

HANDS-ON HUMANITIES DAY

EXPLORING THE HUMAN WITHIN

#UoSArtsHumFest

ARTS AND HUMANITIES DAY | SUBMISSION PROCESS (for in-person activities and events on Saturday 9th November at Southampton Cultural Quarter exclusively)

CONTENT

1. Outline of the process
 - a. Stage 1
 - b. Stage 2
 - c. Stage 3
2. What's next after each stage
3. Submission deadlines
4. How to make a submission (incl. link, ID and password)

OUTLINE OF THE PROCESS

Submission will be a **3-stage process**:

1] Overview → 2] Logistics → 3] Risk Assessment

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:

STAGE 1

- **Contact information for the 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** (please select Sir James Matthews Building)
 - **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 post that we could use to advertise your activity/event on social media as part of the Festival campaign)
- **Specific activity/event information:**
 - Type of activity:
 - Interactive exhibit (activities running all day)
 - Workshop (a timed event, with a starting and ending time)
 - Talk/Debate
 - Live show/Art performance
 - Exhibition
 - Activity Category
 - About Southampton
 - Archaeology
 - Art, Design and Fashion
 - Cinema and television
 - Digital Humanities
 - History
 - Languages and Linguistics
 - Mental Health and Wellbeing
 - Music
 - Philosophy
 - Science Meets Art
 - Social Sciences
 - Storytelling
 - Writing and Writers (for all activities on writing literature and authors)
 - Audience/Age suitability
 - **Location requirements** (e.g. co-location with other activities, water/drainage supply, air conditioning, backstage space, special accessibility, etc.)
 - Number of
 - **Trestle tables (2.5 x 6 ft approx. each, up to 3 pieces)**
 - **Tablecloth(s)** (fabric plastic)
 - **Poster boards (2 x 1 metres approx. each, up to 5 pieces)**
 - Additional poster boards/trestle tables statement
 - Format of poster boards (portrait or landscape)
 - **Main power requirements** (e.g. number of power sockets)

****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 presentations, please make sure to follow best practice for accessibility****

- **Live events information:**
 - Maximum group size
 - Number of session repeats
 - Starting time(s) and Ending time(s) (NO START BEFORE 10:45AM)
 - Eventbrite requirements (if needed), inc. number of tickets to retain from online booking, so that more tickets are available on the day

***** PLEASE NOTE: for starting and ending times, please do NOT add a starting and ending time for activities that run all day – these do not required a set time for taking place!*****

STAGE 2

- **Team information:**
 - Number of people in your team
 - T-shirt requirements (own brand, S, M, L, XL, XXL)
 - Number of lunch vouchers
- **Exhibitors support logistics (accessibility)**
- **Special logistics and support** (in addition to details entered for Stage 1)
- **IT equipment required from iSolution** (what is needed and how many pieces)

STAGE 3

You will be able to upload up to **3 different documents** in this section (.docx and .pdf accepted), i.e. risk assessment(s) and method statement (if needed)

Further information regarding Risk Assessment will be provided in the automated email with log in details to Stage 3. UoS guidelines and template available [HERE](#) (restricted to UoS users).

WHAT'S NEXT AFTER EACH STAGE

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

Stage 1 (Overview) - Deadline	Monday 16th September 2024
Stage 2 (Logistics) - Deadline	Monday 7th October 2024
Stage 3 (Risk Assessment) - Deadline	Monday 21st October 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.southamptonartshumfest.co.uk/ArtsHumFest-registration

ID: **stage1**

PASSWORD: **stage1492**