The British Sociological Association Annual Conference 2019

**Wednesday 24 - Friday 26 April 2019**

**Glasgow Caledonian University**

# SPECIAL EVENT SUBMISSION PACK

This Pack includes:

[Submission Guidelines](#_HOW_TO_SUBMIT)

[Special Event Proposal Form](#_BSA_2012_-)

[Special Event Participant Form](#_BSA_2011_-)

# \*Please read the pack before submitting\*

# HOW TO SUBMIT YOUR SPECIAL EVENT ABSTRACT

The Programme Stream Coordinators 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 should submit all related submission forms together as this will aid the administrative process.**

A special event session is an 1.5hr session and the session organiser would be expected to chair the session.

The session organiser is responsible for informing participants if the special event has been accepted.

The session organiser should 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 who will coordinate the session**

▪ Surname
▪ First name(s)
▪ E-mail address
▪ Telephone: Work, Home or Mobile (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.
▪You can only submit 1 special event proposal and 2 abstracts for the conference.

**2.** **Please list the names of all event participants**. Type full names of all presenters/participants.

**3. Audio-Visual Requirements**

Please note that all rooms during the conference will be equipped with power point presentation facilities, projector, screen, PC or laptop.

 **4.** **Session format.** Please specify in this section the format of the event (e.g. workshop/symposium/panel/ debate/meet and greet).

 **5.**  **Title of the event.** This should be two lines maximum.

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

|  |  |
| --- | --- |
| * Cities, Mobilities, Place and Space
 | * Race, Ethnicity and Migration
 |
| * Culture, Media, Sport and Food
 | * Rights, Violence and Crime
 |
| * Environment and Society
 | * Science, Technology and Digital Studies
 |
| * Families and Relationships
 | * Social Divisions / Social Identities
 |
| * Frontiers
 | * Sociology of Education
 |
| * Lifecourse
 | * Sociology of Religion
 |
| * Medicine, Health and Illness
 | * Theory
 |
| * Methodological Innovations
 | * Work, Employment and Economic Life
 |

**7.** **Keywords/Phrases**, please indicate up to three keywords/phrases, to assist with the reviewing process.

**8.** **The Event Abstract Text:** Tables, figures and references must not be included. **The word limit is 500 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 or Mobile (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.
▪ You can only submit 1 special event proposal and 2 abstracts for the conference.

**4. Please list the names of co-authors of the paper**. Type full names of all presenters/participants.

**5. Audio-Visual Requirements**

Please note that all rooms during the conference will be equipped with power point presentation facilities, projector, screen, PC or laptop.

 **6. Title of presentation.** This should be two lines maximum.

**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.

**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.**

**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

Presenters will be sent an e-mail informing them whether their abstract has been accepted no later than Friday **30** **November 2018**. Presenters will subsequently be informed by email of the day and time slot allocated for their presentation. If you do not receive confirmation by **7 December 2018**, 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 AND/OR ARE PARTICIPATING IN THE SPECIAL EVENT:

* **Abstracts submitted as a Special Event should not be submitted as another form of presentation via the BSA’s online submission process.**
* **Must register** for the conference by **11 January 2019**. The conference organisers reserve the right to exclude presenters who have not registered by this time from the programme.
* **May be contacted by the BSA Media Consultant** to talk to the Press/Media about their work.

**IMPORTANT DATES:**

**5 October 2018 Special Event Submission deadline**

**12 October 2018** Last date for submission of abstracts.

**30 November 2018** BSA will send email acceptance/rejection as soon as possible by this date.

**7 December 2018**  If you have not received notification by this date, contact the BSA.

**11 January 2019** Last date for registration for presenters.

**24 - 26 April 2019** BSA Annual Conference 2019 takes place at Glasgow Caledonian University

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# SPECIAL EVENT PROPOSAL

# 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 that all rooms during the conference will be equipped with power point presentation facilities, projector, screen, PC or laptop.

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

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

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

### Please check

*[ ]  Cities, Mobilities, Place and Space*

*[ ]  Culture, Media, Sport and Food*

[ ]  *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*

***7. Please indicate up to three keywords/phrases, to assist with the reviewing 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.

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

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#  SPECIAL EVENT PARTICIPANT

# ABSTRACT SUBMISSION FORM

**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 that all rooms during the conference will be equipped with power point presentation facilities, projector, screen, PC or laptop.

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

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

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

### Please check

*[ ]  Cities, Mobilities, Place and Space*

*[ ]  Culture, Media, Sport and Food*

[ ]  *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*

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

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

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