

Abstract submission checklist for authors 2024

Please use the following checklist and timeline to help guide you through the process from the initial discussion of an abstract with your supervisor, to submitting your oral presentation or poster presentation.

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...!	
AHC Webpage is open for abstract submission!		
Submitted your abstract and your Author Agreement Form via the AHC website	By 22nd March 2024	
Abstract submission deadline – 22nd March 2024		
Received a refresh screen following submission to confirm receipt of your abstract? If not please email alltech@hartpury.ac.uk	Immediately after submission.	
Reviewers Deadline (1st round of revisions) – 5th April 2024		
Received feedback & comments from the reviewers? If not please email alltech@hartpury.ac.uk	5th April 2024	
YOU WILL BE GIVEN FIVE WORKING DAYS TO WORK WITH YOU SUPERVISOR TO MAKE THE AMMENDMENTS, AND TO RESUBMIT YOUR AMMENDED ABSTRACT.		
With your supervisor, make the ammendments requested by the reviewers.	12th April 2024	
Resubmit the amended abstract via email to alltech@hartpury.ac.uk with an updated file name (e.g. Blogs and Smith V2).		
Received an email from alltech@hartpury.ac.uk confirming whether your abstract submission has been accepted? If not please email alltech@hartpury.ac.uk	22nd April 2024	
Those accepted for a poster presentation: Have you sent your poster for printing? We suggest this is done by.....	1st May 2024	
Those accepted for an oral presentation: Please submit your slides to alltech@hartpury.ac.uk by...	6th May 2024	
Those presenting a poster, please bring the hardcopy with you to registration to add to the poster display area		

Alltech-Hartpury Conference date: 8th May 2024