ARTS AND HUMANITIES DAY

Frequently Asked Questions

For 2024 EXHIBITORS

HOW TO USE THIS DOCUMENT: to help you navigate our frequently asked questions page, please click on the links below to quickly get to the answers you need.

ABOUT ARTS AND HUMANITIES DAY

1. What is Arts and Humanities Day?
2. Who are the Arts and Humanities Day audiences?
3. Who can contribute to Arts and Humanities Day?
4. Who is the event team for Arts and Humanities Day?
5. What type of activity can I contribute as an exhibitor?
6. Is there an exhibitor mailing list I can join to receive exhibitor information straight to my inbox?
7. How can I stay connected on social media with Arts and Humanities Day?
8. How do I get in touch with the UoS Festival event team?

THE REGISTRATION PROCESS

9. How does the registration process work for Arts and Humanities Day?
    a. Where can I find the ID and password?

b. Why is the registration process in three stages?
c. Can I save the deadline dates on my calendar?
d. What are some of the top tips when making a submission?
e. How can I make a change to my submission?
f. When is the deadline for making changes?

10. When will I find out if my submission has been accepted?
11. I'm a returning exhibitor; can I access information from my submission last year?

EQUIPMENT AND SUPPORT

12. What support is available to exhibitors?
13. Will there be Arts and Humanities Day meetings which are compulsory to attend?
14. Which material can be supplied upon request?
    a. Tables
    b. Poster boards
    c. Power requirements
    d. Tablecloths
    e. Arts and Humanities Day t-shirts
    f. Others (e.g. Outdoor space, AV equipment)
15. Branded material:
    a. I am a returning exhibitor; can I reuse the Arts and Humanities Day t-shirt I own?
    b. Can I return the Arts and Humanities Day t-shirts after the event?
    c. I am a society/group, can we use our branded t-shirts?
    d. I am a society/group, can we use our own tablecloths?
16. Where can I find out more about 'risk assessment'?
17. Where can I find out more about 'evaluation' for my activity?

LOGISTICS AND OPERATIONS

18. Who plans activity locations and when will I find out where my activity has been located?
19. I have a large exhibit/specific space requirement; how can I inform the event team?
20. Are there any additional documents required for external exhibitors?

21. I am a freelance professional; how can I express my interest in contributing?
22. I have additional needs; how can I inform the event team?
23. How is accessibility considered at Arts and Humanities Day?
24. On the day how many exhibitors should run each interactive stand?
25. What times should exhibitors be on site on the day?
26. How is Arts and Humanities Day advertised?
27. How is Arts and Humanities Day evaluated?

ABOUT ARTS AND HUMANITIES DAY

Q1: What is Arts and Humanities Day?

Arts and Humanities Day is the new name assigned to the flagship event of Southampton Arts and Humanities Festival. This event was previously called Hands-on Humanities Day. The new name will be officially announced around the 2024 festival launch.

This is a free family-friendly day with a selection of interactive stands, workshops, talks, exhibitions, and live performances exploring the world of humanities and the arts.

In 2024, Arts and Humanities Day will take place at **Southampton Cultural Quarter** on **Saturday 09th November 2024**, from 10:30 – 16:30.

You can find out more about Arts and Humanities Day and get a taste of the festival by watching the Hands-on Humanities Day 2022 video.

Arts and Humanities Day is part of **Southampton Arts and Humanities Festival**. It is the University of Southampton's annual interdisciplinary celebration of humanities and the arts with a 10-day programme of digital and in-person events taking place across the University and the City of Southampton, running from Thursday 7th November to Sunday 16th November 2024.

More information is available on the Public Engagement with Research unit (PERu) website.

↑ RETURN TO THE TOP

Q2: Who are the Arts and Humanities Day audiences?

At Arts and Humanities Day, we welcome people of all ages and backgrounds. Visitors are mainly from Southampton and surrounding areas, but also from the Midlands and Southern England. As well as families with young children and teenagers, we usually welcome schools, youth, and community groups. Most visitors often have a keen interest in culture and wellbeing, history and writing, archaeology, the liberal arts, and mindfulness. In the past our audiences also included prospective students, University of Southampton alumni, teachers, and employees from community groups, charities, research councils, government, and professional organisations.

