

December 2014 Newsletter

Conference

The 2015 Conference will be held in the School of Chemical Engineering between Tuesday 31st March and Wednesday 1st April 2015. The Conference Dinner will be held at the Hotel LaTour on the evening of Tuesday 31st March, with a Drinks Reception at 7.30pm and Dinner at 8.00pm. The Menu will be circulated nearer the time and all dietary requirements will be catered for.

Please send your poster/presentation title to Kathleen as soon as possible. The sooner your title is received, the better slot you will have for your talk. The Programme will be circulated in January with information on your Abstract and the deadline for submission. Please allow at least 3 weeks for your Abstract to be approved by your Industrial Sponsor. The title of your talk/poster can be changed up until you submit your abstract.

Autumn Event

This will be a School-wide Event. This will include all EngDs and PhD students presenting a poster and will coincide with the 2nd IMC Meeting usually held at this time. The possible dates for this would be the afternoon of 8th September and the morning of 9th September. The dates will be confirmed as soon as possible.

Exams

You should have received the January Exam Timetable. If you have not please contact John Hooper.

Proactis Requisitions/Expense Claims

Would you please ensure that when you are putting a Requisition on to Proactis that you make the "date required" a few days ahead of the day it is created. This saves time for Kathleen and Margaret, if it is not processed on the date that you have entered it.

Would any EngD who is submitting an expense claim form and is attaching more than five receipts please attach a spreadsheet to reconcile all expenses being claimed. This will help Margaret to process the claim forms in a timely manner.

I wish you all a Merry Christmas and a Happy New Year.