

## Southampton Arts and Humanities Festival 2022

### FAQs for Exhibitors

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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 2022, Southampton Arts and Humanities Festival will run **from Thursday 10th to Saturday 19th November**. 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 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 2022, Hands-on Humanities Day will take place once again at the Avenue Campus on **Saturday 19<sup>th</sup> November 2022** and, as in past years, has been accepted as part of the Being Human festival's programme.

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 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, 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?

The call to contribute to Southampton Arts and Humanities Festival will open **after August 15<sup>th</sup> 2022**. 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, 10th – 19th November)
- Hands-on Humanities Day (for in-person activities on Saturday 19th November at Avenue Campus ONLY)

Exhibitors will also be able to contribute to [Black History Month](#) (1<sup>st</sup> – 31<sup>st</sup> October) and [UK Disability History Month](#) (mid November – mid December) as we are welcoming relevant virtual 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 15<sup>th</sup>** 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 venue too.

### Q: Are there any themes that are highly relevant for the 2022 edition?

The Festival will span a number of disciplines including Archaeology, English, Film, History, Music, Philosophy, Design, Art 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 2022 theme is '[Breakthroughs](#)'; we strongly encourage content in line with this year's theme for Hands-on Humanities Day.

### 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 societies.

For Hands-on Humanities Day, we usually recruit a small team of Student Ambassadors to help with the running of the event. Students will be briefed and trained, and coordinated by a Student Ambassador Lead responding directly to the Public Engagement Manager (Ops). Available roles will range from visitors support to ticketing and exhibitors support.

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

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 Southampton Arts and Humanities Festival.

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

## Q: What support is available to exhibitors?

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. 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 Thursday 1st 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](mailto: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](mailto: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 digital 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.

- **Event package:** for live digital 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 took place.

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

**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 digital events will also be advertised through the **UoS Festival mailing list** (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](mailto: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 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 is missing out.

For **Hands-on Humanities Day** the website will host a dedicated page focused exclusively on accessibility. Maps, name badges and a quiet room 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](mailto: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 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).
- **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 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.

### Q: What other events can I contribute towards?

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

The UoS Festival team will organise only **Hands-on Humanities Day** as a face-to-face event in 2022. 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](#) (16<sup>th</sup> November-16<sup>th</sup> December) and [LGBT+ History Month](#) (February 2023).

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 Boldrewood 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.

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](mailto: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).