

EXPLORE HUMAN EXPERIENCE

Arts and Humanities Day

#UoSArtsHumFest

SUBMISSION PROCESS, APPLICATION FORM and TOP TIPS
(for in-person activities and events on Saturday 8th November 2025
at Southampton Cultural Quarter exclusively)

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HOW TO MAKE A SUBMISSION

Thank you for your interest in taking part in Arts and Humanities Day 2025.

***PLEASE NOTE THIS DOCUMENT IS TO AID YOU IN DRAFTING YOUR SUBMISSION – APPLICATIONS WILL ONLY BE ACCEPTED VIA THE OFFICIAL REGISTRATION FORM ON THE FESTIVAL OFFICIAL WEBSITE AT THE FOLLOWING LINK*:**

[Submit an activity](#)

All submissions must be made through the website using the ID and Password set out below.

**** PLEASE DO NOT USE YOUR PERSONAL UNIVERSITY ID AND PASSWORD ****

USERNAME: **stage1**

PASSWORD: **stage1243**

To receive a **copy of the registration form in Microsoft Word** for preparing your submission in advance, please click [HERE](#) to submit a direct request (you can leave the email body blank). The Word document will be then emailed directly to you as an attachment, but please note: this is not an automated process, and we will send the email as soon as we can between Mon – Fri, 9:00 – 17:00. If you are planning to work on the submission e.g. during the weekend, please email us in advance.

The form should take between **30-60 minutes to complete**.

Before developing and submitting your activity, we highly encourage you to read the information available on the [Exhibitors Area](#) of the website, and explore **Frequently Asked Questions for exhibitors** that can be accessed on the same page at:

www.southamptonartshumfest.co.uk/exhibitors-artshumday-faq

SUBMISSION DEADLINES

Stage 1 (Overview) - Deadline	Monday 15th September 2025
Stage 2 (Logistics) - Deadline	Monday 6th October 2025
Stage 3 (Risk Assessment) - Deadline	Monday 20th October 2025

Please make sure your registration stage is complete and submitted **by the end of the day**.

To add the deadlines to your calendar, click on the calendar icons in the dedicated table on the [Exhibitors Area](#) to download the .ics file. Each calendar file also includes basic instructions and a preset reminder.

OUTLINE OF THE PROCESS | SUMMARY

Submission will be a **3-stage process**:

1] Overview → 2] Logistics → 3] Risk Assessment

***PLEASE NOTE: You will not be able to save a partially completed form before submission; therefore, we recommend preparing **text** and a **correctly sized image** before starting your application by using the Microsoft Word file available to download (see Context section) ***

The required information includes:

STAGE 1

- **Contact information for the activity lead** (and 3 collaborators – optional):
 - Email
 - Affiliation
 - Mobile phone number (external exhibitors only)

- **General activity information:**
 - **Title for the website** (MUST be **concise and attractive, 5-8 words max**)
 - **Short summary description** (for event listing, 25 words max)
 - **Description for the website** (200 words max)
 - More about your activity (for internal use only, 300 words max)
 - **Activity Location** (please select Sir James Matthews Building)
 - **Website Image (NO TEXT, MUST be SQUARE, 150 x 150 px, 72 dpi, .jpg or .png) | Find out how to crop and resize an image in Windows [HERE](#).**
 - **Image Alt-Text | Find out more [HERE](#).**
 - Accessibility
 - Evaluation plan (if available)
- **Activity/Team links and promotion:**
 - **Website URL (ONLY 1 ENTRY)**
 - **Bluesky, X, Instagram, Facebook accounts** (MUST be **full URL, 1 entry/each**)
 - Supporting information (any facts, interesting questions or ready-made post that we could use to advertise your activity/event on social media as part of the Festival campaign)
- **Specific activity/event information:**
 - Type of activity:
 - Interactive exhibit (activities running all day)
 - Workshop (a timed event, with a starting and ending time)
 - Talk/Debate
 - Live show/Art performance
 - Exhibition
 - Activity Category
 - About Southampton
 - Archaeology
 - Art, Design and Fashion
 - Cinema and television
 - Digital Humanities
 - History
 - Languages and Linguistics
 - Mental Health and Wellbeing
 - Music
 - Philosophy
 - Science Meets Art
 - Social Sciences
 - Storytelling
 - Writing and Writers (for all activities on writing literature and authors)
 - Audience/Age suitability
 - **Location requirements** (e.g. co-location with other activities, water/drainage supply, air conditioning, backstage space, special accessibility, etc.)
 - Number of
 - **Trestle tables (2.5 x 6 ft approx. each, up to 3 pieces)**
 - **Tablecloth(s)** (fabric, plastic or your own)
 - **Poster boards (2 x 1 metres approx. each, up to 5 pieces)**
 - Additional poster boards/trestle tables statement
 - Format of poster boards (portrait or landscape)
 - **Main power requirements** (e.g. number of power sockets)

