

Idea to Abstract

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Workshop Outline

Introducing IGNITE

What's an Abstract, Bert?

Structural Engineering

[Potentially] Existential Questions

Audience Participation!

Recap and Q&A



Introducing IGNITE

IGNITE Sub-themes

Find The Spark

IGNITE ideas and innovation by challenging the status quo, leading with creativity, digital transformation, and bold redesign.

Add The Fuel

IGNITE purpose and inclusion, and bring to life what matters most - values, equity, belonging, and a shared purpose.

Tend The Fire

IGNITE people and leadership, by empowering leadership at every level and strengthening collaboration, partnerships, and community.



Introducing IGNITE

Session styles

Lightning Talk (10 mins) - a short presentation on a single idea at its point of inception. This session will be run as an incubator style session with multiple presenters speaking about ideas which they would like support from the room to further develop.

Presentation (45 mins) - a long form session which explores an initiative, idea, concept, or experience. May be interactive or include interactive components.

- Case study
- Game or activity
- Exploratory workshop
- Facilitated discussion/networking

Poster - a visual representation of an initiative, idea, concept, or experience which can be spoken to by the author.



What's an Abstract, Bert?



An Abstract persuades conference organisers that YOUR story is one worth telling at their event, and it “lures” audience members into your session on the day.

An Abstract is your very own movie trailer:

- Outlines your topic in a short, sharp format
- Hints at the ride your audience is in for
- Links your topic to the event theme



Structural Engineering: Building your Abstract

What kind of session best suits your idea?

- **Poster** – no session, visual/informative
- **Lightning Talk** – 10 mins, short 'n' snappy
- **Case Study** – 45 mins, sharing learnings + Q&A
- **Exploratory Workshop** – 45 mins, audience participation + Q&A
- **Facilitated Discussion/Networking** – 45 mins, audience engagement, Q&A
- **Game/Activity** – 45 mins, audience focus + Q&A



Structural Engineering: The Sequel

“How do I get my idea from my brain → the submission form?”

- 400 word limit – think about your movie trailer
- Learning Objectives – what do you want people to “know” by the end?
- Session Keywords – reflect and refine



From 'abstract?' to *Abstract!*

To Do:

- ***Sell*** your story
- Showcase your skills/knowledge!
- No jargon
- Accessibility considered and addressed
- Equity and Inclusion considered and addressed
- Obvious connection between your abstract and ATEM theme
- ***Thoughtfully*** use AI if it's part of your workflow

To Don't:

- ***Tell*** your story
- "In this submission, I will..."
- Rely on AI to write your abstract
- Have "To Don't" in your submission
- Assuming the audience knows your topic the way you do
- Omit inclusivity and accessibility considerations
- "Close enough?" link to theme
- TLAs & Buzzword Bingo



[Potentially Existential] Questions

- You might think your topic is significant, but why should someone else care about it?
- Is there a part of your idea that's less exciting for you, but might blow someone else's mind?
- If your mum were in the audience, what would you want her to be the most impressed or surprised by?



[Less Existential] Questions

- If you were reading an abstract or title about an unfamiliar topic, what would draw YOU in?
- How will your Abstract stand out to the review committee?
- How will you attract delegates on the day?
- Have you tested your idea or abstract out on a friend or stranger?



Bad Abstract Bingo!

How many of these appear in the abstract?

1. Uses the word <i>explore</i> 3+ times	Mentions a topic but not the project	Methods unclear or missing	Results described as “appeared to...”
“This presentation will explore...”	No numbers anywhere	“Highlights the importance of...”	No participants mentioned
No timeframe given	Could swap topic and it still works	Uses phrases like <i>various factors</i>	Background takes half the abstract
Conclusion says nothing new	No clear takeaway for attendees	Uses lots of buzzwords	Findings are opinions



Bad Abstract Bingo!

Example One

AI in the Inbox: Exploring Automation for Shared Mailbox Management

Artificial intelligence is increasingly being used in workplace systems to support administrative processes. This project explored the use of AI tools in a shared mailbox environment, where emails were analysed and different features were used to identify messages and support staff in managing incoming communication. A pilot was conducted in which a system was connected to a mailbox and interacted with other tools to provide notifications and highlight emails. Shared mailboxes are widely used across organisations, and managing large volumes of email can present challenges for teams. Observations suggested that the system appeared to help with organising emails and may have improved how the inbox was managed, with staff noting some benefits in how messages were handled.



How can we improve it?

1. Clear purpose – does the abstract say what the project intended to do?
2. Specific context – do we know where or with who the work took place?
3. Transparent methods – is it clear how the work was performed?
4. Concrete numbers – are there participants, measurable outcomes, costs?
5. Clear results – what actually happened?
6. Practical implications – what will attendees learn from the presentations?

Consider testing these questions out on the abstract on slide 15...



Example One Improved

AI in the Inbox: Exploring Automation for Shared Mailbox Management

Shared mailboxes are widely used by professional services teams to manage enquiries, requests, and operational communications. In teaching support teams, incoming emails can be difficult to triage quickly, requiring staff to repeatedly monitor the inbox and manually forward requests to the appropriate colleague. This project examined whether an AI-assisted workflow could streamline inbox triage and improve response coordination within a teaching support team.

A pilot workflow was developed using Microsoft Copilot within an Outlook shared mailbox used by a teaching support team of six professional staff members. Copilot analysed incoming emails for keywords and request types. When specific keywords were detected, automated workflows were triggered using Microsoft Power Automate. These workflows sent notifications to relevant staff through Microsoft Teams and automatically created tasks in the team's project management system to track follow-up actions. The pilot ran for six weeks and monitored activity within the shared mailbox.

During the trial period, the workflow processed approximately 420 incoming emails. Prior to the pilot, staff manually reviewed and forwarded an estimated 60% of messages to the appropriate colleague. During the trial, automated keyword classification reduced manual forwarding to approximately 25% of emails. Teams notifications also reduced the need for constant inbox monitoring by alerting staff when relevant messages were received.

The pilot demonstrates how existing Microsoft 365 tools can be combined to create practical AI-assisted workflows without complex development. Attendees will gain practical insights into using Copilot for inbox analysis, designing Power Automate routing workflows, and integrating Teams notifications and task management tools to improve productivity and response coordination in shared mailboxes.



Bad Abstract Bingo!

Example Two

Beyond the Free Donuts: Evaluating Staff Wellbeing Programs in Practice

Staff wellbeing is an important focus for many universities and organisations. This project explored a range of wellbeing activities and considered how different initiatives may contribute to workplace culture, with observations suggesting that staff generally appreciated these kinds of programs. Various activities were reviewed, including social events and other initiatives, and feedback was gathered about staff experiences. Universities often run wellbeing programs to support engagement and connection, and these activities can take many different forms. The project involved looking at participation and how staff interacted with these initiatives, with some indication that they may support a positive workplace environment.



Episode Recap:

- Check the submission portal requirements before you start!
- Your abstract is the **movie trailer** for your presentation – make it short, but memorable!
- Sell your story, don't tell your story
- Consider your audiences – reviews and delegates
- Test your abstract idea on a friend or a stranger
- **Ignite** the reviews and your audience
- THEME, THEME, THEME!



Next Season on “Abstracts and ATEM”

- “Abstract to Presentation” workshop in June 2026
- Submission portal NOW OPEN!
- Key points from today’s session coming soon to an inbox near you!



Q&A

- Abstract submission outcomes will be communicated in the second half of May
- Draft conference program will be released the week of 1st June
- NEW! Program & Speaker Stream email: atemprogram@gmail.com

