

FAQs FOR EXHIBITORS | 2023

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Q: What is Southampton Arts and Humanities Festival?

[Southampton Arts and Humanities Festival](#) (UoSArtsHumFest), formerly known as Human Worlds Festival, is the University of Southampton's annual interdisciplinary celebration of humanities and the arts. It is a 10-day programme of digital and in-person events taking place across the University and the City of Southampton.

The Festival usually coincides with [Being Human festival](#), the UK's only national festival of the humanities. More information is available on the Public Engagement with Research unit (PERu) [website](#).

In 2023, Southampton Arts and Humanities Festival will run **from Thursday 9th to Saturday 18th November**. To be among the first to find out when the exhibitor's registration opens, sign up to the **UoS Festival Exhibitors mailing list** (external exhibitors, please click [HERE](#); UoS students and staff, please click [HERE](#)) and start following UoS Engagement on [Twitter](#), [Facebook](#), and [Instagram](#) to remain updated.

Q: What is Hands-on Humanities Day?

Hands-on Humanities Day (HOHD) is a FREE family-friendly day with a selection of interactive stands, workshops, talks, exhibitions, and live performances to explore the world of humanities and the arts.

In 2023, Hands-on Humanities Day will take place once again at the Avenue Campus on **Saturday 18th November 2023**.

You can find out more about Hands-on Humanities Day and get a taste of the Festival by watching the [Southampton Arts and Humanities Festival 2021 video playlist](#).

Q: Who can contribute to the festival?

Southampton Arts and Humanities Festival and Hands-on Humanities Day are open to **researchers, technicians, student societies and members of professional services. National and international collaborators** of our researchers are also invited to submit content.

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 Southampton Arts and Humanities Festival!

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 excellent [National Co-ordinating Centre for Public Engagement website](#).

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

Q: What can I contribute with?

We welcome **hands-on activities, interactive talks, workshops, debates, exhibitions, installations, shows and art performances** for both the wider festival and Hands-on Humanities Day.

For the wider festival, some suggestions include e.g. a movie night followed by a lively Q&A with the audience, an engaging quiz night with short presentations and Q&A, an online interview with an international host followed by a Q&A, an afternoon workshop with hands-on activities for children or young teenagers, the creation of a collaborative art piece with a local community group. Some events might follow a well-known format, such as a writing workshop, a school competition, a human library, a research café, a book discussion, or a poetry reading event.

The activity/event will need to be accessible to a wide array 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: integrity, accessibility, inclusivity and sustainability.

Q: Who is the Southampton Arts and Humanities Festival audience?

There is no single audience for Southampton Arts and Humanities 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 our digital component of the festival since 2020, we engaged with hundreds of people across 5 continents. People were drawn to the online Festival mainly through social media, newsletters, word of mouth and by event searching on Eventbrite.

In-person: during Hands-on Humanities Day, we welcome people of all ages and backgrounds. Visitors come mainly from Southampton and surrounding areas, but also from other regions in the South East and South West. Apart from families with young children and youths, visitors often have a broad interest in culture and wellbeing, from history and writing to archaeology, the liberal arts and mindfulness.

Q: How does the registration process work?

This year, an **expression of interest form will be open from July 5th until mid-August 2023**. The form will close once the festival's official website is ready to accept formal submissions. We will then get in touch with all contributors who registered through the EOI form, to inform them of the official call opening.

The Southampton Arts and Humanities Festival website will open for official submissions **after August 15th 2023**. Announcements will be made on SUSSED, on social media and through 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, 9th – 18th November)
- **Hands-on Humanities Day** (for in-person activities on Saturday 18th November, 10:30 – 16:30, at Avenue Campus ONLY)

Exhibitors will also be able to contribute to [Black History Month](#) (1st – 31st October) and [UK Disability History Month](#) (16th November – 16th December) as we are welcoming relevant events and activities to be featured on the Festival website in the period before and after the festival.

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.
- **Hands-on Humanities 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 August 15th** 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 will be available by mid-July to view and to save to your calendar on the [Festival Registration page](#). These are set to enable 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 venue too.

Q: Are there any themes that are highly relevant for the 2023 edition?

The Festival will span a number of disciplines including Archaeology, English, Film, Design, History, Music, Fashion, Philosophy, Art, Media and Modern Languages.

Interdisciplinary events or activities are always welcome, including collaborative projects with STEM researchers, local artists, schools, cultural venues, and community groups.

The national Being Human festival's 2023 theme is '[Rhyme or Reason](#)'; we strongly encourage content in line with this year's theme for Hands-on Humanities Day.

Q: What support is available to exhibitors?

The UoS Festival team can provide some support for your event, depending on the demand, resources, and timescale.

- **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](#).
- **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 September) 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 and in-person events. Please get in touch at festival@soton.ac.uk if you want to discuss streaming with us or would like to 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 must familiarise themselves with all the information and share it with their activity team in advance of the event.
- **Online event package**: for live online events, the booklet will be accompanied by branded material to use and key communications to send out 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 Arts and Humanities Festival banner and some text to include in your Eventbrite page description to match all our other events. In addition, you will receive some customised text for a 'Thank you!' message to send to all registering guests after your event.

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

Q: How is Southampton Arts and Humanities advertised?

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

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 Widening Participation.

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 online events will also be advertised through the **UoS Festival mailing list** (2.2K+ subscribers), as well as on **regional event websites**. Events accepted as part of the Being Human festival programme will be advertised on the festival's official website.

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

For Hands-on 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 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 Arts and Humanities Festival?

We do our very best to make Southampton Arts and Humanities Festival accessible to everyone whether it is our recent online 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 you 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) to ensure inclusivity.

For **Hands-on Humanities Day** the website will host a dedicated page focused exclusively on accessibility at the event. Maps, name badges and a quiet room are amongst the 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 Arts and Humanities 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 – “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).
- **In-person events**: feedback form in “Thank you!” email (Eventbrite bookings).
- **Hands-on Humanities Day**: post-it message/feedback board at Hands-on Humanities Day and the Being Human festival questionnaire - completion requested at exit point and via “Thank you!” email (Eventbrite bookings).
- **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.

Q: What other events can I contribute towards?

For Southampton Arts and Humanities Festival, you can contribute with one or more **online** or **in-person** events or activities.

The UoS Festival team will organise only **Hands-on Humanities Day** as a face-to-face event in 2023. Internal and external exhibitors are welcome to submit one or more activities for the day.

This autumn/winter, you can contribute towards related special events including [Black History Month](#) (October), [UK Disability History Month](#) (16th November – 16th December) and [LGBT+ History Month](#) (February 2024).

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

Our annual [Southampton Science and Engineering Festival](#) (SOTSEF) is held every March, during [British Science Week](#), and the programme usually includes Science and Engineering Day, a free family-friendly event taking place across Highfield Campus and Boldwood Innovation Campus, packed with more than a hundred interactive hands-on activities, workshops, live shows, art performances and laboratory tours from across all our Faculties.

During the summer, the UoS Festival team also bring UoS staff and students at different local community events with the [‘Bringing Research to Life’ Roadshow](#), the University of Southampton’s itinerant platform designed to bring research to new audiences across the region.

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

Q: Who can I contact if I still have some questions?

Southampton Arts and Humanities Festival, including Hands-on Humanities 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 and reports directly to the Southampton Arts and Humanities Festival Steering Group, chaired by Professor Nicky Marsh.

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

Alternatively, and for any external enquiries, please email the core UoS Festival team, Silvia and Lucy, at festival@soton.ac.uk (inbox 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).