****Please note: for videos, images and music used in any of the submitted content, including presentations at Live events, make sure you have **all required rights** to use them for public release****

****PLEASE NOTE: for live presentations, please make sure to follow best practice for **accessibility******

- **Live events information:**
 - Maximum group size
 - Number of repeat sessions
 - Starting time(s) and Ending time(s) (**NOTHING TO START BEFORE 10:45AM**)
 - Eventbrite requirements (if needed), inc. number of tickets to retain from online booking, so that more tickets are available on the day

***** PLEASE NOTE: for start and end times, please do NOT add a starting and ending time for **activities that run all day** – these do not require a set time for taking place. *****

STAGE 2

- **Team information:**
 - Total number of people in your team
 - Number of people in your team divided by UoS Career Pathway or not connected to the University of Southampton
 - EDI characteristics
 - Number of branded lanyards (must be worn by all exhibitors)
 - Number of lunch vouchers
- **Exhibitors support logistics (accessibility)**
- **Special logistics and support** (in addition to details entered for Stage 1)
- **IT equipment required from iSolution** (what is needed and how many pieces)

STAGE 3

You will be able to upload up to 3 different documents in this section (.docx and .pdf accepted):

- **Risk Assessment(s)** (you can upload up to 3 copies)
- **Method Statement** (if available)
- **Public Liability Insurance** (for external exhibitors)

Further information regarding Risk Assessment will be provided in the automated email with log in details to Stage 3. UoS guidelines and template available [**HERE**](#) (restricted to UoS users).

WHAT'S NEXT AFTER EACH STAGE

- Once you have submitted a form, you will receive an **automated confirmation email** with a summary of the information entered.
- Upon acceptance/pending status of your submission, you will receive an automated email with a **dedicated URL to your activity, username and password**, including a link to preview your

activity and next action points. **These details must be used to edit your application or add any pending information.**

- If you did not receive any automated email from us within an hour after submission, please check your spam folder first and if not resolved, [get in touch](#).

TOP TIPS FOR A SUCCESSFUL SUBMISSION

Activity Title, Description and Summary

Activity title, description and summary are your first “point of contact” with visitors interested in attending Arts and Humanities Day.

	REQUIRED	MAX LENGTH
Activity Title	short and concise	5 – 8 words
Activity Summary	short, snappy and exciting	25 words
Activity Description	descriptive and inviting	200 words

When writing content for your activity description, please make sure to include:

- **Who you are** (do not talk about you and your team as 'us' or use sentences such as 'join us') – there are approx. 50 different teams bringing activities to Arts and Humanities Day and you must specify who you are; e.g. include the full name of your team and explain in which group/Department/School you work.
- **What are you going to do/present** at the event – use action verbs that give the visitor an idea on what they will be involved with.
- **What attendees will learn or can expect from your activity** (address the reader as 'you' and not as 'the audience' or 'visitors') – you want to talk to your audience directly, this is very different from grant writing or reporting, “talk to them”, start building a welcoming feeling around your activity.

