

SUMMER SCIENCE

EXHIBITION

6 – 12 JULY 2020

THE
ROYAL
SOCIETY

 @royalsociety #summerscience

Welcome

Julie Maxton
Executive Director

THE
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SOCIETY



Planning Day Programme

Amy Fry

Senior Public Engagement Officer

THE
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SOCIETY





10.15am – 10.40am	Arrival and refreshments
10.40am – 10.45am	Welcome <i>Julie Maxton, Executive Director, Royal Society</i>
10.45am – 11am	Introductions <i>Amy Fry, Senior Public Engagement Officer, Royal Society</i>
11am – 11.15am	Summer Science Exhibition Overview <i>Amy Fry</i>
11.15am – 11.25am	Timelines, obligations and tools <i>Amy Fry</i>
11.25am – 11.35am	Break
11.35am – 12.05pm	Tour of the Exhibition space <i>Public Engagement team</i>
12.05pm – 12.20pm	Planning first steps <i>Amy Fry</i>
12.20pm – 12.45pm	Developing your exhibit <i>Kenneth Boyd, Technical Design Consultant</i>
12.45pm – 1.25pm	Lunch



1.25pm – 1.35pm	Health and Safety when planning your exhibit <i>Amy Fry and Amanda Meader, Head of Facilities, Royal Society</i>	
1.35pm – 1.40pm	Overview of the next sessions <i>Amy Fry</i>	
1.40pm – 3.20pm	Feedback on your applications <i>Public Engagement team</i> <i>Wolfson 2 and Marble Staircase</i> (See separate timetable)	Exhibit design <i>Kenneth Boyd, Wolfson 1</i> Working with the press <i>Press team, Wolfson 1</i> Website, social media and promotion <i>Digital team, Wolfson 3</i> Engaging with school groups <i>Education Outreach, Wolfson 3</i>
3.20pm – 3.30pm	Working with your institution <i>Katie Weeks, Public Engagement Manager, Royal Society</i>	
3.30pm – 3.40pm	Break	
3.40pm – 3.55pm	Exhibition week logistics <i>Amy Fry</i>	
3.55pm – 4.40pm	Been there, done that! The views of 2019 exhibitors <i>Peter Sadler, In your element</i> <i>Annique Van der Boon, Magnetic to the core</i> <i>Aftab Jalia, Timber towers of tomorrow</i>	
4.40pm – 5pm	Staff and previous exhibitors Q&A All speakers	
5pm – 5.15pm	Important next steps <i>Amy Fry</i>	
5.15pm – 6.15pm	Drinks reception	

Introductions

Amy Fry





The Royal Society Team

Public Engagement

Amy Fry – Senior Public Engagement Officer

exhibitor@royalsociety.org

0207 451 2582

Katie Weeks – Public Engagement Manager

David Chapman – Public Engagement Assistant Manager

Daniella Afeltra – Public Engagement Officer

Emma Watson – Public Engagement Officer

Naomi Fuller – Public Engagement Officer

Tracey Hughes – Head of Marketing and Public Engagement

Summer Science Exhibition Intern

Digital

Press

Schools Engagement



The Exhibits





Exhibit Title	Institution(s)
A breath of fresh air	University of Manchester
Beware: Flooding ahead!	University of Reading
Blue Carbon and Changing Seas: Responding to the Global Climate Emergency	University of St Andrews
Connecting to the human brain: Next generation technology	Imperial College London
Disease Detectives	The Pirbright Institute
Energy Critical Elements: the mineral cost of a sustainable future	The Natural History Museum
Exploring the Landscape of Cancer	The Cancer Research UK Manchester Institute
From open, to keyhole, to robotic surgery. Would you trust a robot surgeon?	Imperial College London
Growing New Body Parts!	King's College London
Happy Birthday Hubble	University of Sussex



