–5 distinct presentation topics. For each topic, explain why it fits a specific conference theme and what the unique 'hook' for the audience would be."

Optimising Keywords

An AI tool can analyse the conference call information to suggest relevant keywords and themes. This helps to ensure your abstract aligns with reviewer criteria, improving acceptance odds by matching session formats and themes.

Prompt suggestion

"Review my draft abstract below and the provided conference call information. Identify the top 5 keywords or phrases that are most relevant to the reviewers' criteria. If my abstract is missing these, suggest where I can naturally integrate them to improve alignment with the conference themes."

Generating and refining to ensure your abstract is aligned with Conference theme/s

AI can draft a complete abstract from your research report, methods, results, and conclusions. Input key elements of your project, and a reputable AI tool can synthesise them into a concise 200-300 word version that highlights objectives and impact.

Prompt suggestion

"Based on this call for proposals [paste Call for Proposal text], draft a 200-300-word abstract for a session on [your topic]. Match the conference themes of [list themes], adhere to word limits, and highlight interaction and engagement to appeal to reviewers and conference attendees."

Personalising format and theme recommendations

AI can recommend the most suitable session format for your work (e.g., short talk, interactive session, workshop, or poster) and relevant themes for alignment. This ensures that your proposal is well-matched to the conference's structure, especially for those unsure about how their ideas fit within the available options.

Prompt suggestion

"I am considering submitting my work on **[topic]**. Here is a summary of my findings and the intended audience engagement: **[paste summary]**. Given the session formats (Short Talk, Workshop, Poster, Interactive Session) described in the CFP **[paste CFP text]**, which format would best showcase this work? Provide a rationale for your choice based on the complexity of the data and the level of audience participation required."

Suggestion for a prompt to fine tune your abstract:

AI can sometimes sound overly formulaic. After the AI generates a draft, ask it to: "Rewrite this in a professional, academic, yet accessible tone suitable for an evaluation conference."