SOTSEF 2021

Outline of the registration process

Submission to SOTSEF 2021 will be a single stage process.

Please note:
- You will not be able to save a partially completed form before pressing Submit. We recommend preparing text, complete URLs and a correct sized image before starting your submission.
- We are aware that some details might be pending, e.g. Eventbrite URL, and resources currently in development. In that case, you will be able to access your form at a later stage to finalise your submission details, but please fill in as much of the form as possible during your initial submission.

The required information includes the following:

- Contact information for the digital activity lead (+1 optional email address);
  - Email
  - Affiliation
  - No. of people contributing to the activity

- General activity information including;
  - Title (8-10 words max)
  - Website Activity Description (200 words max)
  - More about your activity (for internal use only)
  - Activity Thematic area (e.g. Archaeology, Biology, Engineering, etc.)
  - Activity Category
    - Digital interactive activity (for all activities that are NOT live events)
    - Daytime Event (for live events only)
    - Evening Event (for live events only)
    - COVID-19 Special
    - Southampton Sound Festival Special (see website)
    - Creative Economy for Sustainable Development Special (UN Int Year, see website)
    - Fruits and Vegetables Special (UN Int Year, see website)
    - SOTSEF Shed (for DIY science and art creations)
    - International Day of Women and Girls in Science (for events happening on Thu 11th February, see website)
    - Care Day Special (for events happening on Sun 21st February, see website)
    - Other pre-Festival events (for all events before March 5th)
  - Activity audience
  - Digital content production timeline (if material not ready yet)
  - Type of resources for digital content (up to 5 elements/each):
    - Downloadable resources (pdf, word, excel, power point)
    - Videos (URL or embed code)
    - 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)
    - Q&A space (URL or embed code)

- Type of PE interaction with the audience
- Website Image (square, MUST be 150 x 150 px, 72 dpi, .jpg or .png)
- Accessibility
- Competition running details

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

- LIVE events information, including;
  - Date(s)
  - Starting time
  - Ending time
  - Booking link
  - Price

- PERu - support requested, including;
  - Discussing your activity
  - Type of resources needed
  - Discussing Evaluation

- Activity/Team links and promotion (use the full URL e.g. https://www.sotsef.co.uk/);
  - 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 then expected and contact the Festival team if no email has been received.

There will 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.

2021 Key Dates

SOTSEF Registration - DEADLINE	**Saturday 30th JANUARY**
SOTSEF Timetable goes live	**Monday 8th February 2021**
SOTSEF 2021	**Friday 5th - Sunday 14th March**

To make a submission(s)

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

URL	**https://bit.ly/SOTSEF_Registration**
ID	**stage1**
PASSWORD	**stage1254**