 **Department of Obstetrics and Gynecology**

 Conference Abstract Checklist

* Submit conference abstract
* Email Program Director about abstract submission

 Notification at time of abstract submission is mandatory for conference attendance and funding.

☐ Determine whether research supervisor is a member of WCHRI (Women’s and Children’s Health Research Institute)

☐ If yes, apply for WCHRI Travel Funding ($750, non-competitive award) <https://www.wchri.org/trainee-travel>

☐ If project is part of a research grant, determine whether you are eligible for travel funding

* Submit Resident Travel and Professional Development Request Fund Form (Attached). This should be completed in conjunction with abstract submission.
* Notify Chief Resident ahead of conference (Several months) and at time of call requests
* Submit the abstract to the resident research coordinator (Dr.Christy-Lynn Cooke)
* Have Fun!