

DISCOVER THE AMAZING



SCIENCE AND ENGINEERING DAY

(for in-person activities at Highfield Campus and Boldrewood Innovation Campus EXCLUSIVELY on Saturday 16th March 2024)

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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

Required information includes:

STAGE 1

- **Contact information for the 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** (select Highfield Campus or Boldrewood Innovation Campus)
 - **Website Image** (**NO TEXT**, MUST be **SQUARE, 150 x 150 px**, 72 dpi, a .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 activity:
 - Interactive exhibit (activities running all day)
 - Workshop (a timed event, with a starting and ending time)
 - Talk/Debate
 - Live show/Art performance
 - Exhibition
 - Laboratory tour
 - Activity Category
 - Alumni zone
 - Archaeology
 - Art Meets Science
 - Business
 - Chemistry
 - Community Zone
 - Electronics and Computing
 - Engineering
 - Geography and Society (geography and social sciences)
 - Higher Education Information point (recruitment)
 - Humanities Meet Science
 - Humans and Health (body and mind)
 - Mathematics
 - Nature and Biodiversity
 - Physics
 - Science Shows
 - Sound and light (physics and engineering)
 - Space
 - Teacher zone
 - Winchester Science Centre
 - Audience/Age suitability
 - **Location requirements** (e.g. outdoor, co-location with other activities, water/drainage supply, smoke alarm, air conditioning, marquee, backstage space, special accessibility, etc.)
 - Number of
 - **trestle tables** (2.5 x 6 ft approx. each, up to 3 pieces)
 - **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, make sure you follow best practice for **accessibility****

- **Live events information** (for timed events ONLY):
 - 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 or S, M, L, XL, XXL)
 - Number of lunch vouchers
 - Tablecloth(s) (own brand, fabric, plastic)
- **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)
Further information regarding Risk Assessment will be provided in the automated email with log in details for 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 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 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 15 th January 2024
Stage 2 (Logistics) - Deadline	Monday 5 th February 2024
Stage 3 (Risk Assessment) - Deadline	Monday 26 th February 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 (currently under development)
ID: stage1
PASSWORD: stage1073