

BISA 2019 Conference Frequently Asked Questions

1. *Where and when will the conference take place?* The conference will take place from 12th June-14th June, 2019 at the Royal Society in London.
2. *Who organises the conference?* The conference is organised by the British International Studies Association (BISA).
3. *Who can submit a proposal to the conference?* We welcome proposals from scholars from all fields of international studies and beyond, as well as practitioners who aim to contribute to scholarly debates in international studies. Only full, early career, associate members, and postgraduate students undertaking studies towards a PhD, can present papers at the conference. Masters students and undergraduates are welcome to register to attend but cannot present at the conference without the explicit permission of the conference programme chair.
4. *Where do I submit my proposal?* Submissions should be made via the BISA website online system only. Emailed proposals will not be considered.
5. *When can I submit a proposal?* Submission are open from 1st October-9th November 2018.
6. *When is the deadline for submitting a proposal?* The deadline is 9th November 2018.
7. *What kind of topics are covered by the conference?* We welcome any paper, panel, and roundtable proposal which relates international studies and related subfields.
8. *Can graduate students participate in the conference?* Yes, postgraduate student participation in the conference is encouraged, but panels comprised only of postgraduate students will not be permitted. Postgraduate student participation is most effective when students interact with academics/practitioners on panels. Masters students can only present papers without a senior co-author at the conference with the explicit permission of the conference programme chair.
9. *What is the format of the conference?* Panels run for 90 minutes each and are composed of 5 papers and a chair but no discussant, or 4 papers plus discussant and chair. Roundtables run for 90 minutes each and are allowed a minimum of 4 presenters but can have up to 6 presenters and a chair that is responsible for setting the scene.
10. *Is there a minimum number of papers/roundtable participants required to be viable?* Yes, panels with 2 papers or less will be regarded as unviable. So please ensure when submitting panel proposals you have a minimum of 4 papers/panellists. The programme chair has the discretion to move papers to another panel or withdraw the panel should paper numbers drop below the acceptable minimums.

11. *Can I submit the same paper proposal more than once?* No. Papers with the same title and abstract can only be submitted once, be it as a part of a panel or as an individual paper submission. Multiple submissions of the same paper may result in ALL submissions of that paper being withdrawn by the programme chair.
12. *Can I submit more than one paper proposal?* No. You cannot submit more than one paper proposal. The only exception is for Learning and Teaching Paper submissions. Then it is a maximum of two papers including the Learning and Teaching paper.
13. *Are all submissions guaranteed a place on the conference programme?* No, while the programme chair will try to find a slot for as many submissions as possible, acceptance of papers, roundtables and/or panels is not guaranteed. About 25% of submissions are declined, due to lack of space on the programme, lack of similarly themed papers to form a coherent panel, and/or a lack of academic rigour.
14. *Can I specify day(s)/time(s) for my panel/roundtable/paper or make requests for changes to my conference schedule?* No. Dates and times on the conference programme cannot be specified. We also do not have the capacity to make changes to conference programme to accommodate individual schedules. Scheduling is undertaken to maximise the efficient use of conference space and to avoid participant time clashes. With many interconnected pieces, once the programme is set, even small changes can lead to significant knock-on disruptions.
15. *Is there a participation limit?* Yes, you can appear on the programme with no more than 3 contributions, whether as paper giver, roundtable participant, or panel/roundtable chair-discussant — each of these counts as one contribution. The exception is that one may give two papers if one of these papers is Learning and Teaching focused.
16. *When will I find out if I have been included on the conference program?* We aim to inform all applicants of our decision by the 15th January 2019. Notice will come via email.
17. *When is the conference registration deadline for participants (i.e., paper presenter, roundtable member, chair, or discussant)?* The registration deadline is the 11th March 2019. Those who have not registered by this date will be removed from the conference programme.
18. *Do I need to be a member of BISA to submit a proposal to the conference?* No, anyone can submit a proposal to the conference, including non-members. You will need to set up a member account to be able to submit your proposal but you do not have to activate membership with the payment of a member fee to do so.
19. *Are there any guaranteed slots for the conference?* Yes. To provide a cohesive conference programme, BISA working groups and other partner associations are guaranteed a minimum allocation of panel slots.

20. *Do I need to be a member of BISA to register for the conference?* Yes, you do need to be, or to become, a member of BISA. Please note that at high demand times, it can take up to 72 hours for a membership request to be processed. Please plan accordingly.
21. *Can I present my paper via Skype or other video-conferencing application?* No. BISA and the conference venue do not have the capacity to support these platforms. Moreover, their reliability is not robust enough to avoid being disruptive to panels.
22. *Will there be power-point/AV equipment available at the venue?* Yes. BISA will provide a PC laptop, screen, and projector in every panel room for 2019. Please bring your powerpoint presentation on a USB pen drive. We are afraid BISA cannot provide technical support should you have problems with your presentation. Therefore, we suggest you come prepared just in case there are technical difficulties and/or you cannot access your powerpoint files. Due to compatibility issues across platforms, we would also recommend against embedding video or sound files into your powerpoint slides.
23. *Can I expect to be financially supported to attend this conference?* No; however, there are 15 postgraduate bursaries that provide some financial support for presenting at the conference. There is no other financial support available.
24. *May I attend the conference if I am not on a panel or roundtable?* Yes! You are most welcome to register, attend, and engage with the discussions occurring in the panels and roundtables.
25. *Do I need to contact the organisers if I need to withdraw from the conference or cannot attend?* Yes, out of courtesy to your fellow panellists, please notify the programme chair and panel chair if you have to withdraw or can no longer attend at any point in the lead up to the conference. This allows panels to be reorganised so that those still attending get the most out of the conference. Where panellists have not notified us before the start of the conference that they are unable to attend, they will be prevented from appearing on the conference programme for a period of two years.

Please also note the conference refund policy if you have to withdraw after registration. We encourage all delegates to take out suitable insurance either through their institution or on a personal basis should there be a last minute need to withdraw after the refund deadline. Post deadline, full and partial refunds can be offered only in very exceptional circumstances such as close family bereavement, serious illness/hospitalisation preventing travel, or paper withdrawal due to collapsed panel. These are judged on a case by case basis.

26. *How do I get a visa to enter the UK for the conference?* If you are accepted for participation in the conference on either a panel or roundtable and have registered for the conference, please contact the BISAoffice who will be able to assist with a suitable visa letter. The deadline for visa letter requests is the 1st April 2019. Due to the tightening visa rules for travel to the UK, please ensure you apply at least 3 months before the conference.

27. *How do I get a certificate of attendance?* Certificates of attendance will only be issued during the conference at the registration desk. The person requesting the certificate must be present at the conference to collect the certificate. Certificates or confirmation letters will not be sent out retrospectively after the conference.

Legal Disclaimer

BISA reserves the right to withdraw any paper at any time leading up to, and after the conference, that it feels may bring the association into disrepute, and/or may be a legal risk for BISA (and possibly the author) due to the nature of the subject matter or content. BISA accepts no liability or responsibility for the content of papers uploaded to the BISA website by external authors. Any legal issues such as breach of copyright, defamation, plagiarism, et cetera must be taken up with the author directly. All conference participants are expected to abide by the BISA code of conduct for members and the conference code of conduct.