

DISCOVER THE AMAZING



SOUTHAMPTON SCIENCE AND ENGINEERING WIDER FESTIVAL | SUBMISSION PROCESS (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

Required information includes:

- **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
 - Website Image (NO TEXT, MUST be **SQUARE, 150 x 150 px**, 72 dpi, .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 – THIS IS NOT FOR THE TICKET BOOKING LINK**)
 - 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 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 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
 - **Team information:**
 - Number of people in your team and relation to the University
 - EDI characteristics

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 (if available)
 - Ticket Price
 - **Event Risk Assessment**, for in-person events (.docx or .pdf accepted) – guidelines and template available [HERE](#) (restricted to UoS users)
 - **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

**SOUTHAMPTON SCIENCE AND ENGINEERING -
WIDER FESTIVAL**

Monday 13th January 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**