



**Abstract Template**

**Format:** Microsoft Word (Arial, 11 font)  
**Word Limit:** 250 words (Approximately 1A4 page)  
**Due Date:** **Friday 1 February 2008**

The template below has been provided to assist Abstract submissions. The prompts have been provided as a guide, with additional comments and information encouraged.

	<b>Details</b>
<b>Presentation Title</b>	<ul style="list-style-type: none"><li>• Describes the project, program or service.</li></ul>
<b>Background/Introduction</b>	<ul style="list-style-type: none"><li>• What are the aims and objectives for the project/program/service?</li><li>• Why was the project/program/service developed?</li><li>• Where is it located?</li><li>• Who are the target group/stakeholders?</li><li>• Was there any community participation?</li></ul>
<b>Methods</b>	<ul style="list-style-type: none"><li>• How has the project/program/service been implemented?</li><li>• What has been the timeframe?</li></ul>
<b>Results/Evaluation</b>	<ul style="list-style-type: none"><li>• How have you monitored/evaluated the project/program/service?</li><li>• What changes/benefits have been experienced by the target group from the project/program/service (Short-term and long term)?</li><li>• Has the project/program/service achieved its aims/objectives?</li><li>• Have there been any unexpected outcomes? What were they?</li></ul>
<b>Discussion</b>	<ul style="list-style-type: none"><li>• How will the project/program/service and its benefits continue into the future?</li><li>• Can the project/program/service be replicated with other groups and in other areas?</li><li>• What did you and other stakeholders learn from the project/program/service?</li><li>• What were the main challenges in implementing the project/program/service? How did you meet these challenges or difficulties?</li><li>• Did anything unexpected happen? How did you handle this?</li><li>• What would you do the same/differently if you implement such a project/program/service again?</li><li>• Any advice for others implementing a similar project/program/service?</li></ul>
<b>Conclusion</b>	<ul style="list-style-type: none"><li>• Provide a brief summary of the major findings from the project/program/service.</li></ul>
<b>Acknowledgements</b>	<ul style="list-style-type: none"><li>• What was the project/program/service budget and/or funding source?</li><li>• List any contacts, links or resources that you found particularly useful in carrying out the project/program/service which could be helpful to others.</li></ul>