British Science Festival 2019
Open call for event proposals – Frequently asked questions

This document provides answers to frequently asked questions about proposing an event for the British Science Festival 2019 and will help you to shape your idea into a successful proposal.

The FAQ includes guidance about the content and format of events and information on Festival logistics. If you have any other questions, or if you would like to discuss your proposal, please contact Jess Simpson.

**What is the date and location of the Festival?**
The Festival will take place from 10-13 September 2019 and will be hosted by the University of Warwick.

**What time will my event take place?**
The daytime programme of events will take place between 12:00 and 17:00 at the University of Warwick campus. Daytime talk and panel events will take place in lecture theatres with full AV facilities. The evening programme will take place from 17:00 onwards in a variety of venues in Coventry and Warwickshire, such as bars, cafes and theatres. We are particularly interested in events with creative formats, topics and ideas.

**What kind of audience should my event be aimed at?**
The Festival is free and open to all. The target audience for the daytime programme is non-specialist adults (ages 16+) with a broad interest in science. The evening programme is also aimed at adults, however they may or may not have an existing interest in science. Please note that the British Science Festival does not provide content for children, schools or families.

**What length should my event be?**
Daytime events should be a maximum of one-hour long including any Q&A. Evening events can be more flexible.

**Do I have to be a scientist to propose an event?**
No, anyone can propose an event and the Festival celebrates science in its broadest sense. We are looking for proposals from individuals, researchers, industry professionals, artists, writers, organisations, charities, academic institutions, etc.

**What kind of content are you looking for?**
We are looking for events that showcase cutting-edge science, celebrate the latest developments in science and technology and engage their audience in open discussion about relevant issues that affect culture and society.
Every year we curate a diverse programme that explores new research across varied disciplines including social science, digital innovation, history of science and economics. We are looking for thought provoking events that offer new perspectives on scientific topics and stimulate discussion. Newsworthy content will be viewed favourably.

**What type of events are you looking for?**

For the daytime programme, we will be looking for a varied programme of talks from individual researchers alongside panel debates and discussions. If you have ideas for another format, please get in touch and discuss this with us.

For the evening programme we are looking for events with creative and innovative formats, particularly those which may engage those without an existing interest in science.

**Will you support the development of my event?**

We can advise on content and format and we strongly recommend that if you are a researcher at the University of Warwick, you attend the Advanced Presentation Skills training day in July 2019 where we will help you develop the content and format of your event.

If you applied through the Open call or are from a BSA Section and would like advice on your event, please do get in touch with Jess Simpson - jessica.simpson@britishscienceassociation.org

Please note, event organisers are responsible for finding speakers and we are looking for events that will be fully organised by spring when the Festival programme will go live.

**When will I find out if my event has been accepted?**

We will be letting applicants know in March 2019.

**Will journalists be invited to my event?**

There is a strong media presence at the Festival. If accepted, we will ask for more detailed information about your speakers that will be provided to the media.

**Will you provide a fee or cover any expenses?**

We do not cover expenses, fees or direct costs unless explicit in your proposal and agreed with the British Science Association. Please note that any such costs might affect the success of your proposal. Events are free to attend for audiences. If you are a researcher at the University of Warwick, the University advises you to explore funding needs with your Faculty prior to completing your application as there may be budget available to support you. Please confirm this before submitting your application.
**Is accommodation provided?**
No, you will need to organise this yourself but we can provide you with a list of local hotels with preferential rates.

**What onsite assistance will I receive during the Festival?**
There is a Speakers’ Lounge where lunch and refreshments are provided throughout the day. In your event venue, you will have access to up to two members of staff who will provide assistance with the operation of your event, including AV support, queue management and distribution of the Festival evaluation forms.

Please note that our staff members will not be able to help you facilitate your event’s content; you will need to source your own assistants/volunteers for hands-on help with the event’s activities.

**Can I get sponsorship or fundraise for my event?**
Please contact us before applying for any sponsorship or fundraising to discuss the possibilities.