Exhibit Title	Institution(s)
Last Day of the Dinosaurs	University of Manchester
Our breathing Earth new views of carbon from satellites	University of Edinburgh
Owls and eagles inspire aeronautical advances	Royal Veterinary College
Personalised Printing for Pills!	University of Nottingham
Sensing Danger	University of Manchester
The bee trail: Where have you been?	Earlham Institute
The ExoMars Rover and its Experimental Tools in the Search for Life on Mars	University of Leicester
The good, the bad and the methanogenic: understanding the microbes that manage our waste for us	University of York
The Science Behind Body Odour	University of Oxford
The Third Thumb: How can our brains and bodies adapt to augmentation?	University College London (UCL)
Your place in the Universe	Durham University

The Exhibition

Amy Fry

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From Conversazioni to the Summer Science Exhibition



1. Experiments with Soap Bubbles 2. Writing Telegraph 3. Welsh Gold 4. Phenidoscopic Colour Figures 5. The Electric Eel 6. The Conversazione
CONVERSAZIONE OF THE ROYAL SOCIETY AT BURLINGTON HOUSE



The exhibition today





2,000
school students
and teachers

1,500
invited
guests



10,000
members
of the public





What are we trying to achieve?

- Provide an opportunity for the public and school groups to meet and talk to scientists about their cutting-edge research
- Inspire and enthuse visitors of all ages about the potential for science through hands-on interaction and participation.
- Champion excellence in public engagement
- Enable UK scientists to showcase their research and gain public engagement experience
- Give young people the aspiration to be scientists
- Reach new audiences with science including families, young professionals and people looking for a great day out in London

