See Also: LOM 7603

ACTION BY:	***ACTION:***
Author(s)	1. **Submits** abstract for intra-laboratory review using the format required by the organizer. NOTE: Record time spent writing and editing abstracts in time and attendance system. 2. **Revises** and **submits** abstract to the Laboratory Director (LD) for review.
LD	3. **Submits** abstract to the Special Testing and Research Laboratory (SFL1) LD via email *at least 45 days* before the due date established by the conference organizer. The email will include: • Title • Author name(s) • Special study project number and name, or the LIMS case number of the evidence used to generate the data • The name of the conference/meeting/seminar at which the presentation is to be given • The date the conference/meeting/seminar begins • The abstract due date • The type of presentation (oral or poster) requested of the organizer • A Microsoft Word document containing the text of the abstract • A copy of the abstract requirements
SFL1 LD	4. **Reviews** the abstract and responds to the submitting LD. 4a. **Accepts** as written, OR 4b. **Returns** abstract, with comments and corrections required for publication, to LD. Submitting author **returns** to Step #2. 5. **Notifies** submitting LD and author of approval via email.
Author	6. **Submits** the abstract to the organizer. 7. **Notifies** the LD.

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