

# *British Society for the History of Science Annual Conference 2011*

## *Guidelines for Themed Panel Organisers*

### **Contacting us**

All queries will be dealt with by a representative of the Programmes Committee. Please contact us (preferably) by email at [bshs2011programme@bshs.org.uk](mailto:bshs2011programme@bshs.org.uk), or by post at: BSHS Programmes Committee, School of English, University of Leicester, University Road, Leicester, LE1 7RH

### **Constructing your panel**

The meeting has no specific theme and papers are invited that cover all aspects of the history of science, technology and medicine.

**Each panel proposal should be submitted by a nominated organiser**, who will serve as primary contact and will be responsible for the content and organisation of the session overall.

The organisers are particularly keen to encourage sessions that

- include participants from more than one institution and/or nation
- promote the interaction of junior and senior scholars

and will take these factors into account in making panel selections.

Each session (90 minutes to two hours) will normally include **either three or four papers**. Organisers who believe there is a strong case for departing from this rule or who wish to submit a session of a different type, e.g. round-table, are welcome to discuss this with us in advance of the Call for Papers deadline. Papers within a session may be co-authored or co-presented, but each paper will receive an equal time allocation (usually from 20 to 30 minutes including questions.)

**Panels may be proposed to run over two sessions**, and thus feature six to eight papers, provided they demonstrate a clear and ambitious agenda. Longer proposals should not be submitted.

Additionally, organisers are welcome (but not required) to include a **commentator/discussant**. Each panel should also include a **chair**, who will be responsible for keeping the panellists to time and taking questions. Proposals including named chairs are encouraged, although we can make chairing arrangements locally.

**No speaker may present papers in more than one session at this conference** (this restriction does not apply to the designated Outreach and Education sessions.) Presenters in one session are welcome to commentate or chair in another.

## **Guidelines for submission**

Organisers are welcome to discuss their ideas with us, and seek suggestions for participants, in advance of the Call for Papers deadline. Formal panel proposals should be complete and agreed on by all the named participants, and should include

- a brief description (maximum 150 words) of the panel's aims.
- an individual abstract for each paper in the panel, submitted according to the guidelines for individual proposals (maximum of 250 words; no footnotes; comprehensible to a non-specialist audience)
- full contact details for the organiser and for all session participants including named chairs and commentators.
- Details of any specific audio visual requirements for your session

Your panel proposals should be sent as a single submission from the panel organiser, if possible in the form of a single electronic document, sent to [bshs2011programme@bshs.org.uk](mailto:bshs2011programme@bshs.org.uk).

In order that we can publicise the conference as effectively as possible, we will assume that in submitting an abstract, each participant is granting us the right to publish its content on the Society's website and elsewhere: if you do not wish your abstract to be publicised, please advise us explicitly. Where appropriate, we may contact you seeking further information for use in conference press releases.

**All conference participants must register for the conference** in order to be included in the conference programme.

## **Withdrawing a proposal**

If you wish to withdraw an entire panel proposal, please notify us as soon as possible.

If one member of a panel wishes to withdraw, organisers are encouraged to seek a suitable replacement; if this cannot be done, we reserve the right to move a paper from elsewhere into the session. Panels with less than three papers may be withdrawn. If this is the case the remaining papers may be considered for inclusion as individual papers in other panels or sessions.