↑ RETURN TO THE TOP

Q3: Who can contribute to Arts and Humanities Day?

Arts and Humanities Day is open to all members of the University of Southampton:

- **researchers (PGRs, ECRs and academics),**
- **technicians,**
- **student societies,**
- **members of professional services,** and
- **national and international collaborators.**

If the proposed content is relevant to the festival's theme and values, we welcome:

- **local community groups (including CIC and VCSE),**
- **primary and secondary schools,**
- **colleges,**
- **charities,**
- **freelance public engagement professionals and artists,**
- **community libraries,**
- **cultural organisations and venues**, and
- **other higher education institutions**

to contribute to the richness and interdisciplinarity of Arts and Humanities Day.

We appreciate from experience that different disciplines and groups will have varied approaches to public engagement. Talk to us about how you could best adapt your subject to meet your and the festival's audience needs. For more information about approaches to public engagement, browse the National Co-ordinating Centre for Public Engagement website.

STUDENT AMBASSADORS: For Arts and Humanities Day, we also recruit a team of Student Ambassadors to help with the running of the event. Students will be briefed, trained and co-ordinated by two Student Ambassador Leads, who will run the coordination and operations of the day, responding directly to the Public Engagement Manager (Ops). Available roles will range from visitor support (e.g., checking-in, providing directions), media team and exhibitor support (e.g., setting up venue/stands, van/car loading, managing queues).

↑ RETURN TO THE TOP

Q4: Who is the event team for Arts and Humanities Day?

Arts and Humanities Day is organised by the UoS Festival team - part of the Public Engagement with Research unit (PERu) at the University of Southampton - who organise all logistical aspects of the event from planning and curation to event delivery and evaluation of the overall event. The UoS Festival team, who liaises directly with the exhibitors, is composed of:

- a Festival Manger (Senior Public Engagement Manager - Ops), who primarily oversees the festival management, curates its content and trains all operational teams,
- a Festival Support and Administrator, who primarily liaises with suppliers, and coordinates and supports the delivery of all administrative tasks and logistics.

The team reports directly to the Southampton Arts and Humanities Festival Steering Group, chaired by Professor Helen Spurling.

Closer to delivery time, the UoS Festival team is supported by other members of the PERu team and professional services across the University.

On Arts and Humanities Day, the UoS Festival team is supported by a small Operational Team composed of trained volunteers from different departments across the University, and a crew of student ambassadors, led by two expert student ambassador leads.

↑ RETURN TO THE TOP

Q5: What type of activity can I contribute as an exhibitor?

At Arts and Humanities Day, we welcome:

- **hands-on activities,**
- **interactive talks,**
- **workshops,**
- **debates,**
- **exhibitions,**
- **installations,**
- **art performances.**

The activity/event will need to be accessible to a wide range of audiences, including children and adults, with no expectation of previous knowledge or experience. Accessibility will need to be considered, from conceptual design to delivery, to allow participation by all, regardless of ability. Core values of the University of Southampton must be upheld including **integrity**, **accessibility**, **inclusivity**, and **sustainability**.

↑ RETURN TO THE TOP

Q6: Is there an exhibitor mailing list I can join to receive exhibitor information straight to my inbox?

To be among the first to find out when the exhibitor's registration opens, sign up to the **UoS Festival Exhibitors mailing list**:

- For **external exhibitors**, please click HERE,
- For **UoS students and members of staff**, please click HERE.

↑ RETURN TO THE TOP

Q7: How can I stay connected on social media with Arts and Humanities Day?

To stay connected with the UoS Festival team, you can follow **UoS Engagement** on our social media channels, on X, Facebook, and Instagram.

You can also follow **#UoSArtsHumFest** on social media for updates and news.

↑ RETURN TO THE TOP

Q8: How do I get in touch with the UoS Festival event team?

If you are a member of the University of Southampton, you can use the Public Engagement Network channel on MS Teams to get (or share) advice, tips and suggestions.

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

↑ RETURN TO THE TOP

THE REGISTRATION PROCESS

Q9: How does the registration process work for Arts and Humanities Day?

