

DISCOVER THE AMAZING



SCIENCE AND ENGINEERING DAY SUBMISSION PROCESS and APPLICATION FORM

(for in-person activities and events on Saturday 14th March 2026 at Highfield Campus and Boldrewood Innovation Campus EXCLUSIVELY)

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HOW TO MAKE A SUBMISSION

Thank you for your interest in taking part in Southampton Science and Engineering Festival 2026.

***PLEASE NOTE THIS DOCUMENT IS TO AID YOU IN DRAFTING YOUR SUBMISSION – APPLICATIONS WILL ONLY BE ACCEPTED VIA THE OFFICIAL REGISTRATION FORM ON THE FESTIVAL OFFICIAL WEBSITE AT THE FOLLOWING LINK*:**

[Submit an activity](#)

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 *****

ID: **stage1**
PASSWORD: **stage1975**

To receive a **copy of the registration form in Microsoft Word** for preparing your submission in advance, please click [HERE](#) to submit a direct request (you can leave the email body blank). The Word document will be then emailed directly to you as an attachment, but please note: this is not an automated process, and we will send the email as soon as we can between Mon – Fri, 9:00 – 17:00. If you are planning to work on the submission e.g. during the weekend, please email us in advance.

The form should take between **30-60 minutes to complete**.

Before developing and submitting your activity, we highly encourage you to read the information available on the [Exhibitors Area](#) of the website, and explore **Frequently Asked Questions for exhibitors** that can be accessed on the same page at:

www.sotsef.co.uk/exhibitors-sed-faq

PLEASE NOTE: The FAQ page includes helpful guidance on crafting an effective title, writing a compelling blurb, and choosing an image that resonates with your event audience. We may ask you to adjust your title, update the image, or revise your event description to align with these recommendations.

SUBMISSION DEADLINES

Stage 1 (Overview)- Deadline	Monday 12 th January 2026
Stage 2 (Logistics) - Deadline	Monday 2 nd February 2026
Stage 3 (Risk Assessment) - Deadline	Monday 23 rd February 2026

Please make sure your registration stage is complete and submitted **by the end of the day**.

To add the deadline to your calendar, click on the calendar icon in the dedicated table on the [Exhibitors Area](#) to download the .ics file. Each calendar file also includes basic instructions and a preset reminder.

OUTLINE OF THE PROCESS | SUMMARY

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 by using the Microsoft Word file available to download (see Context section) *

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)
 - Department/Institute (internal exhibitors)
 - Organisation (external exhibitors)
 - Mobile phone number (external exhibitors only)
- **General activity information:**
 - **Title for the website** (MUST be **concise and attractive, 5-8 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** | Find out more [HERE](#).
 - **Image copyright** disclaimer
 - Accessibility
 - Evaluation plan (if available)
- **Activity/Team links and promotion:**
 - **Website URL** (**ONLY 1 ENTRY**)
 - **Bluesky, X, Facebook, Instagram accounts** (MUST be **FULL URL, 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
 - AI (artificial intelligence)
 - 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
- NOC (National Oceanographic centre)
- 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
 - Start time(s) and End time(s) (**NOTHING TO 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 start and end time for activities that run all day** – these do not required a set time for taking place!***

STAGE 2

- **Team information:**
 - Total number of people in your team
 - Number of people in your team divided by UoS Career Pathway or not connected to the University of Southampton
 - EDI characteristics
 - Number of branded lanyards (must be worn by all exhibitors)
 - 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](#).