Southampton Science and Engineering Festival 2022

FAQs for Exhibitors

Content

Q: What is Southampton Science and Engineering Festival?

Sout**hampton S**cience and **E**ngineering **F**estival (**SOTSEF**) is the University of Southampton's annual award-winning interdisciplinary science and engineering festival that allows everyone to explore and discover what the world of STEAM (Science, Technology, Engineering, Arts and Mathematics) has to offer. It is a 10-day programme of digital and in-person events taking place across the University and the City of Southampton.

The Festival is part of the [UK Science Festival Network](#) and currently runs every year in parallel with [British Science Week](#), a 10-day programme of thousands of events running throughout the whole of the UK, with the aim of celebrating science, engineering, technology and maths. More information is available on the Public Engagement with Research unit (PERu) [website](#).

In 2022, Southampton Science and Engineering Festival will run **from Friday 11th to Sunday 20th March**. To be among the first to find out when the exhibitor's registration open, sign up to the [UoS Festival Exhibitors mailing list](#) and start following @UoS_Engagement on [Twitter](#), [Facebook](#), and [Instagram](#) to remain updated.

Q: What is Science and Engineering Day?

Science and Engineering Day (SED) is a FREE family-friendly day event packed with hundreds of interactive activities, workshops, live shows, art performances and laboratory tours, and will be back at Highfield Campus and Boldrewood Innovation Campus.

In recent years, we have welcomed more than 4,000 visitors on the day, coming as far as Devon, Kent, Yorkshire and Greater Manchester area.

In 2022, for the first time Science and Engineering Day will take place on **Saturday 7th May 2022**, from 10:30 – 16:30, at Highfield Campus and Boldrewood Innovation Campus.

This year SED will also run in parallel with the University of Southampton's Applicant Visit Day on campus. Resources and spaces will be shared with the Visit Day team in Global Recruitment and Admission. Clear signage, comms and branding will help all visitors navigate their experience through the day.

You can find out more about Science and Engineering Day and get a taste of the Festival by watching the [SOTSEF 2019 video playlist.](#)

Q: Who is the Southampton Science and Engineering Festival audience?

There is no single audience for Southampton Science and Engineering Festival, and guests/visitors will differ depending on the nature/format of the activity. They can include students and staff at the University of Southampton, local residents, schools and community groups, and others from across the country and internationally.

Online: with SOTSEF Goes Digital in the last year, we engaged with hundreds of people across 5 continents. People were drawn to the online Festival mainly through social media, newsletters and word of mouth.

In-person: during Science and Engineering Day, we welcome people of all ages and backgrounds. Visitors come mainly from Southampton, but also from other regions in the South East and South West. Apart from families with young children and youths, schools, youth and scout groups, visitors often have a keen interest in STEM.

Q: How does the registration process work?

The call to contribute to Southampton Science and Engineering Festival will open **after January 10th 2022**. Announcements will be made on SUSSED, on social media and though the UoS Festival Exhibitors newsletter. Internal and external exhibitors will be able to contribute content to two strands:

- **Wider Festival** (for online and in-person activities, 11th – 20th March)
- **Science and Engineering Day** (for in-person activities on Saturday 7th May at Highfield and Boldrewood Innovation Campus ONLY)

The registration system will be a single or a multi-stage process.

- **Wider Festival**: Submission will be a one-stage process, ID and Password protected.
- **Science and Engineering Day**: Submission will be a 3-stage process, ID and Password protected:
    - Stage 1) for Basic information about your activity, including space requirements;
    - Stage 2) for Logistics, including team requirements, live event key information and supporting material;
    - Stage 3) for Risk Assessment submission.

PLEASE NOTE:

- **Registration guidelines**, which include **ID** and **password**, will be provided **after January 10th** at the following:
    - [UoS Festival SharePoint site](#) (UoS users only);
    - [How to Get Involved](#) section on the PERu website (public).
- After submitting each stage, you will receive an **automated confirmation email** with a summary of your input. Check your spam folder if the email is taking longer than expected and contact the UoS Festival team if the email does not come through.
- The UoS Festival team will review and approve your activity Stage or in some cases request amendments. You will receive an email with a **customised link, password** and **ID** for you **to continue to the following stage or edit your entry**.

