

SOUTHAMPTON ARTS AND HUMANITIES FESTIVAL

EXPLORING THE HUMAN WITHIN

#UoSArtsHumFest

SOUTHAMPTON ARTS AND HUMANITIES WIDER FESTIVAL | SUBMISSION PROCESS (for online and in-person events)

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OUTLINE OF THE PROCESS

Submitting an event is a **single-stage** process.

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

The required information includes:

- **Contact information for the digital activity lead** (and a collaborator – optional):
 - Email
 - Affiliation
 - 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, 300 words max)
 - Activity Location
 - Website image (NO TEXT, must be **SQUARE, 150 x 150 px**, 72 dpi, .jpg or .png)
Image Alt-Text ([image description for screen readers](#))
 - Accessibility
 - Evaluation plan (if available)

- **Activity/Team links and promotion:**
 - Website URL (ONLY 1 ENTRY)
 - 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 resources for digital activity (up to 2 elements/type):
 - Live Talk/Debate/Interview (URL or embed code)
 - Live Workshop (URL or embed code)
 - Live Performance/Show (URL or embed code)
 - Videos on demand (URL or embed code)
 - Podcast on demand (URL or embed code)
 - Photo Gallery with captions (URL)
 - Downloadable resources (pdf, word, excel, power point)
 - Board for Padlet/ThingLink/MS Form (URL or embed code)
 - Website resources (for URL to external websites)
 - Digital content production timeline
 - Activity Type (select all that apply)
 - Daytime Event (wider Festival)
 - Evening Event (wider Festival)
 - In-person (for all in-person events)
 - About Southampton
 - Archaeology
 - Art, Design and Fashion
 - Black History Month (for October events)
 - Cinema and television
 - Create at Home (for all creative and DIY DIGITAL activities)
 - Digital Humanities
 - History
 - LGBT+ History Month (for February events)
 - Languages and Linguistics
 - Mental Health and Wellbeing
 - Music
 - Philosophy
 - Science Meets Art
 - Social Sciences
 - Storytelling
 - UK Disability History Month (for Nov-Dec events)
 - Writing and Writers (for all activities on writing literature and authors)
 - Audience/Age suitability

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 or pre-recorded presentations, please make sure to follow best practice for **accessibility** and have all **photo/video consent forms** signed in your records ****

- **UoS Festival team support requests:**
 - Discussing your activity
 - Type of resources needed

- Discussing Evaluation
- **Live events information:**
 - **Date** (use +/- buttons to add/remove more dates)
 - **Starting time** (use clock icon at the bottom of the pop-up calendar)
 - **Ending time** (use clock icon at the bottom of the pop-up calendar)
 - Digital platform chosen
 - Booking link (if available)
 - Ticket Price
 - **Safeguarding Risk Assessment**, for live events online (.docx or .pdf accepted) – guidelines and template available [HERE](#) (restricted to UoS users)

WHAT'S NEXT AFTER SUBMISSION

- Once you have submitted a form, you will receive an **automated confirmation email** with a summary of the information entered.
- In the following days/weeks, 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

SOUTHAMPTON ARTS AND HUMANITIES - WIDER FESTIVAL **Monday 16th September**

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/ArtsHumFest-registration
 ID: **stage1**
 PASSWORD: **stage1492**