

Conference Abstract Planning Sheet

Often a mentee's first scholarly product. Confirm authorship BEFORE submission.

Conference: __ **Abstract deadline:** __ **Presenter:** __

1. Fit

- Why this venue (audience, alignment with goals):
- Format: ☐ Poster ☐ Talk ☐ Either

2. Content (respect the character/word limit!)

- Background (1–2 sentences):
- Methods (1–2 sentences):
- Results / expected results (with numbers if available):
- Conclusion & significance:
- Character/word limit: __ Current count: __

3. Authorship (confirmed before submission)

- Author list & order:
- Affiliations:

4. Logistics

- Travel award to apply for:
- Submission account/portal:
- Rehearsal date with pod:

5. Reproducibility

- Results trace to notebook/repo: __