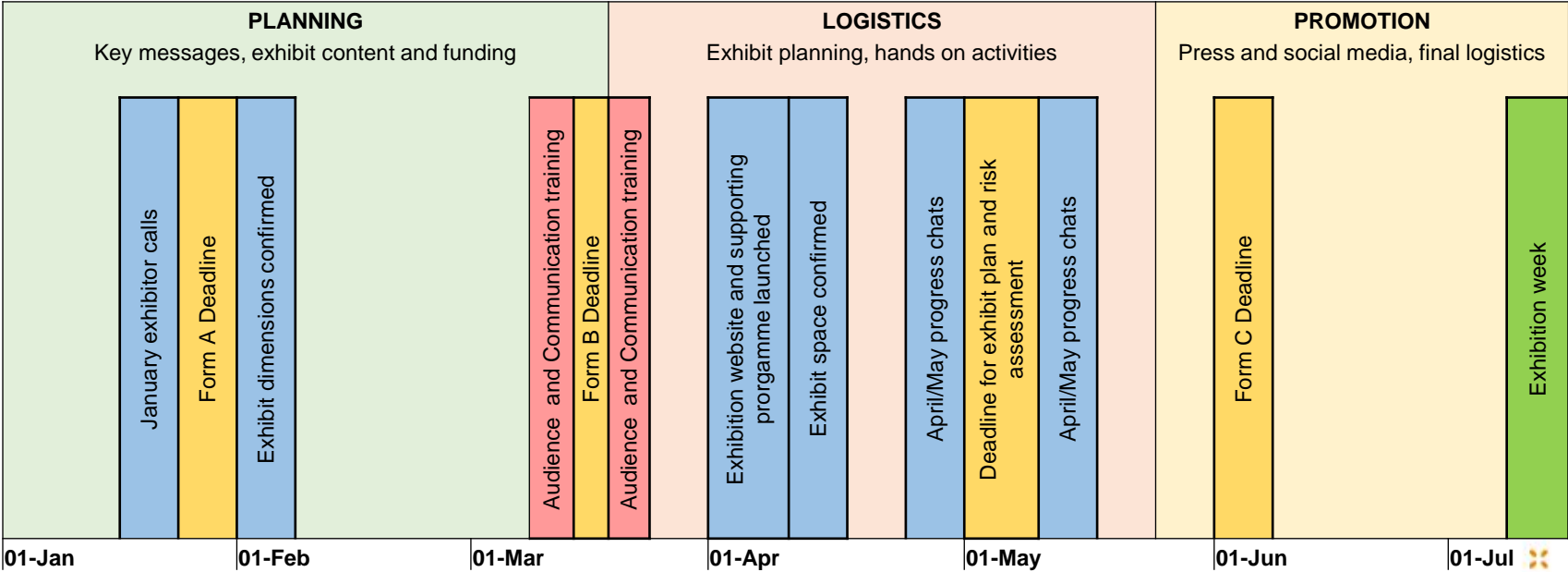


Timelines and tools

Amy Fry



Timeline



Exhibition Week

Monday 6 July

9.30am – 11am: Press preview
11am – 6pm: Schools and public

Tuesday 7 July

10am – 4pm: Schools and public
6pm – 10pm: Lates

Wednesday 8 July &

Thursday 9 July

10am – 4.30pm: Schools and public
7pm – 10pm: Soirees

Friday 10 July

10am – 6pm: public

Saturday 11 July

10am – 6pm: public

Sunday 12 July

10am – 6pm: public





Break

11.25am – 11.35am



Tour of exhibition space

Public Engagement team



Planning – first steps

Amy Fry



5 steps to get started...

1. **Don't panic**
2. Decide who will be project managing the exhibit development and meet with your group to discuss ideas and feedback
3. Review the deadlines, and add all the dates in your diary
4. Secure buy in from your institution and decide who you will invite from your institution for the soirees, and invite them, now
5. **Celebrate, tell people, it's a fantastic achievement!**



What we will do to help...

- Contact your Vice Chancellors (or equivalent) to inform them that you are exhibiting
- Contact your Press team so that they are aware of this (please also do the same)
- Contact your Public Engagement team to make sure they are aware of this and encourage them to become involved (please also do the same)
- Send booking link for January chats with our exhibition team, press and digital teams.
- Feedback at every stage
- Audience Engagement and Communication training

Make use of the exhibitors room website...



Exhibitors' Room website

royalsociety.org/exhibitors

THE ROYAL SOCIETY

[Home](#) [Fellows](#) [Events](#) [Grants, Schemes & Awards](#) [Topics & policy](#) [Journals](#) [Collections](#)

Exhibitors' Room

Welcome to the Royal Society Summer Science Exhibition Exhibitors' Room.

On these pages you should find everything you need to help you plan your exhibit for the Summer Science Exhibition. Please take the time to look through it all.

If you have any queries email exhibition@royalsociety.org or call Amy Fry on 020 7451 2582.



[About](#)



[Deadlines and
forms](#)



[Design](#)



[Digital](#)



royalsociety.org/exhibitors

Audience Engagement and Communication Training

Tuesday 10 March and Monday 16 March

What you will cover:

- Understanding your audience
- What to communicate
- Activity ideas
- How to hook and engage your visitors
- Presentation and interaction top tips
- Visitor interactions – facilitation
- Scenarios and role playing visitor interactions

Bring an object!



Developing your exhibit

Kenneth Boyd
Technical Design Consultant



Lunch

12.45pm – 1.25pm



Health and Safety

Amanda Meader
Head of Facilities

Amy Fry



Risk assessments – Deadline for submission is 1 May



Summer Science Exhibition: Risk Assessment Form

Exhibit title: <insert text here>

Short description of exhibition activity: <insert text here>

Why is it important to fill out this risk assessment?

The Royal Society is housed in a Grade 1 listed building with limited space in each room. During the Exhibition, we can have up to 1000 people in the building during busy periods, which means it can get very crowded and hot, and accidents can happen as a result. The welfare of our visitors, exhibitors and staff is paramount. Therefore, the assessment form below is designed to help you identify and document any potential risks that your stand/activities may pose, even if they seem small or insignificant, and help you to implement measures to avoid these hazards.