Please also note:

- Content must be **suitable for a general audience** - write the blurb with the final reader in mind, including whether the content is age appropriate.
- Make your description **clear, welcoming and inclusive, engaging and attractive** as possible. Ask yourself:
 - **why would someone want to come to watch/take part in your activity?**
 - **why would someone care about the issue(s)** you are talking about?
 - **how can they relate** to what you want to talk to them about?
 - **what can they learn/take away?**
- If providing instructions, please use bullet points.
- If you need to add additional websites and social media accounts to the one entry you have available in the dedicated windows in registration process, please add them at the end of the blurb as bullet points.
- Avoid using AI to fully generate the content of your blurb – use creative and imagination.

- Finally, please **be aware that title, description and summary may be edited by the PERu team** – we only do this, when necessary, to make sure content is clear, expectations are met, and the tone of voice is balanced and matching across the programme.

Activity image

The image you wish to use for your activity MUST be:

- **SQUARE**
- Have a size of **150 by 150 pixels**
- Have a minimum resolution of **72 Dpi** (Dots per Inch)
- Be a **.png, .jpg** or **.gif** filetype

HOW CROP/RESIZE AN IMAGE: If you are not familiar on how to crop and resize an image, please follow these simple and quick tutorials for

- Windows: support.microsoft.com/en-gb/windows/edit-photos-and-videos-in-windows
- Mac: support.apple.com/en-gb/guide/preview/prvw2015/mac

Please note:

- **Avoid using any text, logo or data chart** in the image – this will be not readable due to the image dimension and limit accessibility for users.
- If you are the unique speaker for a talk or host of a show, please consider using a profile picture of you in action.
- Make sure you have **copyright permission** – please use the Copyright disclaimer window to provide details.
- Use a **descriptive and inclusive Alt-text** that conveys the meaning and content of the image – find out more [HERE](#).
- If you are struggling to find an image that suits your activity, the UoS Festival team will search one suitable for the programme.
- Finally, please **be aware that the image may be edited or replaced by the PERu team** – we only do this, when necessary, to make sure the image well represent the content of your activity.

Types of Activities

The programme will include different type of activities, grouped as follows. Please see which type of activity better describe what you are planning to contribute with on the day.

- **Interactive exhibit:** this is the most common form of activity at Arts and Humanities Day. An interactive exhibit is a **hands-on, drop-in** activity and takes places for the whole duration of the day, **from 10:30 until 16:30**. No additional tickets are required for this type of activity, and no starting and closing time must be inserted in the registration form.
- **Workshop:** this is the most common form of **timed event**. We consider a ‘timed event’ an activity with a defined starting and ending time, with one or more repeats across the day (as reported on the registration form), which might require additional booking due to resources or space capacity. Any drop-in activities that run 10:30 – 16:30 are NOT considered workshops within the Arts and Humanities Day’s programme. Workshops usually require additional booking.
- **Talk/Debate:** this is a timed event taking place in a defined location with AV settings and a hear looping system. This event requires additional booking.

- **Live show/Art performance:** this is a timed event taking place in a defined location. Depending on the format, it may require AV settings, a hear looping system and additional booking.
- **Exhibition:** this is a drop-in activity and takes places for the whole duration of the day, from 10:30 until 16:30. No additional tickets are required for this type of activity, and no starting and closing time must be inserted in the registration form.

In summary:

Activity Type	Drop-in vs Timed	Additional booking	AV system / Hearing loop	Add Start and End Time?
Interactive exhibit	Drop-in activity	Not required	Not required	No
Workshop	Timed event	Required	It depends	Yes
Talk/Debate	Timed event	Required	Required	Yes
Live show/Art performance	Timed event	It depends	It depends	Yes
Exhibition	Drop-in activity	Not required	Not required	No