BAMSA Conference 2021
Bridging Academia, Policy and Practice
Monday 28 June – Thursday 1 July 2021 (online)

Guidance for Contributors

If you have confirmed your contribution with the BAMSA team, thank you.

In the post-Covid world of virtual participation most of us are on a learning curve when it comes to IT and online platforms. We have compiled the following guidance from our own experiences of running online meetings attended by participants from all over the world. We hope you find it useful.

The BAMSA conference will bring together academics, practitioners and policymakers. Broadly speaking, the sessions on the first and third day are theoretical in focus, and those on the second and fourth day are practical. Having said that, there will be academics and non-academics at every session, and presentations should be tailored to a mixed audience.

Please note we information from contributors by the end of March to finalise the programme in April. We need recorded advance presentations by the end of April so that they are available to view on the BAMSA website in May.

Until the end of March, please consider the programme provisional subject to final tweaks. If you spot any errors, please let us know. The final version will be confirmed in April.

If you require any further assistance, please contact the Conference Administrator, Steph McGowan socscievents@stir.ac.uk.

In the meantime, thank you again for agreeing to be part of the BAMSA 2021 Conference. The success of the event will depend on the engagement of people like you from the world of academia and the world of bridge.

Professor Samantha Punch & the BAMSA team

[more follows]

Before the conference

Information Required

Please submit the following information by the end of March:
- Name and title (eg Professor or Dr)
- Role (eg bridge teacher or president)
- Institution/organisation (eg University of Abertay)
- Academic department (eg Social Sciences) and discipline (eg Leisure Studies)
- Title of presentation
- Abstract (research papers only)
- Short summary of presentation (no more than 50 words)

Format

The conference will be held on the Microsoft Teams platform. If you are unfamiliar with Teams, we strongly recommend you practise using the platform in advance. For the best experience we recommend you use the Teams app, rather than your browser. The app can be downloaded here: https://www.microsoft.com/en-gb/microsoft-teams/download-app. We shall hold technical rehearsals before the conference, but the more experience you have of Teams the easier you will find it. (See Rehearsals below.)

There will be two live sessions per day at different times to accommodate contributors and participants in different time zones in different parts of the world.

The keynote speaker will present in person, as will a small number of academics who are sharing new academic findings.

Session times

The time zone of all sessions is British Summer Time (BST). Please check the programme for session start times and if you are in a different time zone, please synchronise your watch to BST.

Practical sessions

There will be a relaxed bridge pairs tournament on the second day at 3pm and a taster session for beginners on the third day at 6.30pm. Both practical sessions will be held on the RealBridge platform. Contributors are welcome to join either session and to bring a partner for the tournament. If you need a partner for the tournament email bamsa@stir.ac.uk.

Advance recordings

Most contributors will supply recorded presentations in advance, and we shall make these videos available to participants via our conference webpage.

We invite all contributors to submit short, recorded presentations of their work by the end of April. The videos should be 5-15 minutes long.

A simple way to video your presentation is to record yourself giving a PowerPoint or Panopto presentation in an online meeting platform such as Teams or Zoom. At the end of the recording, the platform will send you a link to the recording in mp4 format. The most recent version of PowerPoint enables recording where you can export an mp4 video afterwards which puts a video of the presenter in the bottom corner of the slides.

Presentations do not have to include slides, videos without slides are fine.

Before you start recording, remember to switch off sound notifications from Teams, phones and computer devices. Also be mindful of the set-up of camera, room and backdrop. Small adjustments can make a big difference in terms of a professional recording. For example, try to avoid slanted laptop screens which change the angle of the camera. Ideally position your camera so that it is square on to you.

If you would like one of the BAMSA team to give feedback on your content before recording it, please email socscievents@stir.ac.uk.

Once we have received your recording, we shall publish it on BAMSA's website via our dedicated [Conference 2021 YouTube channel](#).

