The British Sociological Association Food Study Group Annual Conference 2019

**Monday 24 - Tuesday 25 June 2019**

**Monash University, Prato, Italy**

# 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 Conference 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. If possible, the session organiser should try to 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 & Mobile) and fax numbers during daytime (including country and area dialling code).

▪ Postal address (including postcode 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). Please also state the length of time required for the full session. We will endeavour to meet your request but programming restrictions may prevent this.
 **5.**  **Title of the event.** This should be two lines maximum and in lower case.

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

**7.** **The Event Abstract Text:** Tables, figures and references must not be included. **The word limit is 300 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 individuals 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 postcode 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 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 300 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 as soon after **25 March 2019** 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 **15 April 2019**, please telephone the BSA office urgently on +44 (0)191 383 0839. It is important that correct contact details are provided at the time that abstracts are submitted.

## PERSONS WHO ARE GIVING A PRESENTATION

* **Must register** for the conference by **26 April 2018**. 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. In any event, please let the office know as soon as possible if you are unable to deliver your paper in person.
* **May be contacted by the BSA Media Consultant** to talk to the Press/Media about their work.

# BSA Symbol - RGB (generic)BSA Food Study Group Annual Conference 2019

# 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:

Fax Number:

Mobile Phone number:

Postal Address:

Postal Code:

Country:

Name of Institution (if appropriate):

Title/Post/Appointment:

***2.***  **Please list the full 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):**

***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 300 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.

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

# BSA Symbol - RGB (generic)BSA Food Study Group Annual Conference 2019

# SPECIAL EVENT PARTICIPANT

# 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:

Fax Number:

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 participants’ full names**:

**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. 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 300 words.** If this word limit is exceeded, the abstract will be returned.

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