# O:\Logos\Current Logo\BSA Symbol - Positive (CMYK).jpg

# BSA Conferences and Events Presentation Guidelines

# SPECIAL EVENT SUBMISSION PACK

This Pack includes:

[Submission Guidelines](#_HOW_TO_SUBMIT)

[Special Event Proposal Form](#_BSA_2012_-)

[Special Event Participant Form](#_BSA_2011_-)

# HOW TO SUBMIT YOUR SPECIAL EVENT ABSTRACT

The Programme Committee will consider special events in a variety of formats.

The organiser of the session should complete the special event abstract submission form. If you have any further queries please email events@britsoc.org.uk

In order to submit a special event, the session organiser should first complete the **special event proposal abstract form** to explain the content and format of the session. It is then essential that **all** presenters within the special event submit a **special event participant abstract form** in order to explain the content of their individual presentation.

**Please note all presenters must reference the title and session organiser of the special event to ensure inclusion. The session organiser must submit all related submission forms together.**

The session organiser must ensure that all participants in the session are fully aware that they will need to register to attend the conference.

**INFORMATION REQUIRED ON THE SPECIAL EVENT PROPOSAL FORM**

Notes refer to the information required on the special event proposal form to be completed by the session organiser.

**1. Please provide the following information for the session organiser:**

▪ Surname
▪ First name(s)
▪ E-mail address
▪ Telephone (Work & Home & Mobile) and fax numbers during daytime (including country and area dialling code)

▪ Postal address (including post code and country)
▪ 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)**.

▪ Title/Post/Appointment

**Please Note:**
▪ **Presenters may be contacted by the BSA Media Consultant** to talk to the Press/Media about their work.
▪ **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.** **Please list the names of all event participants**. Type all names, surname followed by initials e.g. *Gibson, N.,* *Allen, D., Pilnick, A.*

**3. 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.

 **4.** **Session format for Special Events is Oral Presentation. If you are looking to use a different format please state that on your form.**
 **5.**  **Title of the event.** This should be two lines maximum and in lower case.

**6.** Please indicate the most appropriate stream for the event. **Please indicate your preferred stream from the options listed below.**

|  |
| --- |
| **STREAMS** |
| Citizenship and Health | Lifecourse – reproductive health; chronic conditions; ageing; death and dying |
| Complementary and Alternative Medicines | Mental Health |
| Critical Public Health | Methods |
| Embodiment and Emotion | Open |
| Environment and Health | Patient – professional interaction |
| Ethics | Pharmaceuticals |
| Ethnicity | Politics of Health |
| Experiences of Health and Illness | Professions |
| Gender | Risk |
| Health Policy | Screening and Diagnosis |
| Health Care Organisations | STS and Medicine |
| Health Service Delivery | Teaching Medical Sociology |
| Inequalities | Theory |

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

**7.** **Keywords/Phrases:** Please indicate up to three keywords/phrases, to assist with the streaming process.

**8.** **The Event Abstract Text:** Tables, figures and references must not be included. **The word limit is 250 words.** If this word limit is exceeded, the abstract will be returned.

**The special event proposal form should outline the content of the session where as the special event participant form should detail each individual’s presentation.**

**INFORMATION REQUIRED ON THE SPECIAL EVENT PARTICIPANT ABSTRACT FORM**

Notes refer to the information required on the special event participant abstract form to be completed by each individual event participant.

**1. Special Event Title**

**2. Special Event Session Organiser Name**

**3. Please provide the following information for the presenting author**

▪ Surname
▪ First name(s)
▪ E-mail address
▪ Telephone (Work & Home & Mobile) and fax numbers during daytime (including country and area dialling code)

▪ Postal address (including post code and country)
▪ 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)**.

▪ Title/Post/Appointment

**Please Note:**
▪ **Special Event Participants should be aware that they will be required to register to attend the conference.**
▪ **Presenters may be contacted by the BSA Media Consultant** to talk to the Press/Media about their work.

**4. Please list the names of co-authors of the paper:** Type all names, surname followed by initials e.g. *Gibson, N., Allen, D., Pilnick, A.*

**5. 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.

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

**7. Keywords/Phrases:** Please indicate up to three keywords/phrases, to assist with the streaming process.

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

**9. 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**The forms should be saved as Word Documents (.doc) and sent as email attachments to: events@britsoc.org.uk

###### AFTER YOU HAVE SUBMITTED YOUR ABSTRACT…

# NOTIFICATION OF ACCEPTANCE OF YOUR ABSTRACT

The organiser/s of the Special Event will be sent an e-mail informing them whether their abstract has been accepted and will subsequently be informed of the day and time slot allocated for their presentation. If you do not receive confirmation by the end of May please email the BSA Events Team. The organiser/s should make sure that all event participants are informed of the decision.

