

ZIMBABWE MEL Week 2026

Abstract submission guidelines



Call for Abstracts

The Government of Zimbabwe, in collaboration with the United Nations Country Team (UNCT) Zimbabwe, Academia, and Voluntary Organizations for Professional Evaluation (VOPEs), is pleased to announce the Zimbabwe Monitoring, Evaluation and Learning Week 2026. Abstract submissions are invited for paper presentations, round table discussions, and infographic presentations.

Submission Formats

(a) Abstracts for Paper Presentations and Round Table Discussions

These abstracts should detail original research, innovative M&E methodologies, or insightful programme evaluations. They should follow the structure outlined below and provide a comprehensive overview of the proposed presentation.

(b) Abstracts for Infographic Presentations

These abstracts should describe the key elements and visual approach of the proposed infographic. Infographics should present complex data or evaluation findings in a clear, concise, and visually appealing format. See specific guidelines for infographic abstracts below.

Abstract Structure (Paper Presentations & Round Table Discussions)

All abstracts for paper presentations and round table discussions must include the following sections:

Title of Abstract: *size 12 point, align text centre.*

Authors *(use a comma to separate authors)*

Mwenewazvo Caroline¹, Muvaki Wenyika², Third Author, etc

Affiliations: (use a semicolon to separate authors)

¹Position of Third Author, ²Position of Second Author

Institution(this is a case of 1 and 2 working in the same organization), country

³Position, Institution (if 3 works in different institutions), country

* Corresponding Author Email:@whatwhat.what

Abstract (max length: 250 words – only plain text - no formulae – no figures)

Introduction/Background:

Sets the stage by introducing the general topic and providing necessary context for the research. It may also highlight the importance of the topic or identify a gap in existing knowledge.

Purpose/Aims:

Clearly states the specific research question or objective that the study aims to address.

Methodology

Describes the methods used to conduct the research, including the approach, techniques, and data collection procedures.

Results/ Findings:

Explains the significance of the findings and their potential impact or implications for the field.

Conclusion/ Implications:

Explains the significance of the findings and their potential impact or implications for the field.

Key words:

First word; Second word, Third word, Fourth Word

Abstract for Infographic Presentations Guidelines

Though the main focus is to have a design that captures the reader's eye, the are simple considerations to be taken into account listed below

Abstracts for infographic presentations should have:

Introduction to the Topic:

Briefly introduce the subject matter of your infographic. This sets the context for the information that follows.

Significance of the Topic:

Explain why this topic is important, especially within its relevant field or for the intended audience.

Research Gap/Problem:

Clearly state the gap in knowledge or the problem that your infographic addresses. This helps the audience understand the purpose of the presentation.

Research Question/Aim:

Clearly state the gap in knowledge or the problem that your infographic addresses. This helps the audience understand the purpose of the presentation.

Research Methods/Approach:

Formulate the specific question your infographic seeks to answer or the goal it aims to achieve.

Key Message:

Summarize the main takeaway or conclusion that viewers should get from the infographic. This should be a clear and concise statement of the infographic's central finding or argument.

Visual Elements:

While not explicitly part of the abstract text, the abstract should reflect the visual style and key visuals used in the infographic. Use clear, relevant, and engaging visuals, such as illustrations, diagrams, graphs, or photographs. Ensure that the visuals are strategically used to guide the reader's eye and convey information effectively. Consider using colors, shapes, and fonts to create a cohesive and engaging design. Remember that the visual abstract should be a single image, without separate legends, and with information flowing in a logical order (e.g., left to right or top to bottom).

Concise and Engaging:

Keep the text concise and to the point. Infographics are meant to be visually appealing and easily digestible, so minimize the amount of text. Focus on the main takeaways and use icons or other visual elements to represent key information.

Next Steps

Abstracts should be submitted electronically through www.opcmeal.gov.zw by **30 May 2026**.

Prepare your abstract according to the guidelines provided and submit it before the deadline. Selected abstracts will be notified by 15 June 2026. We eagerly anticipate your submissions and an engaging MEL Week 2026!

IMPORTANT DATES

MEL Week 2026 – Abstract Submission Timeline



CALL FOR ABSTRACTS

Abstract submissions open

1 May 2026



SUBMISSION DEADLINE

All abstracts must be submitted by this date

31 May 2026



CONFIRMATION OF ACCEPTED PAPERS

Authors notified of acceptance decisions

15 June 2026



REGISTRATION DEADLINE

Complete event registration by this date

30 June 2026



CONFIRMATION OF SPEAKERS

Final confirmation of all presenters

30 June 2026



SUBMISSION OF FULL PAPERS

Complete papers due for accepted abstracts

31 July 2026