

Checklist & timeline for students submitting work to the Alltech-Hartpury Conference 2016

Please use the following check list and timeline to help guide you through the process from the initial discussion of an abstract with your supervisor, to submitting your oral presentation slides / printing your poster. For any additional queries please email alltech@hartpury.ac.uk

Have you.....	By.....	✓
Discussed the potential submission of your work with your supervisor? Your supervisor is a joint author of your work & must be involved throughout	Before you go any further!	
Compiled, proof read & edited your abstract? If you have not completed your study, please note, prospective abstracts will also be considered.	You can start this now...!	
BEFRED open for abstract submission on the 14th December 2015		
Submitted your abstract to BEFRED and your Author Agreement Form to alltech@hartpury.ac.uk	Before the 18th March 2016	
Abstract submission deadline – 18th March 2016		
Received an email response to confirm receipt of your abstract? If not please email alltech@hartpury.ac.uk	Within two working days of submission.	
Reviewers Deadline – 4th April		
Received feedback & comments from the reviewers? If not please email alltech@hartpury.ac.uk	6 th April 2016	
YOU WILL BE GIVEN FIVE WORKING DAYS TO WORK WITH YOU SUPERVISOR & MAKE THE AMMENDMENTS AND TO RESUBMIT YOUR AMMENDED ABSTRACT.		
With your supervisor, made the ammendments requested by the reviewers, reviewed.	13 th April 2016	
Sesubmit the amended abstract to BEFRED and email alltech@hartpury.ac.uk to confirm the changes have been made and abstract resubmitted.		
Received an email from alltech@hartpury.ac.uk confirming whether your abstract submission has been accepted?	18 th April 2016	
Those accepted for a poster presentation: Have you sent your poster for printing? We suggest this is done by.....	27 th April 2016	
Those accepted for an oral presentation: Please submit your slides to alltech@hartpury.ac.uk by.....	2 nd May 2016	
Alltech-Hartpury Conference date: 4th May 2016		



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