## PERSONS WHO ARE GIVING A PRESENTATION

* **Must register** for the conference by the designated date stated on the abstract acceptance letter. 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. Please contact the BSA Events Team as soon as possible if you are unable to deliver your paper.
* **May be contacted by the BSA Media Consultant** to talk to the Press/Media about their work.

**Key dates can be found on our** [**website**](http://www.britsoc.co.uk)

# BSA Symbol - RGB (generic)

# BSA Conferences and Events Presentation Guidelines

#  ABSTRACT SUBMISSION FORM

# To be completed in conjunction with special event abstract submission guidelines. Please save this form after completion and send as an attachment to: events@britsoc.org.uk

**1.** **Please provide the following information** for the organiser of the special session. Please click on the grey boxes to enter text.

Last Name:

First Name(s):

E-mail Address:

Work Telephone:

Home Telephone:

Mobile Phone number:

Postal Address:

Postal Code:

Country:

Name of Institution (if appropriate):

Title/Post/Appointment:

***2.* Please list the names of all presenters/participants** in the session:

**3.** **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, video player, carousel slide projector please select the **“Yes”** option in the dropdown menu next to your preferred option below:

PowerPoint & appropriate computer:  Overhead projector:

Carousel (slide projector) Video Player:

Other (please specify):

**4.** **Session format**(please specify):

**5. Title of the special event (this should be two linesmaximum):**

***6.* Please indicate the most appropriate stream for this special event from the options listed below.**

**Please check: Please check:**

*[ ]  Citizenship and Health*

*[ ]  Complementary and Alternative Medicines*

[ ]  *Critical Public Health*

*[ ]  Embodiment and Emotion*

[ ]  *Environment and Health*

*[ ]  Ethics*

*[ ]  Ethnicity*

*[ ]  Experiences of Health and Illness*

*[ ]  Gender*

*[ ]  Health Policy*

*[ ]  Health Care Organisations*

*[ ]  Health Service Delivery*

*[ ]  Inequalities*

*[ ]  Lifecourse – reproductive health; chronic conditions; ageing; death and dying*

*[ ]  Mental Health*

*[ ]  Methods*

[ ]  *Open*

[ ]  *Patient – professional interaction*

[ ]  *Pharmaceuticals*

[ ]  *Politics of Health*

*[ ]  Professions*

*[ ]  Risk*

*[ ]  Screening and Diagnosis*

*[ ]  STS and Medicine*

*[ ]  Teaching Medical Sociology*

*[ ]  Theory*

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

**7. Please indicate up to three keywords/phrases, to assist with the streaming process:**

***8.* The Event Abstract Text*:***

**Please provide text outlining the content of the session for the conference programme/abstract book.**Tables, figures and references must not be included. **The word limit is 250 words.** If this word limit is exceeded, the abstract will be returned. Where presenters provide additional abstract text this will be listed as a paper abstract alphabetically by author.

**9. 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:

**Please now save this form and send as an attachment to:** **events@britsoc.org.uk**

# BSA Symbol - RGB (generic)

**BSA Conferences and Events Presentation Guidelines**

# ABSTRACT SUBMISSION FORM

# To be completed in conjunction with abstract guidelines.

# Please save this form after completion and send as an attachment to: events@britsoc.org.uk

**1.** **Special Event Title:**

**2.** **Special Event Session Organiser Name:**

**3.** **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).

Please click on the grey boxes to enter text.

Last Name:

First Name(s):

E-mail Address:

Work Telephone:

Home Telephone:

Mobile Phone number:

Postal Address:

Postal Code:

Country:

Name of Institution:

Title/Post/Appointment:

***Please indicate with “YES”or “NO”:***

I am a first time presenter (i.e. has never presented at any conference:

I am a postgraduate student:

I am willing to have my paper placed on a reserve list if not initially accepted:

**Persons who are giving a presentation** 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.

***4.***  **Please list the names of co-authors**. **All authors listed will appear** in the conference programme/abstract book. However, only the institution of the first named author will appear in the conference programme/abstract book. **Type all names**, surname followed by initials e.g. *Gibson, N., Allen, D., Pilnick, A.*

**5.** **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, video player, carousel slide projector please select the **“Yes”** option in the dropdown menu next to your preferred option below:

PowerPoint & appropriate computer: Overhead projector:

Carousel (slide projector) Video Player:

Other (please specify):

**6. Title of presentation (this should be two lines maximum):**

**7. Please indicate up to three keywords/phrases, to assist with the streaming process:**

***8*. The Abstract Text:**

**Simply copy and paste from your original document or type into the grey box below.**Tables, figures and references must not be included. **The word limit is 250 words.** If this word limit is exceeded, the abstract will be returned.

**9. 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:

**Please now save this form and send as an attachment to:** **events@britsoc.org.uk**