

DISCOVER THE AMAZING



WIDER FESTIVAL SUBMISSION PROCESS and APPLICATION FORM (online and in-person events)

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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 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-wider-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

SOUTHAMPTON SCIENCE AND ENGINEERING - WIDER FESTIVAL

**Monday 12th January
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

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)
 - 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, 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 | [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 resources for digital activity (up to 2 elements/type):
 - Live Talk/Debate/Interview (URL or embed code)
 - Live Workshop (URL or embed code)
 - Live Tour
 - Live Performance/Show (URL or embed code)
 - Live Exhibition
 - 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)
 - AI (artificial intelligence)
 - 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, 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) – guidelines and template available [HERE](#) (restricted to UoS users)

- **Team information:**
 - 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 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](#).