PLEASE NOTE: there are **firm deadlines** for each of the stages – all dates are available to view and to save to your calendar on the **Festival Registration page**. These are set in order for us to deliver the best experience we can for both exhibitors and visitors, and to make sure that all requirements and expectations are met for the locations too.

Q: I am an undergraduate at the University of Southampton; can I contribute to the Festival?

Yes, absolutely! If the proposed content is relevant to the Festival's theme and values, we welcome contributions from single individuals, student groups and SUSU societies.

For Science and Engineering Day, we will recruit a team of Student Ambassadors to help with the running of the event. They will be briefed and trained and led by a Senior Student Ambassador responding directly to the Operations Lead. Available roles range from visitor support to ticketing and exhibitor support.

Q: I am not part of the University of Southampton; can I still contribute to the Festival?

Yes, absolutely! If the proposed content is relevant to the festival's theme and values, we welcome local community groups, schools, freelance artists, libraries, cultural organisations and venues, and other higher education institutions to contribute to the richness and interdisciplinarity of Science and Engineering Festival.

National and international collaborators of our researchers are also invited to submit content.

Q: What support is available to exhibitors?

Southampton Science and Engineering Festival, including Science and Engineering Day, is organised by the UoS Festival team - part of the [Public Engagement with Research unit](#) (PERu) at the University of Southampton - who curate all sides of the event from planning to evaluation. The UoS Festival team can provide some support for your event, depending on the demand, resources, and timescale.

- **Resources:** a dedicated series of online resources, from handouts to recorded seminars and interactive resources, spanning from digital platform selection to event organisation and social media marketing. These are available on the [UoS Festival SharePoint site](#) (restricted to UoS users).
- **Training:** depending on demand, we offer ad-hoc seminars to UoS members to help craft their event/activity. These are usually advertised on the [Public Engagement Network MS Teams channel](#) (restricted to UoS users).
- **Drop-in sessions:** we offer drop-in sessions in MS Teams (from Wednesday 12th January) to all UoS members to discuss their event/activity, without the need to book a 1-2-1 meeting. These will be advertised on the [Public Engagement Network MS Teams channel](#) (restricted to UoS users).
- **Consulting:** we can provide 1-2-1 support for events or activities, from planning and design to delivery and evaluation. Please get in touch at festival@soton.ac.uk if you want to discuss your ideas with us.
- **Technical support:** the PERu team owns a [StreamYard](#) account that is used for live broadcasting on the [UoS Festival YouTube channel](#) and the [PERu Facebook page](#). We also provide technical support for some online live events. Please get in touch at festival@soton.ac.uk if you want to discuss streaming with us or would require further support.
- **Exhibitors' guidelines booklet**: provided to all activity leads for live online or in person events, with information on how to prepare and what to expect on the day, from accessibility recommendations to safeguarding, marketing and line of conduct. Activity leads and their team must familiarise themselves with all the information provided in advance of the event.
- **Event package**: for live online events, the booklet will be accompanied by branded material to use and key communications to send out through the chat during your live event(s).
- **Eventbrite**: we have a dedicated [UoS Festival Eventbrite](#) account and we invite all UoS exhibitors to advertise their event booking through our channel for ease of management/evaluation and consistency of communication.

For all external exhibitors, we will provide the Southampton Science and Engineering Festival banner and some text to include in your Eventbrite page description to match all our other events.

For enquiries regarding any other type of support, please email the UoS Festival team at festival@soton.ac.uk

Q: How is Southampton Science and Engineering Festival advertised?

The UoS Festival team will advertise the event through several channels to maximise reach locally, nationally and internationally.

Social media will be a major channel for events promotion, counting also on the support of other relevant teams across the University, including Marketing, Alumni, International Office and Students Communication.

Please note: **we also count on each exhibitor's support to advertise their own activities or events through their social media, blogs, websites or other communication channels**. This will help marketing the event to different audiences in the UK and internationally.

In-person and digital events will also be advertised through the **UoS Festival mailing list** (2K+ subscribers), as well as on **regional event websites**. Some online and in-person events will also be advertised as part of the British Science Week programme on their official website.