The call to contribute to Arts and Humanities Day will open by the end of July 2024. Announcements will be made on SUSSED, on the UoS Engagement social media channels, on the Public Engagement Network MS Teams channel and through the UoS Festival Exhibitors newsletter.

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.

Registration Guidelines: To find out what each stage of the registration process requires (inc. ID and password) and to prepare all required material in advance of your submission, you can access the Registration Guidelines. These will be available at the following **after the call opens**:

- UoS Festival SharePoint site (for 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 or contact the UoS Festival team if the email does not come through.

What's next: the UoS Festival team will review your entry after the deadline and approve your activity 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.

a. Where can I find the ID and password?

ID and **password** will be included in the **r**egistration guidelines that will be provided **after the call opens** at the following:

- UoS Festival SharePoint site (for UoS users only),
- How to Get Involved section on the PERu website (public).

b. Why is the registration process in three stages?

Each stage of the registration process is essential as it populates the **festival official website** and the **operational database**.

Deadlines have been set 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, while accounting for suppliers and professional services' demand.

c. Can I save the deadline dates on my calendar?

All stage deadline dates are available to view and save to your calendar on the **Festival Registration page**. Just click on the calendar icon next to each date to download a calendar file. The file also includes a notification reminder and information to assist with exhibitor submissions.

d. What are some of the top tips when making a submission?

- Activity Description - **Avoid the use of jargon and acronyms** in the activity description of the website. Consider a 30 second introduction including the benefits of your activity, the problem you're looking to solve and the benefits you aim to deliver from this.
- Address the website visitors by using the word **'You'** as opposed to 'the audience'.
- Consider the detail of the information you provide and reinforce **why you feel people would be interested and what they should expect** from your activity.
- Website/social media - **Include full URL's (https://)** on the website/social media section and avoid using broken or incomplete links to ensure people are directed to the right page.
- Activity Image – Images are required to be **square** (rather than rectangular), with a maximum dimension of **150 x 150 pixels**. Please avoid using images that have text on it, as the text will not be easily readable and seen as part of the image, limiting accessibility for screen readers.
- Timed Activities – Enter the times of your activity and **avoid using a start time before 10:45 am** to allow for visitors to check in once the festival opens at 10:30 am.

e. How can I make a change to my submission?

To make a change after your submission, please **email the UoS Festival team** at festival@soton.ac.uk as soon as possible so that we can do our best to accommodate your changes. The UoS Festival team may also contact you directly to request you make changes yourself.

f. When is the deadline for making changes?

Changes should be requested **as soon as possible** by emailing the UoS Festival team. Changes for Stage 1 and Stage 2 cannot be made 15 days after the set deadline. Exceptions may vary, depending upon the type of request and the feasibility. These will be at discretion of the UoS Festival team.

↑ RETURN TO THE TOP

Q10: When will I find out if my submission has been accepted?

The UoS Festival team will start reviewing all entries after each stage has closed. Due to the number of entries this might take **up to 2 weeks for Stage 1 and 2**. For **Stage 3, time might be extended up to 20 days** as we are supported by the University Health and Safety's team, who review all submitted documents and directly contacts activity leads in case additional information is required.

PLEASE NOTE: a delay in accepting your submission does not mean that your activity has been rejected.

↑ RETURN TO THE TOP

Q11: I'm a returning exhibitor; can I access information from my submission last year?

You should be able to access submitted data from past years (2021-23) entries by searching your inbox for your previous automated email communication.

You can also request a copy from us by emailing festival@soton.ac.uk, stating your activity name and stage you need access to.

↑ RETURN TO THE TOP

EQUIPMENT AND SUPPORT

Q12: What support is available to exhibitors?

The UoS Festival team can provide some support for your activity, depending on the demand, resources, and timescale, as follows:

- **Educational resources** (restricted to UoS users): 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 are available on the UoS Festival SharePoint site. More resources can be also found on the Public Engagement with Research unit SharePoint site, including a guide on planning your public engagement and evaluation resources.

