

Abstract submission checklist for authors 2025

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

AHC Webpage is open for abstract submission!		
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...!	
Named your files as outlined within the abstract submission guidelines?	Make sure you do this before you press submit!	
Submitted your abstract and your Author Agreement Form via the AHC website	By 28th March 2025	
Abstract submission deadline – 28th March 2025		
Immediately following submission, you should receive a screen message to confirm receipt of your abstract.	Immediately after submission.	
Reviewers Deadline (1st round of revisions) – 11th April 2025		
Received feedback & comments from the reviewers? If not please email alltech@hartpury.ac.uk	11th April 2025	
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.	18th April 2025	
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	25th April 2025	
Those accepted for a poster presentation: Have you sent your poster for printing? We suggest this is done by the	30th April 2025	
Those accepted for an oral presentation: Please submit your slides to alltech@hartpury.ac.uk by...	5th May 2025	
Those presenting a poster, please bring the hardcopy with you to registration to add to the poster display area		
Alltech-Hartpury Conference date: 7th May 2025		

We look forwards to seeing you there on the day, but please don't hesitate to get in touch if you have any queries in the lead up to the Conference alltech@hartpury.ac.uk