

HUMAN WORLDS DIGITAL

Outline of the process

Submission will be a single stage process. **Please note that you will not be able to save a partially completed form and return to it later. We recommend preparing text and a correct sized image before starting your submission.**

The required information includes the following:

- Contact information for the digital activity lead (and 2 collaborators – optional);
 - Email
 - Affiliation
 - No. of people contributing to the activity
- General activity information including;
 - Title (8-10 words max)
 - Website Image (square, MUST be 150 x 150 px, 72 dpi, .jpg or .png)
 - Website Activity Description (200 words max)
 - More about your activity (internal use only)
 - Target Audience
 - Activity Type
 - Daytime Event, wider Festival
 - Evening Event, wider Festival
 - Event linked to Hands-on Humanities Day (this will link your digital and in-person activity)
 - Black History Month Special (these activities/events will be published in October and then retained on the website)
 - Covid-19 Special (for all activities/events that focus on this topic)
 - Southampton Sound Festival Special (for all activities/events that celebrate sound in all its forms – 2020 is the International Year of Sound)
 - Digital content production timeline
 - Type of resources for digital activity:
 - Downloadable resources (pdf, word, excel, power point)
 - Video (URL or embed code)
 - Webinar (URL or embed code) – pre-recorded
 - Live talk/debate/workshop/art performance/show (URL or embed code)
 - Podcast (URL or embed code)
 - Photo Gallery with captions (URL or embed code)
 - Blog (URL)
 - Vlog (URL or embed code)
 - Q&A space (URL or embed code)
 - Type of PE interaction with the audience
 - Accessibility

*** Please note, for videos, images and music used in any of the submitted content make sure you have all required rights to use them for public release.**

- PERu - support requested, including;

- Discussing your activity
- Type of resources needed
- Discussing Evaluation
- Live activity information, including;
 - Date(s)
 - Starting time
 - Duration (in minutes or hours)
 - Booking link
 - Price
- Activity/Team links and promotion;
 - Website URL
 - Twitter Account
 - Facebook Account
 - Instagram Account
 - Support information (any facts, interesting questions or readymade post that we could use to advertise your activity/event on social media as part of the Festival campaign)

You will receive a **confirmation email** of your submission with a summary of your input immediately on completion. Check your spam folder if taking longer than expected and contact the Festival team if no email has been received.

There will be a short period whilst the Festival team review and approve your activity or get in touch if requested. You will then receive an email confirming acceptance once the event will be published on the website.

Submission Deadlines

Black History Month - Deadline
Human World Digital - Deadline

Friday 25th September
Friday 30th October

To make a submission(s)

All submissions must be made through the official website using the ID and Password set out below
 – PLEASE DO NOT USE YOUR UNIVERSITY ID AND PASSWORD.

| | |
|----------|--|
| URL | www.humanworldsfestival.com/HOHD-registration |
| ID | digital |
| PASSWORD | stage4239 |

HUMAN WORLDS FESTIVAL

EXPLORING THE HUMANITIES AND BEYOND