SCIENCE AND ENGINEERING DAY
(for in-person activities on Saturday 7th May)

CONTENT

OUTLINE OF THE PROCESS

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

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

*PLEASE NOTE: 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*

Required information includes:

STAGE 1

- **Contact information for the activity lead** (and a collaborator – optional):
  - Email
  - Affiliation

- **General activity information**:
  - Title for the website (MUST be concise and attractive, 8-10 words max)
  - Description for the website (200 words max)
  - Short summary description (for event listing, 25 words max)
  - More about your activity (for internal use only)

- Activity Location (set as 'online' by default)
- Website Image (MUST be **SQUARE**, **150 x 150 px**, 72 dpi, a .jpg or .png file)
- Image Alt-Text (image description for screen readers)
- 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 posts 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
    - Laboratory tour
  - Activity Category
    - Alumni zone
    - Archaeology
    - Arts Meet Science
    - Biology and Chemistry
    - Business
    - Electronic and Computing
    - Engineering
    - Geography and Society (geography and social sciences)
    - Humans and Health (body and mind)
    - Mathematics
    - Ocean and Earth
    - Science Shows
    - Sound and light (physics and engineering)
    - Space
    - Teachers zone
    - Winchester Science Centre
  - Audience/Age suitability
  - Location requirements (e.g. indoor/outdoor, co-location with other activities, water/drainage supply, smoke alarm, air conditioning, marquee, backstage space, special accessibility, etc.)
  - Number of
    - trestle tables (2.5 x 6 ft approx. each)
    - poster boards (2 x 1 metres approx. each)
  - Main power requirements (e.g. number of power sockets)

*PLEASE NOTE: for videos, images and music used in any of the submitted content, including presentations at Live events, make sure you have **all required rights** to use them for public release*

PLEASE NOTE: for live presentations, please make sure to follow best practice for **accessibility**

- **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, XXL)
  - Number of lunch vouchers

- **Special logistics and support** (in addition to what entered to Stage 1)
- **IT equipment** required from iSolution (what is needed and how many pieces)

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. UoS guidelines and template available HERE (restricted to UoS users).

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	Tuesday 15th February 2022
Stage 2 (Logistics) - Deadline	Monday 28th February 2022
Stage 3 (Risk Assessment) - Deadline	Monday 4th April 2022

HOW TO MAKE A SUBMISSION

All submissions must be made through the official website using the ID and Password set out below.
*** PLEASE DO <u>NOT</u> USE YOUR PERSONAL UNIVERSITY ID AND PASSWORD ***

URL:	www.sotsef.co.uk/sed-registration (currently under development)
ID:	stage1
PASSWORD:	stage1435