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**ELLS Scientific Student Conference 2017**

**Timeline for abstract submission and selection**

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|  1 April | Website will be online, posters are sent out via e-mail, posters are available on ELLS website |
| 18 April | Abstract submission system available on the website |
| 1 April – 15 June | Promotion of ELLS SSC at every ELLS member and partner university |
| 15 (30) June | Deadline for abstract submission – The internal deadline for submission will be set for 30 June, but the official deadline is 15 June.  |
| 14 June | Deadline for IROs to submit names and contact details of reviewers from each university |
| 5 July | * E-mail with list of submitted abstracts by each ELLS university is sent to ELLS IROs
* (ELLS IROs complete list of abstracts with name and contact data of reviewer)
* Reviewers receive link to review and review instructions

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| **Review:** One score per abstract; scores 0 to 10 (consider, if students are BSC or MSc) Assessment criteria (communicated in the guidelines for abstract submission): 1. Scope of the conference 2. Clear research question/hypotheses 3. Originality and importance 4. Study design and methods 5. Language quality - Extra field “Comments”: mark deficits in English as “needs editing”  |

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| 20 August | Deadline review of universitiesAll reviewers have entered their scores into the evaluation system |
| 20 – 25 August |

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| Excel list with all information and scores + word document with all abstracts (1 page per abstract, including scores) will be produced and sent out to IROs |

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| 25 August  | ELLS IROs send list with beneficiaries of an accommodation grant to SCIENCE |
| 29 August - 4 September | SCIENCE selection committee (Chair + 1 member per subtopic) will assign abstracts to sessions - online tool. |
| 5 September  | Deadline for contact details of committee members for SSC presentation prize (SPPC) to be sent to SCIENCE(1-2 members from each ELLS member university + 2 members from ELLS partner universities)Deadline for contact details of session chairpersons for the SSC to be sent to SCIENCE (At least 2 chairpersons from each ELLS member university) |
| 2 September  | Selection committee meeting at SCIENCE – final decision |
| 5 – 7 September | Infomails to students and lists to IROs |
| 12 September | Infomail to SPPC members (sent out by conference organizer at SCIENCE) including list of students, abstracts, guidelines, evaluation criteria, proposed dates for meetings |
| 17 November, morning | First meeting SPPC |
| 18 November, afternoon | Final meeting SPPC |
| 18 November,15.00 | Award Ceremony (results presented by SPPC-Chair) |