Some exhibitors will also be invited to promote Southampton Science and Engineering Festival and Science and Engineering Day on **local radio and television**. These opportunities will be supported by the UoS Media Relations team.

For Southampton Science and Engineering Festival, **posters and flyers** will be distributed in venues across the Southampton, Eastleigh and Winchester area. The team at Widening Participation and Social Mobility will distribute copies at a few local schools and post announcements on national websites.

Printed copies of poster and flyers can be requested at festival@soton.ac.uk

Q: How is accessibility considered at Southampton Science and Engineering Festival?

We do our very best to make Science and Engineering Festival accessible to everyone whether it is our recent digital version or face-to-face.

The **official website** has tools to enhance contrast, by inverting colours, and increasing/decreasing font size. All the activities will be coded for accessibility and age suitability.

For **online events**, we ask to consider suitable options, such as platforms with live captions, and making sure slides are carefully designed to follow best accessibility practice.

We ask all exhibitors to bear in mind accessibility issues with their online or in-person events and activities, and to provide alternative options (e.g. handouts) for making sure no one misses out.

For **Science and Engineering Day** the website will host a dedicated page focused exclusively on accessibility. Maps, name badges and quiet rooms are amongst the series of support measures that will be in place on the day.

If you have further questions or recommendations regarding accessibility, please email the UoS Festival team at festival@soton.ac.uk

Q: How is Southampton Science and Engineering Festival evaluated?

The UoS Festival team has developed a set of tools for the evaluation of the Festival as a whole. If we receive feedback on specific activities or events we will do our best to gather and share this with the relevant exhibitors. Please note, we will not share any personal data collected throughout these platforms with any third-party provider.

- **Online live events evaluation – "Today's Event"**: to capture immediate reactions and build knowledge of our audience. By invitation in closing remarks of event host (link posted in the chat) and via follow up email (Eventbrite bookings).
- **Science and Engineering Day**: post-it messages/feedback boards at Science and Engineering Day (on-site). An anonymous survey sent within 48 hours in the 'Thank you' email to all visitors that checked-in on the day (online).

- **Exhibitors evaluation**: at the end of the Festival, all exhibitors/activity leaders will receive a dedicated Exhibitors Evaluation form, where they can provide useful insights and feedback to the UoS Festival team.
- **Systems/Social Media analytics:** via booking system, Eventbrite, hashtags, platform insights, etc.

Alongside this central evaluation provision, exhibitors should consider the evaluation requirements for their own activities, and design/run evaluation accordingly (in line with their specific engagement purposes). See these [support resources](#) for more guidance.

Q: What other events can I contribute towards?

For Southampton Science and Engineering Festival you can contribute with one or more **digital** or **in-person** events or activities.

The UoS Festival team will directly organise only **Science and Engineering Day** as an in-person event in 2022. Internal and external exhibitors are welcome to submit one or more activities for the day.

Apart from Southampton Science and Engineering Festival, the UoS Festival team at the Public Engagement with Research unit organises a number of family-friendly events across the year.

Our [Southampton Arts and Humanities Festival](#), formerly called Human Worlds Festival, runs every year in November to coincide with [Being Human festival](#) and is the University of Southampton's annual celebration of Humanities and the Arts. It is a free series of public events to explore the world of humanities, the arts and beyond. The Festival usually concludes with [Hands-on Humanities Day](#), a free family-friendly event with interactive hands-on activities, workshops, and talks from across our Faculties.

Together with Southampton Arts and Humanities Festival, you can contribute towards related special events including **Black History Month** (October), **UK Disability History Month** (November-December) and **LGBT+ History Month** (February).

For past events, please watch some of the recordings on the [UoS Festival YouTube channel](#) .

Q: I have another question - how do I get in touch?

For UoS users only: use the [Public Engagement Network](#) Teams community to get (or share!) advice, tips and suggestions.

Alternatively (and for external enquiries) email festival@soton.ac.uk (inbox monitored regularly from Monday to Friday, 9:00 – 17:00 - but response time may slower at busy times e.g. just before and during the Festival).