



HA Annual Conference 2025

Call for papers: Guidance notes

Thank you for your interest in presenting at the Historical Association Annual Conference 2025. 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.

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Information about presenting at the conference

Format

The conference will take place from **9–10 May 2025**:

- All sessions will run in person at the Hilton Liverpool City Centre.
- Selected sessions may also be recorded and livestreamed as part of the virtual conference offer.
- Recordings will be made available over the summer holidays after the conference to booked delegates for the in-person and online packages.
- 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.

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 and other terms and conditions.

Sessions may be more lecture-style or workshop-style as appropriate.

The hybrid model

Selected sessions may be livestreamed and recorded as part of the virtual conference offer. Recordings will be made available until the end of the summer holidays for registered delegates. If your session is selected for the virtual offer, it will involve:

- Providing any required materials for the session in advance for virtual attendees (support will be provided on how to do this)
- Ensuring any activities include those participating virtually (live and recorded) as well as those in the room

- Wearing a lapel microphone and staying within the camera's field of vision while presenting

Timings

Excluding keynotes, the conference usually includes up to 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 in-person participants for most sessions. Selected sessions may also have a virtual audience. As these virtual sessions will 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.

Submitting a proposal

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

<https://app.oxfordabstracts.com/stages/76310/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 30 September 2024**.

Please be aware that a submission does not guarantee a place. We will be in contact by the end of November 2024 with a final decision about your proposed session.

The following sections set out the questions that will be asked in the call for papers, including terms and conditions related to funding, advertising and code of conduct. **If you have presented at a previous HA Conference, please be aware these have changed.**

Required questions will be marked with an asterisk. *

Section 1: Funding

The Historical Association is a charity and does not make a profit from the conference. Funding for presenters is therefore limited accordingly.

Presenter limit

Each session will be limited to a maximum of **two** presenters. We are unable to accommodate more than this within the programme. For 2025, we will fund attendance fees at the conference for both days for both presenters in a session (subject to registration).

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

Travel

For consultants or those in schools/universities, we will reimburse travel expenses to Liverpool 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 from a limited number of rooms at the delegate rate (£165 per night B&B, single occupancy) at the Hilton Liverpool City Centre. We will also provide a list of alternative accommodation options at a range of affordable prices.

Agreement*

I confirm that all presenters for this proposal have read and agree to the terms and conditions regarding presenter funding. *(Must select Yes to proceed)*

Section 2: Presenter code of practice

Presenter 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.

Regulations on advertising

As a charity, the HA is unable to endorse any commercial organisations and there is a **strict no-advertising policy** in sessions. Delegates have made us aware that this policy has been contravened in recent years and we take their concerns seriously.

Conference sessions must not be used to advertise any textbook(s) written by the presenter(s), nor may a session be based around a particular textbook. In addition, sessions must not include reference to paid consultancy or any other conflict of interest. This includes mention when presenting, in handouts, PowerPoints, and any other resources.

If your session is found to have included any of the above, this may impact on your ability to present at a future HA Conference.

If you wish to promote an organisation, textbook or other resource, please contact Sarah Byrne at Mosaic Events at conference@history.org.uk to discuss a sponsored session instead.

Code of conduct

We are committed to diversity, equity and inclusion, and actively encourage diversity and promote inclusion and accessibility at our events. We value the participation of each individual and want all participants to have an enjoyable and fulfilling experience.

The HA Annual Conference is intended to be a safe space, designed to encourage the sharing of professional knowledge and ideas. We take our attendees' safety seriously and support delegates of all backgrounds, needs and interests to feel safe and get fully involved in Conference.

- We expect everyone who attends Conference to behave professionally and to treat others equally and respectfully. These recommendations on behaviour extend equally to all attendees: delegates, presenters, visitors and staff.
- We will not tolerate harassment, abusive or racist language, bullying or aggressive behaviour.
- We encourage you to be an active bystander and supportive of others where you have concerns. If you are unsure, this short piece from the University of Cambridge has helpful advice: breakingthesilence.cam.ac.uk/prevention-support/be-active-bystander
- If you have any concerns about behaviour or experience disrespectful or discriminatory speech or actions, please talk confidentially to a member of the HA

staff or the Conference Team at the registration desk, who will deal with the situation with discretion.

- While you may not agree with everything that you hear, we ask you to listen to others' views and to engage constructively with them.
- While we encourage delegates to use their social media platforms to talk about Conference, we expect the same professional behaviours of respect and equality in the online space as we do in the physical space.

