

# DISCOVER THE AMAZING



## SOTSEF WIDER FESTIVAL

(online and in-person events, from Fri 8<sup>th</sup> March 2024)

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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\***

Required information includes:

- **Contact information for the digital 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, 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/Twitter, 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 5 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 Forms (URL or embed code)
    - Website resources (URL)
  - Digital content production timeline
  - Activity Type
    - Daytime Event (wider Festival)
    - Evening Event (wider Festival)
    - In-person (for all in-person events)
    - Archaeology and History
    - Arts Meet Science
    - Biology
    - Chemistry
    - Business
    - Electronic and Computing
    - Engineering
    - Geography and society (geography and social sciences)
    - Humans and Health (body and mind)
    - Humanities Meet Science
    - Mathematics
    - Nature and Biodiversity
    - Science Shows
    - Southampton Science and Engineering Shed (DIY science and art to do at home)
    - Sound and Light (physics and engineering)
    - Space
    - Storytelling
  - 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, make sure you 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
- 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 within a few minutes.
- In the following days/weeks, 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 do not receive an automated email from us within an hour after submission, please check your spam folder first and if not resolved, [get in touch](#).

## SUBMISSION DEADLINES

SOTSEF - WIDER FESTIVAL

Monday 15<sup>th</sup> January 2024

## 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](http://www.sotsef.co.uk/sed-registration)  
 ID: **stage1**  
 PASSWORD: **stage1073**