

Conference Reviews

Conference reviews are short and structured writing (1000 words) that reviews and evaluates an academic conference. Usually, it is written by conference attendees who give a critical reflection of the entire proceeding. The following guide can be a useful start to preparing [a conference review](#)¹

1. Purpose:

The purpose is to write a short review of the relevance to the conference's scope, and the quality of the research sessions and papers, by specifically reflecting how the conference contributes to knowledge within that specific field. Authors can reflect the Keynote speakers' address, the conference sessions, workshops and poster sessions aligned with the overall conference theme and relevance within the specific academic discipline. Themes to explore could, for example, include academic relevance and rigour, diversity and inclusivity, opportunities for PGR development, or future outlook and impact.

2. Format

The conference review should include the following sections:

- A) **Introduction:** This first section can include information about when and where the Conference took place, who organised the conference, and what the overall conference theme was. Notes regarding any grants or funders who supported the conference can be mentioned here. The background to the conference, including the organisation hosting it, can be presented to place the conference within its specific academic discipline.
- B) **Conference proceedings:** An overview of the structure of the conference. This includes a critical review of the different sessions. Individual papers or posters that presented significant contributions can be discussed in terms of novelty, experimental design and future contributions. The relevance of papers and posters to the overall theme can also be discussed. Strengths and weaknesses of the conference, and its usefulness to current academics and PGRs, can be discussed.
- C) **Conclusion:** The conclusion can include lessons learned or key impressions of the conference. As well as any information regarding the next conference (if links are available, they can be inserted). If the author received a grant (please add grant name and funder) to attend the conference, this can also be mentioned here.
- D) **References:** cite any important website links or papers mentioned in the review.

¹ Macdonald, R., 2006. A guide to writing conference reviews. *Journal of Emergency Primary Health Care (JEPHC)*, 4 (4), <https://doi.org/10.33151/ajp.4.4.390>

Document Control

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