

DISCOVER THE AMAZING



SCIENCE AND ENGINEERING DAY SUBMISSION PROCESS

(for in-person activities and events on Saturday 15th March 2025 at Highfield Campus and Boldrewood Innovation Campus EXCLUSIVELY)

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OUTLINE OF THE PROCESS

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

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

PLEASE NOTE: you will not 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 up to 2 collaborators – optional):
 - Email
 - Affiliation
 - School (if a faculty has been selected)
 - Mobile phone number (external exhibitors only)

- **General activity information:**
 - Title for the website (MUST be **concise and attractive, 8-10 words max**)
 - Short summary description (for event listing, 25 words max)
 - Description for the website (200 words max)
 - More about your activity (for internal use only, 200 words max)
 - Activity Location (select Highfield Campus or Boldrewood Innovation Campus)
 - Website Image (**NO TEXT**, MUST be **SQUARE, 150 x 150 px**, 72 dpi, a .jpg or .png)
 - Image Alt-Text ([image description for screen readers](#))
 - Image copyright disclaimer
 - Accessibility
 - Evaluation plan (if available)

- **Activity/Team links and promotion:**
 - Website URL (**ONLY 1 ENTRY**)
 - X, Facebook, Instagram accounts (MUST be **FULL URL, ONLY 1 entry/each**)
 - 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 (**activities running all day**)
 - Workshop (**a timed event, with a starting and ending time**)
 - Talk/Debate
 - Live show/Art performance
 - Exhibition
 - Laboratory tour
 - Activity Category
 - Archaeology
 - Art Meets Science
 - Business
 - Chemistry
 - Community Zone
 - Electronics and Computing
 - Engineering
 - Geography and Society (geography and social sciences)
 - Higher Education Information point (recruitment)
 - Humanities Meet Science
 - Humans and Health (body and mind)
 - Mathematics
 - Nature and Biodiversity
 - Physics
 - Science Shows
 - Sound and light (physics and engineering)
 - Space
 - Teacher zone
 - Winchester Science Centre
 - Audience/Age suitability

- **Location requirements** (e.g. 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, up to 3 pieces)**
 - **Tablecloth(s)** (fabric plastic)
 - **Poster boards (2 x 1 metres approx. each, up to 5 pieces)**
- **Additional poster boards/trestle tables statement**
- **Format of poster boards** (portrait or landscape)
- **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, make sure you follow best practice for **accessibility****

- **Live events information** (for timed events ONLY):
 - **Maximum group size**
 - **Number of session repeats**
 - **Starting time(s) and Ending time(s) (NO START BEFORE 10:45AM)**
 - **Eventbrite requirements** (if needed), inc. number of tickets to retain from online booking, so that more tickets are available on the day

***** PLEASE NOTE:** for starting and ending times, please **do NOT add a starting and ending time for activities that run all day** – these do not required a set time for taking place!***

STAGE 2

- **Team information:**
 - **Number of people in your team and relation to the University**
 - **EDI characteristics**
 - **T-shirt requirements** (own brand or S, M, L, XL, XXL)
 - **Number of lunch vouchers**
- **Exhibitors support logistics (accessibility)**
- **Special logistics and support** (in addition to details entered for 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):

- **Risk Assessment(s)** (you can upload up to 3 copies)
- **Method Statement** (if available)
- **Public Liability Insurance** (for external exhibitors)

Further information regarding Risk Assessment will be provided in the automated email with log in details for 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 for your activity, username and password**, including a link to preview your activity and next action points. **These details must be used to edit your entry 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 13 th January 2025
Stage 2 (Logistics) - Deadline	Monday 3 rd February 2025
Stage 3 (Risk Assessment) - Deadline	Monday 24 th February 2025

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.sotsef.co.uk/sed-registration
ID: **stage1**
PASSWORD: **stage1984**