All communication and behaviour should therefore be appropriate for a professional audience, including people of many different backgrounds. Sexual or discriminatory language and imagery will not be tolerated. Delegates violating these rules may be asked to leave the Conference without a refund at the sole discretion of the Conference organisers.

[View the Historical Association Safeguarding Policy](#) (PDF)

Agreement*

I confirm that all presenters for this proposal have read and agree to the presenter code of practice, including the sections on conduct and advertising. *(Must select Yes to proceed)*

Section 3: Additional terms and conditions

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 2025. 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.

Approval*

I confirm that this proposal has been approved by all presenters. *(Must select Yes to proceed)*

Section 4: Presenter information

Presenters*

Please enter the details below for all presenters for this session. Presenters will be listed on the programme in alphabetical order.

As indicated in the terms and conditions, each session is limited to a maximum of two presenters. Any requests for additional presenters will not be accepted after the submission deadline, even if the accepted proposal is for just one person.

- Title
- First Name
- Last Name
- Email
- Job Title
- Home City/Town (if different to School/Organisation)
- Affiliation 1
- School/Organisation
- City/Town
- Country

+ ADD ANOTHER AFFILIATION

+ ADD ANOTHER PRESENTER

Early Career status

Please indicate if you are an Early Career Teacher.

- Yes
- No

Have you attended a previous HA Conference?*

Please select all options that apply (*Limited to 2 responses*)

- Never attended the HA Annual Conference
- Attended 1-2 times in person
- Attended 3-4 times in person
- Attended 5+ times in person
- Attended 1-2 times virtually
- Attended 3+ times virtually

Have you presented at a previous HA Conference?*

Please select all options that apply. (*Limited to 2 responses*)

- Never presented
- Presented virtually
- Presented 1-2 times in person
- Presented 3-4 times in person
- Presented 5+ times in person

How did you hear about the call for papers?*

- At the 2024 Conference
- HA website

- E-newsletter
- Word of mouth
- X/Twitter
- Facebook
- Instagram
- LinkedIn
- Email invitation

Section 5: Workshop information

Title*

Please enter the full title of your proposed session. This will be used in the at-a-glance grid, conference website and programme.

If you have any notes or comments for the review panel, please do not include them here.
(Limited to 100 characters)

Abstract*

Please enter a description of your proposed session for conference attendees. This will be used to advertise the session, including on the conference website and programme.

If you have any notes or comments for the review panel, please do not include them here.

Learning outcomes*

Please include specific details about what participants will be able to take away from the session. This will be used to advertise the session, including on the conference website and programme.

(There is a limit of 850 characters between the Abstract and Learning outcomes questions)

Notes about your session

If you have any comments or notes for the review panel, please enter these here.

Pathway*

Please specify the main pathway/audience group at which the session is aimed.

- Primary
- Secondary
- Initial Teacher Education

Audience*

Please indicate which audience(s) your session is aimed at. You may select as many options as you wish.

- Early Years
- Key Stage 1
- Key Stage 2
- Key Stage 3
- Key Stage 4
- Post-16
- Teacher educators
- Mentors

Audience focus

If you chose more than one audience in your answer to the above, please indicate if the session will focus on a specific group within this.

- Early Years
- Key Stage 1
- Key Stage 2
- Cross-phase/Transition
- Key Stage 3
- Key Stage 4
- Post-16
- Teacher educators
- Mentors

Format*

Please indicate which of these options best reflects the format of your session.

- Lecture-style
- Workshop-style
- A combination of the above

Availability

Please indicate if there are any times at which you would NOT be available to present during the conference. *(By default, your session will be considered for presentation at any time on Friday 9 May and Saturday 10 May between 10am–6pm unless specified otherwise).*

The hybrid model

Selected sessions may be livestreamed and recorded as part of the virtual conference offer. Recordings will be made available for registered delegates until the end of the summer holidays. If your session is selected, it will involve:

- Providing any required materials for the session in advance for virtual attendees
- Ensuring any activities include those participating virtually as well as those in the room
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Consideration for a hybrid session

Please indicate if you would NOT like to be considered for a hybrid session. *(By default, all sessions will be considered for a hybrid session unless this option is ticked.)*

Are you planning to present this or a similar session at another conference or event in the next year?*

- Yes
- No

If you selected Yes above, please tell us more about the conference/event(s).

- National conference
- Local conference
- Trust or school event
- Other (please specify)

Thank you for proposing a session.

You are able to edit your submission until the deadline of Monday 30 September 2024.

Please be aware that a submission does not guarantee a place. We will be in contact by the end of November 2024 with a final decision about your proposed session.