Proposal system information

# Introductory paragraph

The Festival of Learning will be running from the 11th – 17th July 2015. To run a session within the festival please complete this proposal form with the details of your event and the support required. If you would like to discuss your event idea to develop your plans before completing the form please contact Naomi Kay, Public Engagement Officer in R&KEO. If you have any questions relating to the form please contact Harry Gibson, the event coordinator for the Festival of Learning.

Applications must be submitted by 12 noon on Friday 19 December 2014. All events will be subject to a review by the Festival of Learning steering group in order to ensure a cohesive programme of activities that is appealing to the audience and doesn’t promote competing activities happening simultaneously.

# Information to collect

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| --- | --- | --- | --- |
| Category | Information required | Type of information/ available categories | Text limitations |
| Proposer information and contact details | Lead event organiser(s) |  | 50 Characters |
|  |  |  |
| Contact number(s) |  |  |
| Contact number for during the event |  |  |
| Contact email(s) |  |  |
| Twitter Handle | *If you use Twitter please let us know your handle, if you don’t then please leave blank* |  |
| School/ Faculty/ Professional Service |  |  |
| Event details | Suggested event title | *We’ve found the most successful events have snappy or catchy titles – to help you with this the team will be reviewing event titles and making suggestions on how they could be improved – you’ll get to sign off on the final version though don’t worry (subject to tweaking by the design team to fit space in the programme). To see previous examples of titles and event descriptions take a look at the previous* [*Festival of Learning Programme*](http://issuu.com/bournemouthuniversity/docs/6046-festival_of_learning-brochure-)*, or the* [*British Science Festival Programme*](http://www.britishscienceassociation.org/sites/default/files/root/festival/BSF%20prog%2014%20FINAL%20%28web%29.pdf)*.* | 50 Characters |
| Description of event for Festival programme | *To help you make these as engaging as possible with this the team will be reviewing event descriptions in line with the BU “style and tone” and making suggestions on how they could be improved – you’ll get to sign off on the final version though don’t worry (subject to tweaking by the design team to fit space in the programme)* | 400 Characters |
| Additional information for the public  | *This will only show up on the website but could be a good place to include things such as your event schedule or speaker profiles. You will be able to update this section throughout the year.* | 2500 Characters |
| Primary audience | *What primary audience you select will affect the time of day we will schedule your event. The times available are given based on feedback from the public about when they can attend events. By scheduling with the audience in mind we hope to maximise attendance at your events and make them easier to market.*  | Only able to select one audience and up to two time options  |
| ***Audience*** | ***Day/ Times available*** |
| *Business/ Charities/ Community Groups* | *Week days any time* |
| *Skills Development (Training)* | *Weekend – Any time* | *Weekday evenings between 7pm and 10pm (any length inside that time frame)* |
| *Primary School Event* | *Weekdays between 10am and 2pm (any length inside that time frame)* |
| *Secondary School Event* | *10am and 2pm (any length inside that time frame)* |
| *Sixth Form Event* | *10am – 5pm (any length inside that time frame)* |
| *Family Events – Children under 4* | *Weekend daytime* |
| *Family events – Children 4 to 11* | *Weekend daytime* | *Weekday evenings 4.30pm-8.30pm* |
| *Family events – Children over 11* | *Weekend daytime* | *Weekday evenings between 6pm and 8.30pm (any length inside that time frame)* |
| *All Adults* | *Weekend – Any time* | *Weekday evenings between 7pm and 10pm (any length inside that time frame)* |
| *Retirees* | *Week days any time* |
| Expected audience size | *How many people would you expect to attend (including the number of speakers/ facilitators who will be there)* | Select 1 |
| *0-15* | *16-35* | *36-60* | *61-100* | *100+* |
| Maximum audience size | *Is there a maximum number of people your session could run with?* | Select 1 |
| No | Yes (please specify) |
| Event type | Debate | Lecture (with a Q&A) | Interactive workshop | Drop in session | Demonstration | Art/ Theatre Event | Other (please specify) | Select 1 |
| Non-academic partners e.g. local charities or businesses |  | 1000 characters |
| Does this event relate to any previously funded research activity. If yes please provide details. |  | Unlimited |
| Risks | *Do you consider there to be any risks involved with the event (even if they are minimal)? For example working with minors or serving food. You may be asked to complete a full risk assessment if your event is deemed above minimal risk.*  | 2500 Characters |
| Event Facilitation | Funding | *Please provide details of any costs involved with running this event here. Please note that we cannot provide funding to cover staff time, or catering. Additionally the Festival of Learning marketing budget will only be used to promote the festival as a whole, requests for funds for marketing individual events will not be met unless there are exceptional circumstances as agreed by the Festival of Learning steering group.*  | Unlimited |
| Justification of funding | *If you have requested any funds please justify these expenses here. If you do not require funding then please leave this section blank.*  | Unlimited |
| IT requests | *Please let us know here if there is any IT support you will require beyond usual PowerPoint facilities. This could include requests for items such as Turning Point (the audience response system) or digital screen, or if you wish to use facilities such as video conferencing during your events. Please note IT cannot provide clickers, iPads or laptops and you should ask your school/ faculty for these items if required.*  | 2500 Characters |
| Estates Requests | *If there are specific requests for collecting/ delivering equipment, or room layout requirements please detail them here. Please be aware estates are very stretched during the Festival of Learning and we made need to prioritise requests.*  | 2500 Characters |
| Room Requests | *Do you need a specific room or style of room to run this event? For example if you require a computer room, or if you want attendees to be doing group work so would like a seminar room instead of a lecture theatre. We will endeavour to meet these requests were possible but due to estates works on campus space is limited and flexibility may be required.*  | 2500 Characters |
| Event Marketing | Marketing plans | *The Festival of Learning team work to promote the festival as a whole through a range of activities including the website and the brochure. In previous years, we have found that the most well attended events have been promoted through their individual networks. Therefore, please detail here how you plan to inform your target audience of your event. We will work with you to develop these plans to maximise the impact of your efforts. If you are unsure as to how to do this, but would be willing to do so, please indicate this below and we will provide additional support.*  | 2500 Characters |