**ESRC Sheffield Festival of Social Science 2017**

**Proposal Details and Materials Form**

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Please email this form to your UOA Coordinator (see below) and cc Camilla Prince c.prince@shu.ac.uk by **Friday 5th May**.

**The Unit of Assessment Coordinators are:**

16: Peter Wells for Architecture, Built Environment and Planning (p.wells@shu.ac.uk)

19: Bradley Barnes for Business and Management (b.r.barnes@shu.ac.uk)

22: David Best for Social Work and Social policy (d.best@shu.ac.uk)

25: Jacqueline Stevenson for Education (jacqueline.stevenson@shu.ac.uk)

**1. Organiser and contact information**

|  |  |
| --- | --- |
| Organiser Name(s) |  |
| Telephone |  |
| Email |  |
| Website for event (if any) |  |
| Organised by (e.g. Research Centre / department name) |  |

**2. Event name, date and venue**

|  |  |
| --- | --- |
| Event title (max 7 words) |  |
| Date of event(s) |  |
| Event start time (in 24h clock - 00:00) |  |
| Event finish time (as above) |  |
| Venue |  |
| Venue address, incl. city and postcode(N.B. ESRC prefer events to be held off campus) |  |

**3. Contributors, partners and external support**

If you have received tentative agreement or secured additional financial support from organisations, including in kind support from your HEI. If you aren't sure please estimate.

|  |  |
| --- | --- |
| Name of partner/contributor |  |
| Type of support (tick all that apply): |  |
| * Staff time
 |  |
| * Venue hire
 |  |
| * Refreshments/catering
 |  |
| * Cash sum
 |  |
| * Printing, stationary, publicity or advertising
 |  |
| * AV/Technical support, recording
 |  |
| * Other (please specify)
 |  |
| Approximate value of support |  |
| Does your event have any links with the University of Sheffield? If so, please specify. |  |

**4. Target audience**

The Festival programme is targeted at four audience types to help attendees find events which are relevant to them. Select one of the following broad audience types:

* 50% of events aimed at young people aged 14-18 and the general public

        30% of events aimed at business, policy makers and the third sector

        30% of events involve interdisciplinary and /or cross-departmental working

|  |  |
| --- | --- |
| * Young people (aged under 14)
 |  |
| * Young people (aged 14-18)
 |  |
| * Suitable for a general audience (no background of topic required)
 |  |
| * For those with a specific interest or some knowledge of the topic
 |  |
| * For professionals as part of their work (business, policy makers and third sector)
 |  |
| What is your expected audience size? |  |

**5. Event description (to appear in the online programme and on the website)**

Max 150 words

        Festival events are to reach new audiences and event organisers are seeking and exploiting opportunities to take events outside the city centre (ESRC prefer events to be held off campus)

   Event organisers are developing skills for dissemination of and engagement with research through their involvement with the Festival

* Interdisciplinary and /or cross-departmental working

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| --- |
|  |

**6. Awareness and media support**To help us raise awareness of your event, for example via the media, please give the following details: *(maximum 100 words in each)*

1. What do you hope the audience will gain from your event?

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| --- |
|  |

1. What makes your event exciting/interesting?

|  |
| --- |
|  |

c. How will you promote your event? Mailing lists, Eventbrite, WordPress, Social Media, other? Will people have to sign up to your event to attend?

**7. Materials**

The ESRC will produce and supply Festival flyers, promotional material, audience evaluation forms, and pull-up banners for all events.

|  |  |
| --- | --- |
| Would you like a Festival poster(s)? If so, how many? |  |
| What format would you prefer your audience evaluation form in? Print, online or on an iPad? |  |