

## HA Annual Conference 2024

Call for papers: Guidance notes

Thank you for your interest in presenting at the Historical Association Annual Conference 2024. Please read these notes and the terms and conditions carefully before completing the call for papers, even if you have presented before. If you have any queries, please contact Education and Events Officer, Maheema Chanrai at [maheema.chanrai@history.org.uk](mailto:maheema.chanrai@history.org.uk).

### Table of Contents

Submitting a proposal.....	1
About the conference.....	1
Format.....	1
Pathways.....	2
Sessions.....	2
Terms and conditions.....	3
Advertising.....	3
Speaker expectations.....	3
Data protection.....	4

### Submitting a proposal

All session proposals will be collected using the Oxford Abstracts online platform:

<https://app.oxfordabstracts.com/stages/5885/submitter>

You will need to create a free account with Oxford Abstracts in order to submit a proposal.

The deadline for submitting all proposals is **Monday 25 September 2023**.

**Please be aware that a submission does not guarantee a place.** We will be in contact by the end of November 2023 with a final decision about your proposed session.

### About the conference

#### Format

The conference will take place from **10–11 May 2024**:

- All sessions will run in person at The Eastside Rooms, Birmingham.
- Selected sessions may also be livestreamed and recorded as part of the virtual conference offer. Recordings will be made available after the conference to those who sign up for the virtual package, for approximately 8 weeks.
- There will be no online-only sessions.

## Pathways

The conference attracts a broad audience, the majority of whom are Historical Association members: primary teachers, secondary history teachers, museum and heritage educators, teacher trainers, students and teacher trainees, HA branch members, life-long learners and people who just love history.

The conference programme is organised into the following pathways. The main audience(s) for each pathway is indicated in brackets.

- Primary (teachers of history from Early Years to Key Stage 2)
- Secondary (teachers of history from Key Stage 3 to Key Stage 5/sixth form)
- Initial Teacher Education/ITE (mentors, teacher educators for primary and secondary)
- General (life-long learners, branch members, those with a general interest in history)

If you wish to present a session or guided walk in our General pathway, please contact Paula Kitching at [paula.kitching@history.org.uk](mailto:paula.kitching@history.org.uk).

We will occasionally run Fringe sessions which take place outside of the normal programme during lunch breaks. Please note that these are not funded by the HA.

## Sessions

### Content

The HA does not review or regulate session content, except that:

- Sessions must reflect the description provided for use in the conference programme.
- Sessions must adhere to the policy on advertising (see terms and conditions).

Sessions may be more lecture-style or workshop-style as appropriate. Workshop-style sessions that are selected to be livestreamed should include online attendees within any planned activities. Provision will be made to share resources virtually as required.

### Timings

Excluding keynotes, the conference usually includes 4 hour-long session timeslots per day with multiple sessions taking place concurrently within each pathway (excluding ITE). Sessions must stick to a maximum running time of 55 minutes. This includes set-up/clear-up and questions.

### Audience

Audience numbers can vary depending on the pathway and individual session, but you can expect between 8–40 participants for most sessions. Selected sessions may also have an online audience watching live. As these sessions may be recorded, please be aware this may mean a reduced number of attendees in person.

### IT

Each workshop room will have internet access, a laptop and screen (projector or plasma) and the option to book audio speakers. Interactive whiteboards are not available. There will be roving IT support at the conference, but workshop rooms will not have a dedicated technician unless the session is being livestreamed.

## Terms and conditions

**Please note the following terms and conditions before filling in the call for papers.** If you have presented at a previous HA Annual Conference, please note these may have changed.

## Funding

The Historical Association is a charity and does not make a profit from the conference.

## Presenter limit

Each session will be limited to a maximum of **two** presenters. We are unable to accommodate more than this within the programme.

Requests for additional presenters will not be accepted after the submission deadline, even if there are fewer than two presenters initially accepted to present.

## Attendance fees

For 2024, we will cover attendance fees at the conference for both days for **all presenters** (subject to registration).

## Travel

For consultants or those in schools/universities, we will reimburse travel expenses up to a maximum of **£50.00**. For those speaking on behalf of other organisations, your organisation is expected to fund your travel costs.

## Accommodation

**You will be required to book and cover the costs of your own accommodation if this is needed.** Conference attendees can choose to book rooms at the delegate rate (£115 per night B&B, single occupancy) at the Aloft Birmingham Eastside by Marriott, next door to The Eastside Rooms. We will also provide a list of alternative accommodation options at a range of affordable prices.

## Advertising

The HA is unable to endorse any profit-making organisations. As such, there is a strict no advertising policy, including reference to paid consultancy, textbook authorship or any other conflict of interest. This includes in handouts, PowerPoints, and any other resources. For organisations wishing to promote themselves, please contact Sarah Byrne at Mosaic Events at [conference@history.org.uk](mailto:conference@history.org.uk).

## Speaker expectations

If your session is accepted onto the programme, we would expect you to communicate with us promptly and adhere to any deadlines specified for registration, sending requirements, sharing resources, etc. We would also expect you to ensure that you have the necessary permission to share information within your session, including school data or data from other organisations, and that your session is your own work.

#### Data protection

We will collect your personal data in order to communicate with you regarding your proposal to present at the Historical Association Annual Conference 2024. If your proposal is selected, your information will be shared with Mosaic Events in order to process your conference registration. We have deemed this to represent legitimate interest in line with the ICO's guidance. Your information will be kept with us for up to a year after the Annual Conference. Please read our [Privacy Notice](#) for further information or contact us on [data@history.org.uk](mailto:data@history.org.uk).