

SOUTHAMPTON ARTS AND HUMANITIES DIGITAL (or another independent in-person event)

OUTLINE OF THE PROCESS

Submitting an event is a **single-stage** process.

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.

The required information includes:

- **Contact information for the digital activity lead** (and a collaborator – optional):
 - Email
 - Affiliation

- **General activity information:**
 - [Website Title](#) (MUST be concise and attractive, 8-10 words max)
 - [Website Activity Description](#) (200 words max)
 - [Short summary description](#) (for NEW event listing, 25 words max)
 - More about your activity (for internal use only)
 - Activity Location (set as 'online' by default)
 - [Website Image](#) (MUST be **SQUARE**, 150 x 150 px, 72 dpi, a .jpg or .png file)
 - Accessibility
 - Evaluation plan (if available)

- **Activity/Team links and promotion:**
 - Website URL
 - Twitter, Facebook, Instagram accounts (MUST be **full URL**, incl. https://)
 - Supporting information (any facts, interesting questions or ready-made posts that we could use to advertise your activity/event on social media as part of the Festival campaign)

- **Specific activity/event information:**
 - Type of resources for digital activity (up to 5 elements/type):
 - [Live Talk/Debate/Interview](#) (URL or embed code)
 - [Live Workshop](#) (URL or embed code)
 - [Live Performance/Show](#) (URL or embed code)
 - [Videos on demand](#) (URL or embed code)
 - [Podcast on demand](#) (URL or embed code)
 - [Photo Gallery with captions](#) (URL)
 - [Downloadable resources](#) (pdf, word, excel, power point)
 - [Board for Padlet/ThingLink/MS Form](#) (URL or embed code)
 - [Website resources](#) (URL)
 - Digital content production timeline
 - Activity Type
 - [Daytime Event, wider Festival](#)
 - [Evening Event, wider Festival](#)
 - [Writing and Writers](#) (for all activities on writing, literature and authors)
 - [Create at Home](#) (for all creative and DIY DIGITAL activities)
 - [UN Climate Change Conference \(COP26\) | Special](#)

- Black History Month Special | Special (for October events)
- UK Disability History Month | Special (for Nov - Dec events)
- LGBT+ History Month | Special (for February 2022 events)
- Audience/Age suitability

****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****

- **UoS Festival team support requests:**
 - Discussing your activity
 - Type of resources needed
 - Discussing Evaluation

- **Live events information:**
 - Date (use +/- buttons to add/remove more dates)
 - Starting time
 - Ending time
 - Digital platform
 - Booking link
 - Price
 - Safeguarding Risk Assessment (.docx or .pdf accepted) – guidelines and template available [HERE](#) (restricted to UoS users)

WHAT'S NEXT

- 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 entrance 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](#).

SUBMISSION DEADLINES

Black History Month	Sunday 5 September
UoSArtsHumFest Digital	Sunday 3 October
UK Disability History Month	Sunday 31 October
LGBT+ History Month	Sunday 9 January

HOW TO MAKE A SUBMISSION

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

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

URL: www.southamptonartshumfest.co.uk/HOHD-registration
 ID: **stage1**
 PASSWORD: **stage1435**