The British Sociological Association Annual Conference 2017
Tuesday 4 – Thursday 6 April 2017, University of Manchester

HOW TO SUBMIT YOUR ABSTRACT

Abstracts should be submitted online abstract submission process.

Oral Papers

The programme stream coordinators will allocate Oral Paper slots after consideration of all accepted abstracts, together with the keywords supplied by authors. **All <u>oral presentations</u> will be <u>20-minute</u> papers** so you should plan to speak for 15 minutes and allow 5 minutes for comments and questions. However, if the number of abstracts submitted is more than can be accommodated using the conventional format of presentation then we may include some roundtable sessions. If this is necessary then similar papers will be grouped together and sessions allocated on a random basis to the programme.

Posters

The organisers wish to encourage the presentation of suitable material by poster rather than in an oral presentation, and a prominent display area will be available. Further guidance on poster presentations is available online at: www.britsoc.co.uk/events/conference or please request from: events@britsoc.org.uk

Roundtables

As is usual practice at some larger conferences, roundtable sessions are where a number of presentations are given simultaneously at separate tables within a single room. Each table will have a session chair and the papers allocated to it will be grouped by topic areas. Each of the four papers within the roundtable will be allocated a 20 minute slot (15 minutes presentation followed by 5 minutes questions). Computers and PowerPoint will not be available for use during the roundtable sessions, therefore we would encourage presenters to use this as an opportunity to think more creatively about their input at the conference. Further guidance on roundtable sessions is available online at: www.britsoc.co.uk/events/conference or please request from: events@britsoc.org.uk

Pecha Kucha

Originating from Japan, Pecha Kucha is a shorter form of presentation consisting of 20 slides/images each timed to show for 20 seconds (total time 6 minutes 40 seconds). Between each presentation there are 5 minutes for questions and comments. Feedback from other BSA conferences who trialled the format earlier this year, is that these sessions are very engaging and create an upbeat, high-energy atmosphere for both presenters and audiences. In our experience, these sessions have also attracted higher attendee numbers due to the concise delivery of key findings and information.

Special Events

We use the term special events to refer to any other form of presentation. This may include visual displays, symposia, panels, roundtable discussions and many more. Please review the Special Events Guidelines and complete the Special Event Abstract Submission Form.

HOW TO SUBMIT YOUR ABSTRACT (ORAL PAPERS, ROUNDTABLE, PECHA KUCHA and POSTER PRESENTATIONS)

- **the presenting author should complete the online submission form.**
- Visit the BSA Annual Conference website http://www.britsoc.co.uk/events/conference/home.htm.
- Once you click on the '**submit'** link on the conference homepage you will then need to select either 'BSA member submission' or 'non member submission'.

Member Submissions
- If you are a member you will be prompted to log in using your email address and BSA membership number.
- You will then need to click the **'abstracts'** link and select **'BSA Annual Conference 2017'**.

Non Member Submissions
- You will be taken directly to the abstract form where we will require you to input all your contact details.

INFORMATION REQUIRED ON YOUR ABSTRACT

1. **Please provide the following information** for the author who is to present the paper at the conference (**i.e. the first author of the paper**):

   - Institution Name. This could be the name of a University, Commercial Company, Organisation or left blank if appropriate. **(please note if this is left blank it will not be printed in the conference programme)**
   - I am a first time presenter. Please check this box if you have never presented at any conference before.
   - I am a postgraduate student. Please check this box if you are a postgraduate student.
   - I am willing to be placed on a reserve list. Please check this box if you are willing to have your paper placed on the reserve list if it is not initially accepted.
   - Co-Authors. Please list the names of all the co-authors for your paper. Please type their names, in the format: Surname or family name followed by initials e.g. Gibson, N., Allen, D., Pilnick, A.

   Please Note:
   - **The presenting author should be the first author of the paper.**
   - **Presenters will be required to chair a session (not first time presenters).**
   - **Presenters may be contacted by the BSA Media Consultant** to talk to the Press/Media about their work.
   - **Individuals should present one paper only**, and be first author on only one paper or poster, although they may be listed as co-author on other abstracts.
   - **Where a research group submits more than two paper or poster abstracts the organising committee reserves the right to limit the number of papers selected to the programme.**

2. **Audio-Visual Requirements**
   Please note all audio-visual equipment and the necessary technical support needs to be pre- booked.   If you require any audio-visual equipment, i.e. flip chart, overhead projector, PowerPoint & appropriate computer, video player, carousel slide projector, please indicate this with your abstract submission and we will endeavour to accommodate your request.

