

Southampton Arts and Humanities Festival

#UoSArtsHumFest

WIDER FESTIVAL SUBMISSION PROCESS, APPLICATION FORM and TOP TIPS (for online and in-person events)

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HOW TO MAKE A SUBMISSION

Thank you for your interest in taking part in Southampton Arts and Humanities Festival 2025.

***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 website using the ID and Password set out below.

**** PLEASE DO NOT USE YOUR PERSONAL UNIVERSITY ID AND PASSWORD ****

USERNAME: **stage1**

PASSWORD: **stage1243**

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.southamptonartshumfest.co.uk/exhibitors-wider-faq

SUBMISSION DEADLINES

SOUTHAMPTON ARTS AND HUMANITIES | WIDER FESTIVAL **Monday 15th September**

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

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 3 collaborators – 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) | **Find out how to crop and resize an image in Windows [HERE](#)**.
 - **Image Alt-Text** | **Find out more [HERE](#)**.

- Accessibility
- Evaluation plan (if available)
- **Activity/Team links and promotion:**
 - Website URL (**ONLY 1 ENTRY**)
 - Bluesky, X, Instagram, Facebook 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)
 - **Start time** (use clock icon at the bottom of the pop-up calendar)
 - **End time** (use clock icon at the bottom of the pop-up calendar)
 - Digital platform chosen
 - Booking link (if available)
 - Ticket Price
 - **In-person Event Risk Assessment**, for in-person events (.docx or .pdf accepted) – guidelines and template available [HERE](#) (restricted to UoS users)
 - **Online Safeguarding Risk Assessment**, for live events online (.docx or .pdf accepted) – UoS Safeguarding Policy [HERE](#) (restricted to UoS users)
- **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

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](#).

TOP TIPS FOR A SUCCESSFUL SUBMISSION

Activity Title, Description and Summary

Activity title, description and summary are your first “point of contact” with visitors interested in taking part in your event at Southampton Arts and Humanities Festival.

	REQUIRED	MAX LENGTH
Activity Title	short and concise	5 – 8 words
Activity Summary	short, snappy and exciting	25 words
Activity Description	descriptive and inviting	200 words

When writing content for your activity description, please make sure to include:

- **Who you are** (do not talk about you and your team as 'us' or use sentences such as 'join us') – there are different teams contributing to Southampton Arts and Humanities Festival and you must specify who you are; e.g. include the full name of your team and explain in which group/Department/School you work.
- **What are you going to do/present** at the event – use action verbs that give the visitor an idea on what they will be involved with.
- **What attendees will learn or can expect from your activity** (address the reader as 'you' and not as 'the audience' or 'visitors') – you want to talk to your audience directly, this is very different from grant writing or reporting, “talk to them”, start building a welcoming feeling around your activity.

Please also note:

- Content must be **suitable for a general audience** - write the blurb with the final reader in mind, including whether the content is age appropriate.
- Make your description **clear, welcoming and inclusive, engaging and attractive** as possible. Ask yourself:
 - **why would someone want to come to watch/take part in your activity?**
 - **why would someone care about the issue(s)** you are talking about?
 - **how can they relate** to what you want to talk to them about?
 - **what can they learn/take away?**
- If providing instructions, please use bullet points.
- If you need to add additional websites and social media accounts to the one entry you have available in the dedicated windows in registration process, please add them at the end of the blurb as bullet points.
- Avoid using AI to fully generate the content of your blurb – use creative and imagination.
- Finally, please **be aware that title, description and summary may be edited by the PERu team** – we only do this, when necessary, to make sure content is clear, expectations are met, and the tone of voice is balanced and matching across the programme.

Activity image

The image you wish to use for your activity MUST be:

- **SQUARE**
- Have a size of **150 by 150 pixels**
- Have a minimum resolution of **72 Dpi** (Dots per Inch)
- Be a **.png, .jpg** or **.gif** filetype

HOW CROP/RESIZE AN IMAGE: If you are not familiar on how to crop and resize an image, please follow these simple and quick tutorials for

- Windows: support.microsoft.com/en-gb/windows/edit-photos-and-videos-in-windows
- Mac: support.apple.com/en-gb/guide/preview/prvw2015/mac

Please note:

- **Avoid using any text, logo or data chart** in the image – this will be not readable due to the image dimension and limit accessibility for users.
- If you are the unique speaker for a talk or host of a show, please consider using a profile picture of you in action.

- Make sure you have **copyright permission** – please use the Copyright disclaimer window to provide details.
- Use a **descriptive and inclusive Alt-text** that conveys the meaning and content of the image – find out more [HERE](#).
- If you are struggling to find an image that suits your activity, the UoS Festival team will search one suitable for the programme.
- Finally, please **be aware that the image may be edited or replaced by the PERu team** – we only do this, when necessary, to make sure the image well represent the content of your activity.