HANDS-ON HUMANITIES DAY

OUTLINE OF THE PROCESS

Submission will be a **3-stage process**:

1] Overview → 2] Logistics → 3] Risk Assessment

You will <u>not</u> 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:

STAGE 1

- **Contact information for the 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 (leave blank, please)
  - 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 post that we could use to advertise your activity/event on social media as part of the Festival campaign)

- **Specific activity/event information**:
  - Type of activity:
    - Interactive exhibit
    - Workshop
    - Talk/Debate
    - Live show/Art performance
    - Exhibition
  - Activity Category
    - Writing and Writers (for all activities on writing, literature and authors)
    - UN Climate Change Conference (COP26) | Special
    - Archaeology and History
    - Arts and Design
  - Audience/Age suitability
  - Location requirements
  - Number of trestle tables, poster boards, main power

- **Live events information**:
  - Maximum group size
  - Number of session repeats
  - Starting time(s)
  - Ending time(s)

STAGE 2

- **Team information**:
  - Number of people in your team
  - T-shirt requirements (S, M, L, XL)
  - Lunches requirement

- **Special logistics and required support**

STAGE 3

You will be able to upload up to **3 different documents** in this section (.docx and .pdf accepted) Further information regarding Risk Assessment will be provided in the automated email with log in details to Stage 3.

WHAT'S NEXT AFTER EACH STAGE

- 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

Stage 1 (Overview)- Deadline	**Monday 20 September**
Stage 2 (Logistics) - Deadline	**Monday 4 October**
Stage 3 (Risk Assessment) - Deadline	**Monday 8 November**

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**