In addition to the public visitors we have to the Exhibition, we also welcome a high number of student and teacher visitors during the week. As part of their health and safety requirements, schools are legally required to collect a risk assessment from the Royal Society, outlining the potential risks around the Exhibition and specific exhibits. They must receive this before they are able to authorise any visit and bring students to the Exhibition. Your completed risk assessment will feed into this documentation and it is therefore crucial that you fill it out as accurately and comprehensively as possible, and return it to exhibition@royalsociety.org by **Friday 26 April**.

Hazard	Existing Control Measures	Risk Rating (L x S = R)			Additional controls to reduce risk to as low as reasonably practicable	Action required by & date		Final Risk Rating (L x S = R)		
		L	M	H		Name or group	Date	L	M	H
SET-UP / BREAK DOWN - Electrical shocks from set-up of electrical equipment	Use only purpose-build, quality brand electrical equipment. Equipment to be PAT tested before arriving at the Royal Society and to be visually inspected for faults or damage before travelling and upon arrival before connection. Only trained personal will be involved in the set-up of more technical electrical equipment.		x		PAT testing to be carried out by certified staff. Set-up of electrical equipment only by trained and experienced staff or under their direct supervision and guidance. Protect electrical connections from water.	PAT test certified staff	Prior to the exhibition and during exhibition	x		
SET-UP / BREAK DOWN - Health					Read manual handling guide. Use transport tools such as trolleys. Minimise lifting to avoid stress to staff.	Everybody involved in set up and breakdown of the	Prior to the exhibition and			

Safeguarding and protection for children and adults at risk

Safeguarding is *everyone's* responsibility: we all have a duty to safeguard the welfare of children and adults at risk, and to prevent their harm and abuse.

- A child is anyone under the age of 18 and anyone under the age of 19 still in full time secondary education.
- An adult at risk broadly relates to people over the age of 18 who have a need for care or support, for example, by having impaired mental capacity, having a physical disability, being frail due to age or someone who misuses alcohol or other substances.





If in doubt, record and report. Report any concerns, no matter how minor, to the Duty Manager, or another member of staff you have been assigned to report to.

The Royal Society will circulate further guidance on safeguarding, and ask exhibitors to confirm they have read and passed on to their team before the exhibition.

Next sessions

Amy Fry



Exhibitor chats

	Amy Fry <i>(Wolfson 2)</i>	Katie Weeks <i>(Wolfson 2)</i>	David Chapman & Naomi Fuller <i>(Wolfson 2)</i>	Daniella Afeltra & Emma Watson <i>(Marble Staircase)</i>	Tracey Hughes <i>(Marble Staircase)</i>
1.40pm	Connecting to the human brain: Next generation technology	Disease Detectives	Blue Carbon and Changing Seas	A breath of fresh air	Beware: Flooding ahead!
2pm	Exploring the Landscape of Cancer	Energy Critical Elements: the mineral cost of a sustainable future	Sensing Danger	Last Day of the Dinosaurs	From open, to keyhole, to robotic surgery. Would you trust a robot surgeon?
2.20pm	The Science Behind Body Odour	Our breathing Earth new views of carbon from satellites	The bee trail: Where have you been?	Personalised Printing for Pills!	Owls and eagles inspire aeronautical advances
2.40pm	The ExoMars Rover and its Experimental Tools in the Search for Life on Mars	The good, the bad and the methanogenic:	Growing New Body Parts!	Your place in the Universe	
3pm	The Third Thumb: How can our brains and bodies adapt to augmentation?	Happy Birthday Hubble			

Drop-in discussions



- **Working with the press**
Wolfson 1
- **Exhibit design**
Wolfson 1
- **Website, social media and promotion**
Wolfson 3
- **Engaging with school groups**
Wolfson 3



Working with your institution

Katie Weeks
Public Engagement Manager



Working with your institution

Public engagement team

- Ideas and advice
- Evaluation
- Test opportunities
- Funding routes



Communications team

- Filming
- Editing
- Hiring digital support
- Website development
- Press
- Internal communications



