

# HANDS-ON HUMANITIES DAY and OTHER IN-PERSON EVENTS

## Outline of the process

Submission will be a 3 stages process: 1) Basic information; 2) Logistics; 3) Risk Assessment.

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 information required include the following:

### STAGE 1

- Contact information for the digital activity lead (and 2 collaborators – optional);
  - email
  - affiliation
- General activity information including;
  - Title (8-10 words max)
  - Website Activity Description (100 words max)
  - Type of Event
    - Hands-on Humanities Day
    - Daytime Event, wider Festival
    - Evening Event, wider Festival
    - Black History Month Special
  - Target Audience
  - Type of activity:
    - Interactive exhibit
    - Workshop (incl. max group size)
    - Talk
    - Debate
    - Live show
    - Art performance
    - Exhibition
  - Evaluation (plans/needs)
  - Accessibility
  - Competition
  - Activity requirements:
    - Trestle tables
    - Poster boards
    - Mains power
    - Others
- Activity/Team links and promotion;
  - Website URL
  - Twitter Account
  - Facebook Account
  - Instagram Account

## STAGE 2 (LOGISTICS)

- General information;
  - Number of people in your team
  - T-shirt requirements (for Hands-on Humanities Day only)
- Website Image (square, MUST be 150 x 150 px, 72 dpi, .jpg or .png)
- Live activity information, including;
  - Date(s)
  - Sessions number
  - Starting time(s)
  - Duration (in minutes or hours)
  - Booking link
  - Price
- Activity/Team promotion;
  - 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)

## STAGE 3 (RISK ASSESSMENT)

You will be able to upload up to 3 different documents in this section.

Further information regarding Risk Assessment will be provided in the automated email with log in details to Stage 3.

### What happens after submission of each stage?

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

There will be then a short period whilst the Festival team review and approve your activity Stage or get in touch if requested/needed. You will then receive an email confirming acceptance detailing a customised link with a password and ID for you to be able to continue to the following stage.

### Submission Deadlines

Please note that there are **firm deadlines for each of the stages**. These are set in order for us to deliver the best experience we can for both exhibitors and visitors and to make sure that all requirements and expectations are met for the venue too, in particular in these challenging times.

**Stage 1 - Deadline**

**Stage 2 - Deadline**

**Stage 3 (Risk Assessment) - Deadline**

**Monday 21st September**

**Monday 5th October**

**Monday 19th 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      | <a href="http://www.humanworldsfestival.com/HOHD-registration">www.humanworldsfestival.com/HOHD-registration</a> |
| ID       | <b>stage1</b>  |
| PASSWORD | <b>stage1435</b>   |

# HANDS-ON HUMANITIES DAY

EXPLORING THE HUMANITIES AND BEYOND