**UCL Neuroscience Domain 10 year anniversary public event: activity submission form**

**UCL Neuroscience**

The UCL Neuroscience Domain is celebrating its 10 year anniversary in 2019. We are planning a special public event on **Saturday 22 June 2019**, to coincide with the annual Symposium on Friday 21 June, on the theme of **'How does the brain work and why are some brains different?'**

**We are now inviting submissions for interactive stalls or other interesting content – think short films, visual images for display (photographs, artworks), sound installations, live demonstrations, storytelling, workshops, short performances – to include at the event.**

***Your proposal***

Activities will cover a wide range of topics relating to neuroscience and should be designed to **engage** with the public around the theme in an **interactive** and **innovative** way.

The event is expected to attract a public audience, including a mixture of adults and children. **Your proposed activity must therefore include something a child can participate in, and should be accessible to those without a scientific background**.

We can provide access to a variety of standard furniture (tables, chairs and poster boards), but you will need to make arrangements for any particular AV equipment (laptops, screens etc.) you require.

Should you need it, there is a maximum of £200 funding available to cover expenses such as printing of materials, transportation of equipment etc.

***Eligibility***

Entries are open to any UCL staff and students. You may apply individually or as part of a team. We recommend teams of between two and four.

**Note that you do not have to be a part of the UCL Neuroscience Domain or indeed based in a scientific faculty to apply.**

***Selection***

Proposals will be reviewed by the Sub-Committee.

We will select up to 16 interactive stalls for the event on 22 June 2019, and a number of other activities (e.g. film screenings, images to display) may be selected depending on the format, feasibility and quality of entries.

Unfortunately we can’t guarantee that we will be able to provide detailed feedback on individual submissions.

***Important dates***

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| **Deadline for submissions** | **5pm Thursday 20 December** |
| **Notification of successful submissions** | **March 2019** |
| **Further development of idea in collaboration with UCL Neuroscience staff** | **March-June 2019** |
| **Event** | **Saturday 22 June 2019** |

Please complete this form as fully as possible in letting us know which interactive activity you’d like to contribute to this event. If you have any questions please contact [RCOcomms@ucl.ac.uk](mailto:RCOcomms@ucl.ac.uk)

**Please return the completed form to** [RCOcomms@ucl.ac.uk](mailto:RCOcomms@ucl.ac.uk) **by 5pm on Thursday 20 December.**

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| **Name (of primary contact):** |  |
| **Job title:** |  |
| **Department within UCL:** |  |
| **Email address:** |  |
| **Phone:** |  |
| **Other team members / job titles:** |  |
| **Activity title:** |  |
| **What type of activity/experience are you proposing?**  e.g. interactive table top activity/stall, image to display, short film etc. |  |
| **Please summarise your activity in one sentence / one brief paragraph:**  This should be written for non-scientists and may be used as a summary for marketing purposes so please make it simple and engaging. No more than 50 words. |  |
| **Detailed activity description:**  **(max. 500 words)**  Please give as much detail as possible, focusing on:   * why you think this topic will make an interesting activity for the public * how it will attract people * how your stall will be interactive |  |
| **Have you presented this activity at previous festivals / public engagement events?**  We welcome new ideas but please let us know if you’ve presented at previous events.  If yes, please tell us where and what (if any) press coverage you received?  Please also tell us if your activity has been evaluated, and if so what audience feedback you have received. |  |
| **Who is your activity suitable for?**  NOTE: there needs to be something on every interactive stall that a child can participate in, for example games, simple experiments, drawing, crafts. This does not need to be the main focus of your stall. |  |
| **What impact or outcome are you hoping to achieve with this activity?** |  |
| **What space do you need to deliver the activity?**  e.g. stall space in the Cloisters or other space for different format contribution (i.e. image display, short film). |  |
| **Funding required? Please give details (max £200 available):** |  |
| **What equipment will you be using?** |  |