

Call for BISA conference 2018

BISA and the University of Bath our co-sponsors invites panel and roundtable proposals for the Annual Conference in June 2018. The deadline for submission of general proposals is 4:00pm, 25th October 2017. Proposals and abstracts must be submitted online via the BISA website (<http://www.bisa.ac.uk>). If you are submitting a panel or roundtable, please ensure you have all the details to hand before starting to complete the online forms, including all contact details of convenor, chair and discussant (if included), panel/round table title, description, paper giver/participant contact details incl email address, paper titles and short abstract of no more than 200 words.

Email addresses on proposals

Please ensure that the email used for the conference proposal is the same as the email address members use to login to the BISA website. This will ensure registration payments are linked to the programme participants and submissions are linked to your profile so you can track progress and upload your papers etc.

Innovative sessions

BISA is particularly interested in proposals for innovative panels and sessions which do not follow the usual format of academic paper presentations. This may include film and media presentations, interview conversations, and others. Proposals for innovative sessions should be sent directly to the BISA Conference Team conferences@bisa.ac.uk by the 18th October 2017.

Conference contacts

Conference programme matters, withdrawals and programme changes conferences@bisa.ac.uk

General conference matters, registration, accessibility, visa letters, refunds etc. office@bisa.ac.uk

Registration

Registration for the conference will open on 15th December 2017 with a deadline for programme participants of 28th February 2018. After this date, non-registered participants will be replaced on the programme.

Fees for 2018

- postgraduate/student £100
- early career/ associate / emeritus £140
- full members 2018 £180

What is included in the fee?

BISA continues to run the conference on a not for profit basis and does subsidise the conference to cover the full costs of organising the event.

- Hotel Day Delegate rate £50.00 per person per day – buffet lunch and three refreshment breaks, WiFi, meeting room and AV hire

- evening receptions
- registration desk support, event insurance and conference programme admin support

Conference Venue

The conference will be held at the Apex Hotel, Bath. The hotel is within easy reach of major travel links.

Postgraduate Conference Bursaries

Applications for Postgraduate Bursaries will open on 9th January 2018. The deadline for applications is 12th February 2018. Postgraduate members who have had a paper proposal accepted for the conference will be eligible to apply. Please note that bursaries cover registration costs and a contribution towards travel and accommodation.

Paper upload

Full papers must be uploaded by all conference participants by 6th June 2018.

Child Care

We are working with Tinies to provide conference child minding and nanny services for 2018 more information about costs and booking will be available closer to the conference.

Accessibility & Equality

BISA has adopted an accessibility policy for the conference which details our commitment to providing an event that is accessible. We will also undertake monitoring which we will ask delegates to participate in so we can ensure improvements for future events.

Guidance for Participants at BISA Annual Conferences

1. Frequency of Appearances

In order to ensure the maximum number of participants, BISA members can present only ONE paper at the annual conference, including co-authored papers. BISA members can also appear either as a Roundtable participant, discussant or chair on two further panels (maximum of three appearances). These limits will ensure increased opportunities for participation by all BISA members.

2. Submission Types

Panels

Panels must have a title, abstract and five papers (no discussant) or four papers with discussant (complete with title, abstract and authors details) and at least one chair. Titles need to be less than 10 words and abstracts need to be less than 200 words.

Please note: papers submitted for panels should not be submitted a second time independently of the panel. If the panel is not accepted, the papers submitted on the panel go into the normal waiting pool with all of our other papers.

Roundtables

Roundtables are similar to panels but participants do not present papers. At least one chair and a minimum of four participants (maximum six participants) are needed to submit a roundtable, along with title, and abstract. Titles need to be less than 10 words and abstracts need to be less than 200 words.

Papers – new for 2018

Individual paper submissions are required to link to a working group on submission to the online system so the groups may build their own sections. If your subject area is not covered by a working group ([see working group list here](#)) maybe you can organise your own panel or roundtable.

3. Participation of Postgraduate Students

Postgraduate participation in the conference is encouraged. Such participation is most effective when students interact with more senior members on panels. Therefore at least one paper-giver must be a full-time academic – i.e. no all postgraduate panels are permitted.

BISA also encourages a range of institutions to be represented on a panel.

4. Paper Upload

All participants presenting a paper will be required to submit a PDF copy of their paper in advance of the conference via the BISA website paper upload facility. The deadline for submission is 6th June 2018.

5. Withdrawal

Every year, BISA has far more proposals for the conference than it has space for in the programme, and many applicants are turned away. Because of this, a withdrawal deadline of 1st March 2018 has been introduced, by which time you can cancel your participation (allowing the Programme Chair(s) to substitute another participant). Failure to cancel by that date could lead a member not being allowed onto the programme of future conferences. (Please see the refund policy on the BISA website). Withdrawals past the deadline due to lack of funding and other professional or personal commitments are not considered sufficient reasons for exemption from the penalised withdrawal list.

6. Working Group Sections

- Working groups with 74 or less BISA members can propose up to four panels (two of which are guaranteed for inclusion on the programme and are mandatory for each group). Working groups with more than 75 BISA members can organise a five panel section and groups with over 100 BISA members can organise a 10 panel section. There will be flexibility in this should a group wish to organise a larger section and those participants are willing to join BISA
- The working group section chairs take overall responsibility for the actual execution of their section's contribution to the conference programme;

- They should undertake the call for papers; maintaining a balance between established and emerging scholars, and postgraduate students;
- In making that call for papers section chairs participants should be reminded of the frequency of appearance stipulations noted above;
- Section chairs should maintain a reserve list of proposed papers in case of withdrawals;
- section chairs should also identify panel chairs and discussants;

Timeline for BISA 2018 annual conference

- 25th October 2017: Roundtables, papers and panels submission deadline.
- 15th December 2017: Publish provisional programme and acceptance emails sent out.
- 15th December 2017: Registration opens.
- 28th February 2018: Panel and roundtable participant registration closes.
- 28th February 2018: Last day for changes to the programme (please check name/affiliation are correct)
- – Registration closes 28th February 2018. Those on the programme not registered by 24th February 2018 will be removed and replacements sought
- 1st March 2018: Refund and withdrawal deadline (admin fee applicable on refunds £30)
- Final programme published by end of April 2018.
- 6th June 2018: Paper upload deadline.
- 13th June 2018: BISA's 43rd Annual Conference begins in Bath, UK.

For more information please refer to the BISA website at www.bisa.ac.uk or email office@bisa.ac.uk