- **Training:** the Public Engagement with Research unit (PERu) offer training sessions in the public and community engagement sector. To find out what trainings are available, please visit the PERu SharePoint site and These are usually advertised also on the Public Engagement Network MS Teams channel (restricted to UoS users).

- **Drop-in sessions:** we offer weekly 60-minute drop-in sessions on MS Teams, starting from Wednesday 4th September 2024, 13:00 – 14:00, for all UoS members to discuss their event/activity, without the need to book a 1-2-1 meeting. Links to the sessions will be available on the UoS Festival SharePoint site in the Upcoming Events section closer to the time. The sessions will be advertised on the Public Engagement Network MS Teams channel (restricted to UoS users).

- **Consulting:** depending on demand and capacity, we can provide 1-2-1 support for events or activities at the festival, 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. Otherwise, for all other public engagement enquiries, please contact peru@soton.ac.uk.

- **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 code of conduct. Activity leads and their team must familiarise themselves with all the information provided in advance of the event.

- **Arts and Humanities Day**: the UoS Festival team curates the programme, leads on the organisation and coordinates the delivery of the event.
    - Locations and spaces will be assigned after the Stage 1 submission has closed. Trestle tables, poster boards, access to main power, t-shirts and lunch vouchers will be provided to all exhibitors who made a

formal request through the registration form. Student Ambassadors support will be automatically assigned only to activities that require check-in due to registration on Eventbrite.
  - Special requirements for activity location and delivery (e.g. marquee, crowd barriers, access to water, desired alteration to the room/location), must be requested at Stage 1 of the registration process, so these can be assessed and actioned in advance.
  - For funds to cover minor costs, we strongly encourage everyone to seek support from their School, Department, Institute or Faculty. Any small financial support must be agreed before the activity takes place.
  - The UoS Festival team will NOT provide any type of logistic and financial support for:
    a) the employment of student ambassadors/helpers for specific activities,
    b) the employment of photographers or video makers for specific activities,
    c) any type of catering for single activities/events,
    d) and for the management of competitions connected to single activities.
  - PLEASE NOTE: in line with our event being free to all, selling of merchandise, including books, CDs and memberships is prohibited.

- **Eventbrite**: we have a dedicated UoS Festival Eventbrite account, which is the platform we use to advertise event booking and activities. This is our main channel of communication for event booking, tickets, feedback and reminder emails, to ensure consistency and management of the Arts and Humanities Day programme for our guests.

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

Q13: Will there be Arts and Humanities Day meetings which are compulsory to attend?

There is **an online meeting** before the event takes place, where attendance is mandatory, and a quick **in-person briefing** early in the morning of the event that all exhibitors are invited to attend (mandatory for all activity leads and the Operations team). A calendar invite with a link to the online meeting and in-person briefing will be sent ahead of time by the UoS Festival team to the email addresses provided at Stage 1.

These meetings are essential to gain a basic understanding of the event, and to provide activity leads information on what to expect during the event, including the set up and pack down of the event. Key information will also be provided regarding health and safety, security, and safeguarding. **The activity lead is responsible for reporting the information to all members of their team.**

If the activity lead cannot attend, they should delegate a member of the team to take part and report back.

↑ RETURN TO THE TOP

Q14: Which material can be supplied upon request?

a. Tables

In most cases, we will provide **wood or plastic** trestle tables through a supplier (**dimension approx. 3 x 6 ft**). However, in case of activities taking place in common learning spaces or along certain corridors and foyers, tables in the classrooms will be used; these tables might be rectangular or round.

b. Poster boards

Poster boards for indoor use will be provided through a supplier and will be able to host an **A0 poster** each. We will ask whether you prefer a **portrait or landscape** poster.

PLEASE NOTE: Due to the expense and time required to set these boards up, please carefully consider the number you require.

c. Power requirements

We will try to do our best to accommodate your requirements, but some areas might have a limited amount of wall sockets available.

Please be specific if you need to work next to water and make sure your **electrical equipment is PAT tested and within the "pass" period**.

d. Tablecloths

We will have access to a limited amount of fabric UoS Branded and unbranded tablecloths. Before requesting, please check if your school/department have any available for use.

