

Student Name: _____

Scheduled Date of Presentation: _____

Approved student topic 3 weeks before? _____

Student submitted extended abstract 10 days before? _____

Student submitted slides for approval one week before? _____

Student submitted one paragraph abstract to session chair the Friday before the talk? _____

Student is responsible for having the appropriate person sign and date at each deadline, and return the form to the graduate program director after the seminar.