BSA Conferences and Events Presentation Guidelines

HOW TO SUBMIT YOUR ABSTRACT

Abstracts should ONLY be submitted through the online abstract submission process.[1]

Oral Papers
The conference programme committee will allocate Oral Paper slots after consideration of all accepted abstracts, together with the keywords supplied by authors. **All oral presentations will be 30-minute papers** so you should plan to speak for 20 minutes and allow 10 minutes for comments and questions. However, if the number of abstracts submitted is more than what can be accommodated using the conventional format of presentation then we may include Pecha Kucha sessions.

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 or please email: 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 trialed the format, 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 a collection of linked presentations. Please review the Special Events Guidelines and complete the Special Event Abstract Submission Form.

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

- Visit the BSA website.
- **The presenting author should complete the online submission form and must be listed as the first author. Please note that presenters are invited to present only one paper at the conference, although they may be authors on more than one.**
- **BSA Members should sign in first before submitting their abstract.**

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.

[1] If you are submitting a Special Event proposal all proposals should be submitted directly to the BSA Events Team.

- 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 may be contacted by the BSA Media Consultant** to talk to the Press/Media about their work.

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: 30-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. 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.

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.

6. Please indicate up to three keywords/phrases, to assist with the streaming process.

7. The 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.

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

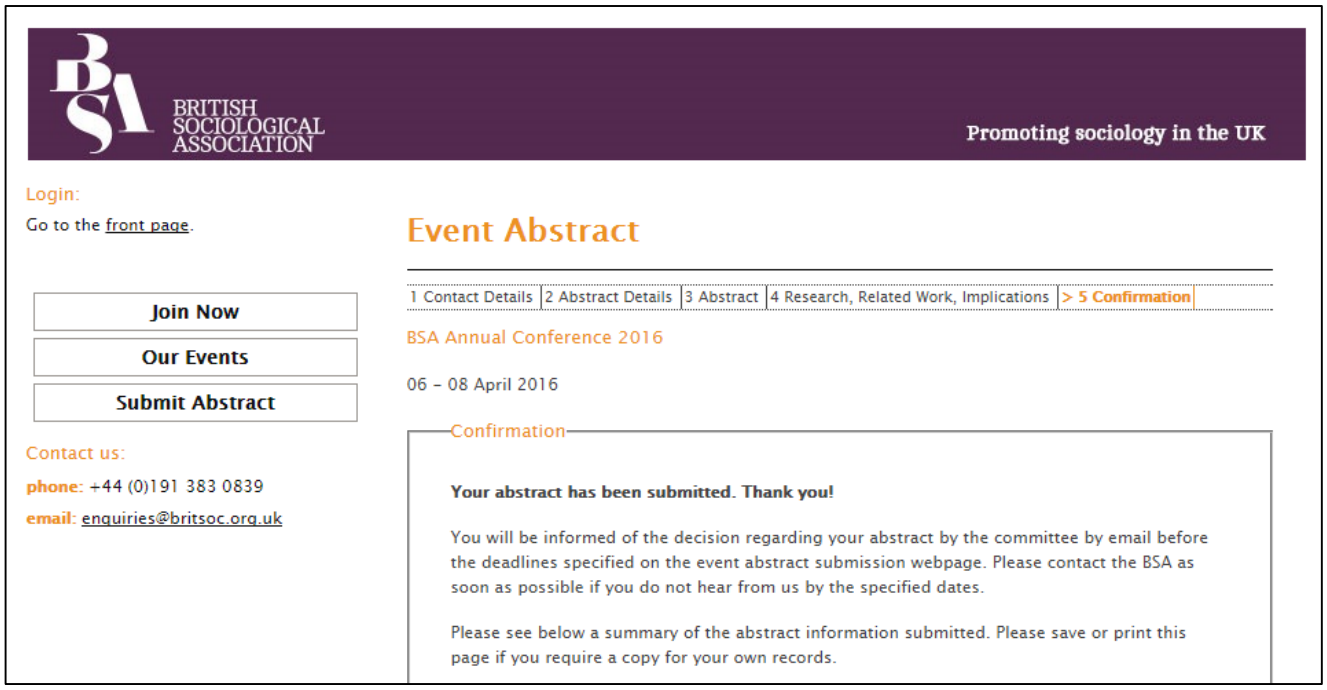
Abstracts should be submitted using the online abstract submission form, unless you are submitting a special event in which case please see the Special Event Submission Pack.

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 successful submission of your abstract.



NOTIFICATION OF ACCEPTANCE OF YOUR ABSTRACT

Presenters 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 two months before the conference, please email the BSA Events Team.

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 presenters 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 in person.