



Checklist for Speakers

Please use this checklist to confirm that you have done or have an awareness of what is required of you. If you have any concerns with any of the points below, please contact the conference team.

Please ensure you have:

- Completed the conference booking form and return it to the BSA office **before 28th June 2010**.
- Requested any audio visual and technical requirements **before 1st August 2010**.
- Confirmed your abstract text for the conference programme **before 1st August 2010**.
- Produced any handouts required.
- Created your presentation and prepared for questions and discussion.
- Planned to arrive at the conference room of your presentation at least 5 minutes before the session starts.

Conference Contact Details

Jenny Cairns, Events Coordinator
The British Sociological Association
Bailey Suite, Palatine House,
Belmont Business Park,
Durham DH1 1TW
Tel: [+44] (0)191 383 0839
Email: bsamedsoc@britsoc.org.uk