3. Please indicate your preferred mode of presentation: 20-minute oral presentation **or** poster. **(please note if you wish to submit a special event see the special event abstract guidelines)**

4. Title of presentation. This should be two lines maximum and in lower case.

5. **For Oral presentation only**, the organising committee has decided to ask potential presenters to indicate the most appropriate stream for their paper when they submit their abstract please do so from the drop down menu.

   - Cities, Mobilities, Place and Space
   - Culture, Media, Sport and Consumption
   - Environment and Society
   - Families and Relationships
   - Frontiers
   - Lifecourse
   - Medicine, Health and Illness
   - Methodological Innovations

   - Race, Ethnicity and Migration
   - Rights, Violence and Crime
   - Science, Technology and Digital Studies
   - Social Divisions / Social Identities
   - Sociology of Education
   - Sociology of Religion
   - Theory
   - Work, Employment and Economic Life

   Whilst we cannot guarantee that your paper will be allocated to the stream you choose, the organising committee will endeavour to accommodate your preference.

6. **For Oral presentations only**, please indicate up to three keywords/phrases, to assist with the streaming process.

7. The Abstract Text: Tables, figures and references must <u>not</u> be included. **The word limit is 250 words.** If this word limit is exceeded, the abstract will be returned.

8. **Where applicable, please provide the following information:**

- If your paper is based on current research, please indicate the stage the research has reached and the methodology used.
- If you have published related work from this research, please provide references.
- If your research has particular policy/practice implications, please indicate these.

SUBMISSION FORMAT

Abstracts should be submitted using the online abstract submission form, unless you are submitting a special event in which case please see the Special Event Submission Pack.

If you have difficulty accessing submitting your abstract please contact the BSA Office on 0191 3830839 or alternatively email us events@britsoc.org.uk

AFTER YOU HAVE SUBMITTED YOUR ABSTRACT…

CONFIRMATION OF SUBMITTING YOUR ABSTRACT

Your confirmation of submitting your abstract will appear on screen after you have clicked the 'submit' button. If you need a copy of this for your records, you should print or save this page. Please see example below. You will also receive an automatic email confirming that you have submitted your abstract.

NOTIFICATION OF ACCEPTANCE OF YOUR ABSTRACT

Presenters will be sent an e-mail informing them whether their abstract has been accepted as soon after **25 November 2016** as possible. Presenters will subsequently be informed by email of the day and time slot allocated for their presentation. If you do not receive confirmation by **9 December 2016**, please telephone the BSA office urgently on +44 (0)191 383 0839. It is important that correct contact details during November are provided at the time that abstracts are submitted.

PERSONS WHO ARE GIVING A PRESENTATION

- **Must register** for the conference by **13 January 2017**. The conference organisers reserve the right to exclude presenters who have not registered by this time from the programme.
- **Note** it is **very important** that you turn up to deliver your paper! Delegates will expect you to be there, and as a courtesy to them and to other paper givers please ensure that you are present in the relevant room. 111 paper authors withdrew their accepted paper presentation prior to the 2011 conference and 124 paper authors withdrew prior to the 2010 conference. If you know in advance that circumstances will prevent you being at the conference, please try to arrange for someone else to deliver the paper on your behalf. In any event, please let the office know as soon as possible if you are unable to deliver your paper in person. You should be aware that the BSA Executive Committee made a policy decision several years ago stating that if

people fail to turn up or drop out at the last minute 'without good cause'; they will be debarred from giving a paper at future BSA events for two years.

- **Will be required to chair a session (not first time presenters).**
- **May be contacted by the BSA Media Consultant** to talk to the Press/Media about their work.

IMPORTANT DATES:
14 October 2016   Last date for submission of abstracts.
25 November 2016   BSA will send email acceptance/rejection as soon as possible **after** this date.
9 December 2016   If you have not received notification by this date, contact the BSA.
13 January 2017   Last date for registration for presenters.
4 - 7 April 2017   BSA Annual Conference 2017 takes place at University of Manchester.