Slides

Advance recordings: If you are using slides in an advance recording, please upload a copy of the slides to SharePoint when you upload the recording. (Deadline for the advance recordings is the end of April.)

Live presentations: If you are using slides in a live presentation, please upload them to SharePoint before the presentation so that we can put them on the conference website soon after the session.

If you do not wish your slides to be published on the BAMSA website, please contact socscievents@stir.ac.uk. (See Consents below.)

SharePoint

When you are ready to upload slides or a recording to the BAMSA Conference SharePoint site, please email socscievents@stir.ac.uk for a link to the site. Access to the site is by permission only.

If you need help accessing the SharePoint site, or making the recording, please contact Steph McGowan, Conference Administrator, socscievents@stir.ac.uk.

Rehearsal

In late May or June, we shall organise a series of technical rehearsals for each of the sessions. During the rehearsals we shall review etiquette, expectations and running order. Contributors will also have a chance to practice screen sharing and handovers between presenters.

There are different ways to share slides in Teams and we shall talk you through the different options. We shall show you how to manage your slides so that participants are unable to fast-forward through the slides while you are presenting.

We shall discuss camera set up and – very important – show you how to switch off sound notifications from Teams (in settings, which is found via your profile icon). If you do not switch off sound notifications, every time a participant posts a chat during a session Teams will ping. So, if your contribution fires up debate there will be a barrage of pings – all of which are recorded in the session video. We shall remind you to turn off sound notifications on other devices such as mobile phones and tablets, for the same reason.

Consents

During and after the conference, photographs, recordings, slides and other contributions may be used on the BAMSA website and in other promotional literature.

You can withhold consent for use of your image, slides and contribution by opting out. If you wish to opt out, please email socscievents@stir.ac.uk.

Recording (video and photograph): All the sessions will be recorded, including the practical sessions, and we shall take screenshots during the event. By agreeing to contribute to a session you are agreeing to be recorded and we would prefer it if you kept your camera turned on throughout the meeting.

Focus groups: The marketing session on the fourth day of conference has been designed to survey opinions and collect data. For example, there will be live (anonymised) polling during the session. Those joining the session should be aware that by participating in this session their contribution will be used for research.

Practical sessions: The practical sessions (tournament and the bridge taster) will be recorded.

Slides: Pdfs of slides will be posted on the BAMSA website. (See note above about when and how to provide slides and when they will be posted on the website.)

To reiterate, if you withhold consent to any of the above, please email socscievents@stir.ac.uk.

Data protection: At the end of the conference, we shall collate attendance lists including name, role, country and email address for BAMSA's internal use only. Your details will not be shared with any third parties. By confirming your contribution to the conference, you are consenting to your details being stored in this manner.

[more follows]

During the conference

Recording

Remember, the sessions will be recorded. The images of contributors are relatively large in the final video, so every fidget, funny face and nose scratch will be captured in technicolour. As far as possible, make sure you cannot be disturbed by doorbells and ringing phones. Set the room at the right temperature so you are not too cold or too hot.

Session chairs and other roles

Each session will be chaired by a member of the BAMSA team. The BAMSA team will also cover other roles such as facilitator and note-taker.

Panelists

Panel formats will vary, and the different formats will be confirmed in May. At the start of most panel sessions, contributors who have submitted a pre-recording will have a few minutes to sum up their work before the panel discussions start.

We shall provide some questions for the panel in advance, and some (but not all) will be put on the website in advance for participants to see. Anyone who has provided an advance recording can expect questions on the content of the recording.

Questions

Participants will be invited to submit their questions in Chat although a session chair may occasionally invite live questions from participants using the hand-up function in Teams.

After the conference

Recordings

Recordings of all the sessions will be published on the BAMSA Conference 2021 YouTube channel with a link to the conference web page.

Slides

Slides from any live presentations will be published on the conference webpage.

Report

The BAMSA team will prepare a conference report and summary

Evaluation

We shall invite contributors and participants to give feedback via an online survey.