For messy activities, we can supply a small number of blue plastic tablecloths. In the interest of sustainability, please consider your order for plastic tablecloths carefully.

e. Arts and Humanities Day t-shirts

We will provide pink cotton round-neck branded t-shirts upon request, in size S, M, L, XL, XXL.

PLEASE NOTE: After the day, if you are no longer planning to attend future events as an exhibitor, please return your t-shirt after washing. In the interest of sustainability, the t-shirt will be re-used next year, reducing production from suppliers.

f. Others (e.g. outdoor space, AV equipment)

Any other major request should be reported to the UoS Festival team **during the Stage 1 registration**. These include e.g. access to water, access to backstage, use of special spaces, use of additional areas of campus, use of special equipment.

AV equipment should be requested through iSolution directly, as the UoS Festival team does not provide laptops, screens, tablets, projectors, microphones, speakers.

PLEASE NOTE: **all Lecture Theatres and Seminar Rooms have access to basic equipment for presentation, including microphone and speakers for large rooms.**

↑ RETURN TO THE TOP

Q15: Branded material

a. I am a returning exhibitor; can I reuse the t-shirt I own?

As we will be introducing a brand-new name for this year's Arts and Humanities Day, we will provide all exhibitors with a new t-shirt upon request.

b. Can I return the Arts and Humanities Day t-shirts after the event?

If you are no longer planning to contribute as an exhibitor in the future, please wash your Arts and Humanities Day t-shirt and return it to the UoS Festival team. The t-shirt will be re-used next year, reducing production from suppliers.

c. I am a society/group, can we use our branded t-shirts?

Yes, please use your branded t-shirts for you and your team members.

d. I am a society/group, can we use our own tablecloths?

Yes, you can use your own branded tablecloths.

↑ RETURN TO THE TOP

Q16: Where can I find out more about 'risk assessment'?

If you are a student or a member of staff at the University of Southampton, you can visit the Health and Safety SharePoint site to find out more and download a template.

If you are an external contributor and require assistance, please contact the UoS festival team at festival@soton.ac.uk.

↑ RETURN TO THE TOP

Q17: Where can I find out more about 'evaluation' for my activity?

All Arts and Humanities Day exhibitors should consider the evaluation requirements for their own activities, and design/run evaluation accordingly (in line with their specific engagement purposes). For further information, please explore support resources on the PERu SharePoint site (restricted to UoS users) or visit the NCCPE website for more guidance.

↑ RETURN TO THE TOP

LOGISTICS AND OPERATIONS

Q18: Who plans activity's location and when will I find out where my activity has been located?

Location of the activities and the timetable of ticketed events are managed by the Festival Manager. The decisions made account for multiple factors, including relevance of the activity for a theme, security, health and safety requirement, building manager's approval, feedback from past event visitors and teams, including Zone Leaders, Student Ambassadors and former exhibitors.

The Festival Manager will try their best to accommodate everyone's requests and will try to find the best compromise to support everyone in the process.

Activity's location will be chosen **after the Stage 1 deadline** and the website will be updated with the selected locations soon after. Locations will appear on your activity/event preview page **within approximately 20 days** after the Stage 1 deadline. The unique link to the preview your activity/event page will be in the Stage 1 acceptance automated email that you will receive by the UoS Festival team.

If your activity has not been assigned a location within 20 days after the Stage 1 deadline, it might mean that the Festival Manager is still trying to find the best location for your activity/event and will get in touch with you soon.

↑ RETURN TO THE TOP

Q19: I have a large exhibit/specific space requirement; how can I inform the event team?

If your activity/event has specific space/equipment requirement that requires additional support, please contact the UoS Festival team at festival@soton.ac.uk **before your Stage 1 submission** to discuss this further.

↑ RETURN TO THE TOP

Q20: Are there any additional documents required for external exhibitors?

Yes, in addition to the risk assessment required in Stage 3, we kindly ask all external exhibitors to provide a copy of their **public liability insurance**.

↑ RETURN TO THE TOP

Q21: I am a freelance professional; how can I express my interest in contributing?

