# Abstract submission form

# *Everyday Creativity*, 10-11 July 2018, University of Manchester

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| How to submit your abstract  1. Fill in this form (remember to save changes). 2. Save your document (using File > Save As…) so that the first author’s name and initial is included in the filename in this format: eg atmospheres\_abstract\_mason\_j.pdf 3. Email the form to [morgancentre@manchester.ac.uk](mailto:morgancentre@manchester.ac.uk) **by 10am on** **Monday 15January 2018**. You will receive an email confirming that we have received your abstract within one week. If you do not receive an email, please email [morgancentre@manchester.ac.uk](mailto:morgancentre@manchester.ac.uk) to check. 4. If your abstract is chosen, we will contact you by email by **Monday 19 February 2018**. 5. For any other queries please email [morgancentre@manchester.ac.uk](mailto:morgancentre@manchester.ac.uk). |

## Contact details for first author/presenter

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| **Last name** |  |
| **First name(s)** |  |
| **Email address** |  |
| **Delegate list** | Tick this box if you **do not** want your email address in the conference programme and delegate list. |
| **Work phone** |  |
| **Home/mobile phone** |  |
| **Institution**, if applic |  |
| **Dept./research group** , if applic |  |
| **Address** |  |
| **Postcode** |  |
| **Country** |  |
| **PhD student?** | Please tick the box if you are a PhD student |

## Presentation abstracts

Paper presentations will be 15-20 minutes long, with discussion time of 10-15 mins which will normally be rolled together – panel style – with discussion of other presentation in the same session.

We are very open to non-standard alternatives to the usual academic paper presentation, ***although please note that for timetabling purposes you will need to keep to 25-30 mins overall timing***.

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| **Title** (max. 30 words) |  |
| **Lead presenter name and institution** |  |
| **Other presenters and institutions** (if applic) |  |
| **Keywords** (up to 4) |  |
| **Abstract/description of presentation** (max 250 words. Please ensure you explain how your presentation will speak to the theme of Everyday Creativity) |  |
| **For non-standard presentations, please explain how you will run the session** (max 100 words) |  |
| **Academic discipline(s)** |  |

## Equipment required

Please note that the conference rooms are tiered lecture theatres and are equipped with standard audio visual facilities, including a networked PC, with powerpoint. If you have any other or specific requirements, please fill in the boxes below and get in touch with us as we will need to discuss these with you.

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| **Flipchart** |  |
| **Other** (please specify) |  |

## Availability

The conference is on Tuesday 10th and Wednesday 11th July and, should your abstract be accepted, your presentation may be scheduled for either day. If you are NOT available on one or other of these dates, please indicate here.

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| **I am NOT available on:** |