



British Science Festival planning timeline

Month	Year 1	Year 2	Year 3
January			
February			
March	Deadline for summaries of events for inclusion in printed programme for Festival 1. Programme for Festival 1 starts to go online	Deadline for summaries of events for inclusion in printed programme for Festival 2. Programme for Festival 2 starts to go online	Deadline for summaries of events for inclusion in printed programme for Festival 3. Programme for Festival 3 starts to go online
April			
May	Deadline for speaker and agenda details for Festival 1. Online searchable programme and bookings for Festival 1 go live	Deadline for speaker and agenda details for Festival 2. Online searchable programme and bookings for Festival 2 go live	Deadline for speaker and agenda details for Festival 3. Online searchable programme and bookings for Festival 3 go live
June	Printed programme for Festival 1 produced	Printed programme for Festival 2 produced	Printed programme for Festival 3 produced
July	Press papers deadline for Festival 1. Final venue confirmations made for Festival 1	Press papers deadline for Festival 2. Final venue confirmations made for Festival 2	Press papers deadline for Festival 3. Final venue confirmations made for Festival 3
August	Detailed programme produced for Festival 1	Detailed programme produced for Festival 2	Detailed programme produced for Festival 3
September	Festival 1	Festival 2	Festival 3
October	Proposals due for Festival 2 programme (including events suitable for a university venue or city venue)	Proposals due for Festival 3 programme (including events suitable for a university venue or city venue)	Proposals due for Festival 4 programme (including events suitable for a university venue or city venue)
November			
December	British Science Association President for Festival 3 identified	British Science Association President for Festival 4 identified	British Science Association President for Festival 5 identified

British Science Festival 2009, Surrey timeline

October 2008

The deadline for event proposals to be submitted is October 2008. However, we encourage proposals to be submitted before the October deadline. There is some flexibility in the deadline for local organisers to get involved and input into the wider Surrey programme. Contact the Festival team for more information.

December 2008

Event organisers contacted about their proposals.

January 2009

Preliminary Festival timetable produced at the end of January.

March 2009

The Big Bang: UK Young Scientists and Engineers Fair; opportunity to promote events to school audience.

The British Science Association allocates venues for events at the end of March.

27th Deadline for summary of events and event details to be included in the printed programme. Star speakers should be mentioned in the event summary.

May 2009

29th Deadline for speaker details and agenda items – event organisers and speakers to submit this.

Event organisers to register speakers online (add their names and contact information). Speakers to check this and add further contact information, their talk details and any extra room requirements.

Online searchable programme goes live on the British Science Association website.

Booking for events opens online and by telephone.

June 2009

The British Science Association Press Office will request press information from all registered Participants.

Full printed programme produced.

July 2009

Final venue arrangements confirmed; layout, furniture, catering etc.

Deadline for press paper submission.

August 2009

Letter and email confirming practical details sent to Event Organisers.

Email sent to registered Participants confirming practical details of the Festival and their event.

Programme, supplementary programme, weekly pass and 10 tickets to events distributed to organisers.

September 2009

Saturday 5th – Thursday 10th September: Events on the campus and in the city.

Future British Science Festivals will visit:

5 – 10 September 2009, Surrey

14 – 19 September 2010, City of Birmingham

Please note: the above dates and deadlines could be subject to change. If there are any major changes, we will let all event organisers know directly