Please email festival@soton.ac.uk and provide the UoS Festival team with

- a summary of the activity/event you would like to propose.
- a breakdown of costs, including any associated travel costs
- any additional information including videos and photo gallery to help the Festival Manager consider your contribution.

Alternatively, you can sign up to the Southampton Arts and Humanities exhibitors mailing list at www.southamptonartshumfest.co.uk/subscribe-exhibitor to be kept informed of when the call for exhibitors is open. Please include a list of the breakdown of costs in Stage 1 to assist with the selection process.

↑ RETURN TO THE TOP

Q22: I have additional needs; how can I inform the event team?

If you have additional needs and would like to discuss support further, please contact the UoS Festival at festival@soton.ac.uk team. You can also include details in the Stage 2 submission form. We will try our best to accommodate your needs and provide you with a good experience on the day.

↑ RETURN TO THE TOP

Q23: How is accessibility considered at Arts and Humanities Day?

We do our very best to make Arts and Humanities Day accessible to everyone.

- 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.

We ask all exhibitors to keep accessibility in mind when designing their online or in-person events and activities, and to provide alternative options (e.g. handouts) to ensure no one misses out.

For Arts and Humanities Day, the website has a dedicated **Accessibility page**. Maps, name badges, stickers, ear defenders and quiet rooms are part of the range of support measures 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

↑ RETURN TO THE TOP

Q24: On the day, how many exhibitors should run each interactive stand?

We kindly ask all activities to be run **by a minimum of three members**, as all interactive stands must have exhibitors running the activity for the whole duration of the event. This number can be higher depending on the type and number of hands-on activities at your stand or in case of team members with additional needs. A good balanced team will allow each exhibitor to take regular breaks, do networking and have the opportunity to see other activities at the festival.

Arts and Humanities Day is very popular, and some areas tend to be very busy, so each exhibitor needs to be ready to interact with 100 – 200 visitors approx. during the day, hence the need to have enough support across your team.

↑ RETURN TO THE TOP

Q25: What times should exhibitors be on site on the day?

We ask all exhibitors to be on site **from 8:00 on Arts and Humanities Day**, until 17:00 – 18:00 to complete pack down and return your area to its original configuration.

Doors will open to the public from 10:30 until 16:30, but it's highly likely that some visitors will be in attendance from 10:00.

There will also be time to set up your activity on Friday afternoon/evening, usually starting from 18:00. More details will be provided at the pre-event meetings.

↑ RETURN TO THE TOP

Q26: How is Arts and Humanities Day advertised?

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

Social media is a major channel for events promotion, with the support of other relevant teams across the University, including Marketing and Communications, Alumni, and Students Communication.

We also ask for each exhibitor's support to advertise their own activities or events through their social media, blogs, web sites or other communication channels. This helps market the event to different audiences in the UK.

In-person and digital events are advertised through the **UoS Festival mailing list** (2.5K+ subscribers), as well as on **regional event websites**.

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

For Arts and Humanities Day, **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 several local schools and post announcements on national websites.

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

↑ RETURN TO THE TOP

Q27: How is Arts and Humanities Day evaluated?

The Public Engagement with Research unit evaluate Arts and Humanities Day against its core objectives:

1. Provide a platform for engagement with public groups around research/activity at institution.
2. Provide an opportunity for researchers/staff/students to develop and improve their skills in interacting with public groups.
3. Enable involvement and new voices/perspectives in research.

As well as more generic monitoring, we consider formative and summative evaluation questions to support understanding of the value of the event and how to improve. Data collected will be used to improve our events, report to internal stakeholders and themes may be used to report to external stakeholders. All data collected is either anonymous at collection or anonymised at processing stage.

If there are specific outcomes you would like to measure from your activities/events, we suggest building it into your plans. We can provide advice on how to do this, if needed. We cannot carry out evaluation for your specific activity/event.

Current approaches:

- **Arts and Humanities Day**: An anonymous survey sent after 24 hours in the 'Thank you' email to all visitors that checked-in on the day (online).
- **Exhibitors, event team and student ambassadors**: at the end of the festival, all exhibitors, student ambassadors and the event team will receive a dedicated 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.

↑ RETURN TO THE TOP