The British Sociological Association Food Study Group
Annual Conference 2017
Monday 26 - Tuesday 27 June 2017
University of Westminster

HOW TO SUBMIT YOUR ABSTRACT

Abstracts should be submitted online.

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. 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 or please request from: 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
We use the term special events to refer to any other form of presentation. This may include visual displays, symposia, panels, 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, PECHA KUCHA and POSTER PRESENTATIONS)

If you are a BSA Member you must login FIRST.

- **the presenting author should complete the online submission form.**
- Click HERE to submit your 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.
- 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.
- **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. **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: 20-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. **For Oral presentations only**, please indicate up to three keywords/phrases, to assist with the streaming process.

6. The Abstract Text: Tables, figures and references must <u>not</u> be included. **The word limit is 300 words.** If this word limit is exceeded, the abstract will be returned.

7. **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.
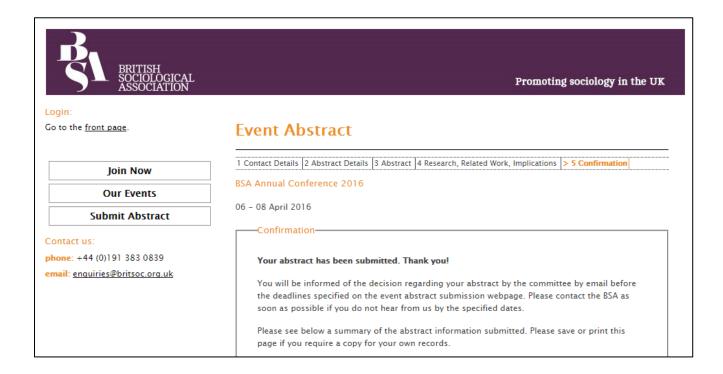
SUBMISSION FORMAT
Abstracts should be submitted using the online abstract submission form, unless you are submitting a special event in which case please see the Special Event Submission Pack.

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 that you have submitted your abstract.

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Contact us:
phone: +44 (0)191 383 0839
email: enquiries@britsoc.org.uk

Event Abstract

1 Contact Details | 2 Abstract Details | 3 Abstract | 4 Research, Related Work, Implications | > 5 Confirmation

BSA Annual Conference 2016

06 – 08 April 2016

---Confirmation---

Your abstract has been submitted. Thank you!

You will be informed of the decision regarding your abstract by the committee by email before the deadlines specified on the event abstract submission webpage. Please contact the BSA as soon as possible if you do not hear from us by the specified dates.

Please see below a summary of the abstract information submitted. Please save or print this page if you require a copy for your own records.

NOTIFICATION OF ACCEPTANCE OF YOUR ABSTRACT

Presenters will be sent an e-mail informing them whether their abstract has been accepted as soon after **6 March 2017** 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 **25 March 2017**, 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 **21 April 2017**. 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.

IMPORTANT DATES:

19 February 2017	Last date for submission of abstracts
6 March 2017	BSA will send email acceptance/rejection as soon as possible **after** this date
25 March 2017	If you have not received notification by this date, contact the BSA
13 January 2017	Last date for registration for presenters
26 - 27 June 2017	BSA Food Study Group Annual Conference 2017 takes place at University of Westminster