

EMDoc Conference Submission Process – Guidance Document

Please read this document carefully before you submit your entry.

Key Dates

1. Call for abstracts opens – **Monday 15 May**
2. Oral presentation abstract/Poster overview submission deadline (for oral presentations and poster presentations) - **Monday 19 June**
3. Successful applicants notified week commencing **Monday 3 July** (presenters will be automatically registered to attend the conference)
4. Conference booking open **Monday 10 July**
5. Conference booking closes **Monday 4 September**

Applicants from all East Midlands Universities can apply directly via the conference website. Applications will be automatically directed to the student's home institution after the deadline. Each institution will shortlist the applications and submit a maximum of 4 applicants for oral presentations, 4 candidates for 3MT and 8 applicants for poster presentations to the University of Nottingham.

The University of Nottingham will assess the applications and notify successful applicants of their acceptance. Accepted applicants will be asked to complete and return a confirmation of acceptance agreement. They will automatically be registered as delegates at the conference on acceptance of this agreement.

Unsuccessful applicants will be notified by 10 July.

What is an abstract?

An abstract is a concise written summary that covers all the major points of a larger piece of work such as a doctoral thesis, conference paper or journal article.

What are the purposes of an abstract?

- To communicate your research to others
- To provide a summary of the research including, where possible, its results and conclusions
- To provide as much new information as possible
- To help the reader determine if it is relevant to them
- To entice the reader to attend the conference/seminar session
- To ensure your work is captured in searchable databases – use of keywords

What is the purpose of an EMDoc Conference abstract?

The conference selection panel will use the abstracts to:

- judge how well you can communicate your ideas
- determine whether your proposal is aligned to one or more of the specified thematic areas
- form an opinion on whether you are likely to present your work in a manner that is understandable to staff and students from outside your field
- allocate your presentation to a breakout session

Oral Presentations

Please ensure you have the following information ready before you submit your application.

Presentations will be 10 minutes each (with 15 minutes Q&A for all 3 presenters at the end of the session)

- **Presentation title**
- **Abstract (max. 200 words)**
- **Photo of yourself**
- **Short biography – about yourself and your research (max 150 words)**
- **Request for any special equipment needed on the day (AV will be provided)**

Poster Presentations

Maximum A1 (594 x 841 mm) landscape or portrait orientation.

- **Poster Title**
- **Poster Overview (max. 150 words)**
- **Photo of yourself**
- **Short biography – about yourself and your research (max 150 words)**
- **Request for any special equipment needed on the day (poster boards will be provided)**

You are encouraged to focus on the theme of the conference in your presentation or poster as well as your area of study.

3MT

Each institution will manage their 3MT applications internally. Please contact your home institution for more information.