



## HOW TO SUBMIT YOUR ABSTRACT

Abstracts should be submitted via the BSA's 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 oral presentations will be 20-minute 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: <https://www.britisoc.co.uk/events/key-bsa-events/bsa-annual-conference/submissions/> or please request from: [events@britsoc.org.uk](mailto: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: <https://www.britisoc.co.uk/events/key-bsa-events/bsa-annual-conference/submissions/> or please request from: [events@britsoc.org.uk](mailto: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

Special Event sessions are 1.5hr sessions and may include visual displays, symposia, panels, workshops, 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 <https://www.britisoc.co.uk/events/key-bsa-events/bsa-annual-conference/>.
- 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 2018**'.

### Non Member Submissions

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