

**Full Title - 12pt Verdana lower case Bold Centred,  
max 85 characters including spaces**

**Lead Author Name Here, Position Here (10pt Verdana Bold Centred)  
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Full postal address here on two lines

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**Co-authors listed here (if any)  
with position and organisation only**

**Aims:** State the main aims and objectives of the programme, the project undertaken or the nature of the practical problem demonstrated. What is the presentation about and why is it important?

**Background:** What previous programmes or experience is the presentation building upon? How does the presentation relate to other work on this topic?

What you do or what you did highlighting any innovation; describe the results and draw out the lessons, both for practitioners and policy makers.

**Action:** What was done for which category of SMEs at which stage of growth? How many SMEs have been involved? What approach was used to capture practical evidence and results?

**Results:** What are the key successes or outcomes from the programme or experiences presented? What are the limitations of the results presented? What are the next steps in the project?

**Lessons:** What are the implications of the project for one or more of the following groups – educators, entrepreneurs, policy makers, practitioners, support organisations or others?

**Key Words:** Maximum of six key words or short phrases. (Limited to 20 characters each)

Ideally summaries should be structured around these sub-headings which may be amended to suit your topic, but if they are not appropriate for your presentation, please ask for advice from the Secretariat.

This Summary will be printed verbatim in the Convention Handbook and it is your chance to explain - in between 200 and 400 words - why other participants should come and listen to you!

When you access the Summary Submission Form, you may add up to 4 co-authors' names, job titles and organisations can be added, the Workshop and Topic selected and your summary text can be input to the set of boxes carrying these headings. These boxes have a count facility with a total showing after the last box, so you can check that you have input the right number of words (min. 200, max. 400).

Please contact the Convention Co-ordinator, Maggie Hall, [secretariat@enterprisepromotion.org](mailto:secretariat@enterprisepromotion.org) if you are having any trouble submitting your summary on-line.