



BSA Conferences and Events Presentation Guidelines

HOW TO SUBMIT YOUR ABSTRACT

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

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

It may be more appropriate to present your research as a poster, rather than in an oral presentation. The organisers encourage presentation by poster and a prominent display area will be available. Further guidance on poster presentations is available online.

Special Events

Special events refer to a session comprising a collection of linked presentations centred around a topic or theme. These can run over several time slots in the programme but can be no longer than 1.5 hours (please indicate in the abstract how much time you require). The Special Event organiser should complete the online submission form using no more than 500 words. This should include an abstract of 250 words, which outlines the event and then include the contributors' names, affiliations, and provisional titles of the linked presentations. The abstract will be reviewed using the same criteria as other submissions to the conference. If accepted, the individual contributors must provide full abstracts for the conference programme.

HOW TO SUBMIT YOUR ABSTRACT

- 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.
- 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

Facilities will be provided for the projection of PowerPoint or similar files in the seminar rooms. Please bring your PowerPoint or similar files on a USB memory stick. If you have any additional audio-visual requirements, please contact events@britsoc.org.uk, and we will do our utmost to accommodate you.

3. Please indicate your preferred mode of presentation.

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 – chronic conditions; ageing; death and dying
Critical Public Health	Mental Health
Diagnosis, Screening and Treatment	Open
Embodiment and Emotion	Patient – professional interaction
Environment and Health	Pedagogy and Methods
Experiences of Health and Illness	Politics of Ethics and Health
Health Care Organisations	Professions
Health Policy	Sexual and Reproductive Health
Health Service Delivery	STS and Medicine
Inequalities and Intersectionality	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 for Oral papers and Posters, and 500 words for Special Events. If this word limit is exceeded, the abstract will not be considered for review.

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.

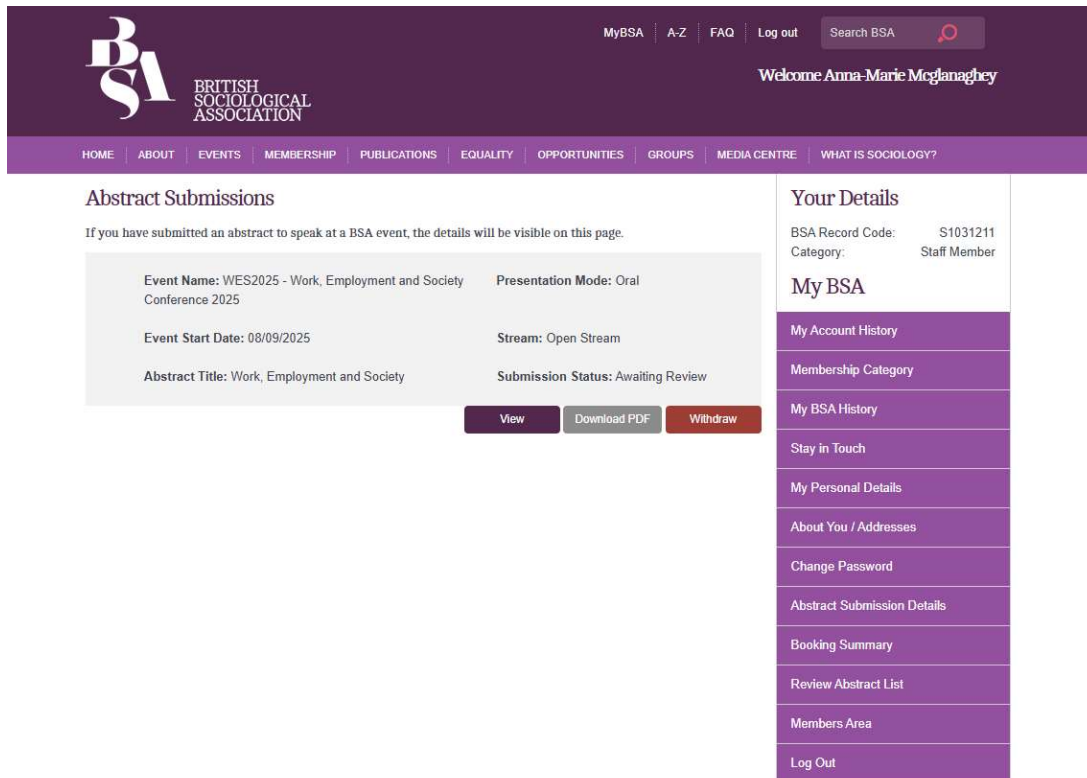
SUBMISSION FORMAT

Abstracts should be submitted using the online abstract submission form. If you have difficulty accessing submitting your abstract please contact the BSA Office on 0191 383 0839 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.



The screenshot shows the BSA website interface. At the top, there is a navigation bar with the BSA logo and the text 'BRITISH SOCIOLOGICAL ASSOCIATION'. To the right of the logo, there are links for 'MyBSA', 'A-Z', 'FAQ', and 'Log out', along with a search bar. Below the navigation bar, there is a welcome message: 'Welcome Anna-Marie Mcglanaghey'. The main content area is divided into two columns. The left column is titled 'Abstract Submissions' and contains a message: 'If you have submitted an abstract to speak at a BSA event, the details will be visible on this page.' Below this message is a table with the following details:

Event Name: WES2025 - Work, Employment and Society Conference 2025	Presentation Mode: Oral
Event Start Date: 08/09/2025	Stream: Open Stream
Abstract Title: Work, Employment and Society	Submission Status: Awaiting Review

Below the table are three buttons: 'View', 'Download PDF', and 'Withdraw'. The right column is titled 'Your Details' and contains the following information:

BSA Record Code: S1031211
Category: Staff Member

Below this information is a section titled 'My BSA' with a list of links: 'My Account History', 'Membership Category', 'My BSA History', 'Stay in Touch', 'My Personal Details', 'About You / Addresses', 'Change Password', 'Abstract Submission Details', 'Booking Summary', 'Review Abstract List', 'Members Area', and 'Log Out'.

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 on events@britsoc.org.uk

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.