Working with your institution

Outreach/widening participation

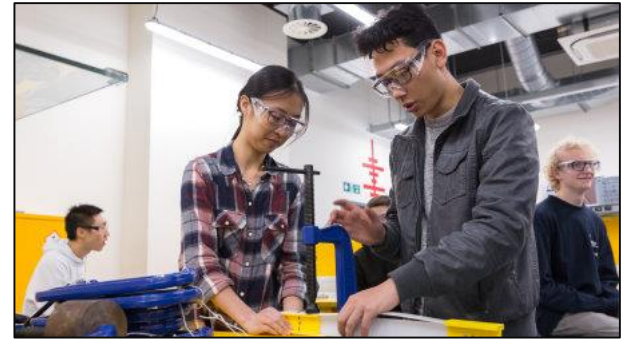
- Schools engagement ideas

University facilities

- Local workshops
- Hackspaces
- Lab technicians

Research services

- REF and impact



Data collection

- Evaluating own stand



- Student recruitment



- Citizen science



- Research data collection



Break

3.30pm – 3.40pm



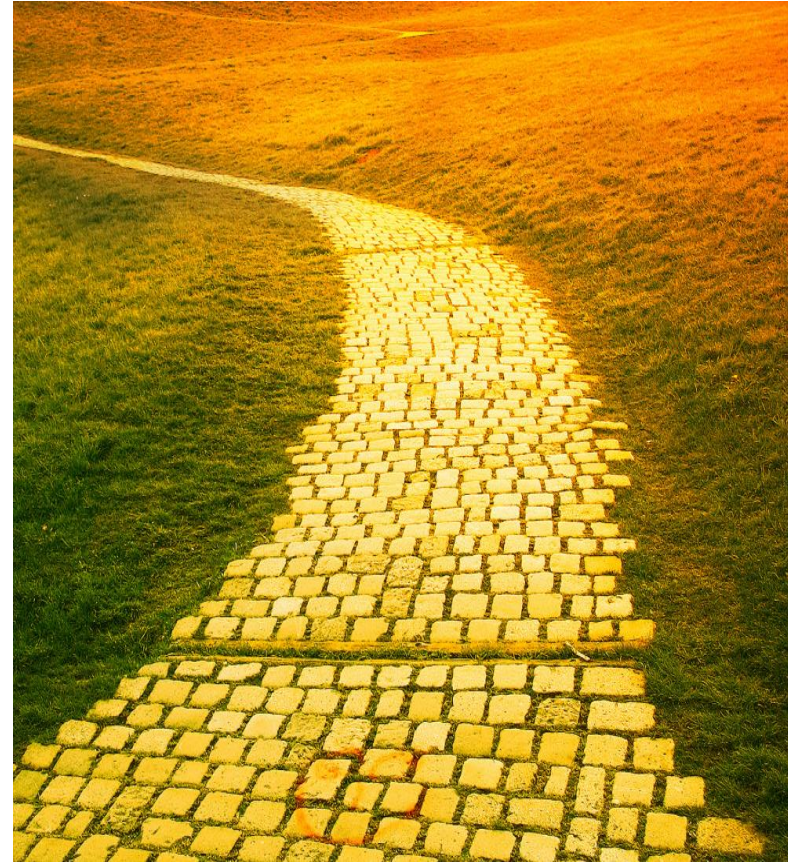
Exhibition week logistics

Amy Fry



Follow the form deadlines...

- | | |
|--------------------|---|
| 24 January | Deadline Form A
(Exhibit overview, promotion, contact details, funding and availability for audience engagement training) |
| 14 February | Deadline for application to Exhibitor Support Fund |
| 13 March | Deadline Form B
(Partnerships, digital including social media and images, exhibit space and soiree invites) |
| 1 May | Deadline Risk assessment, final exhibit plan and public liability insurance |
| 5 June | Deadline Form C (operations, deliveries and arrivals, staffing) |



Soiree invitations

- Each group are allocated a total of **three guests** to the soirees (across both evenings)
- Think about who you want to invite EARLY
- Confirmed guests will be submitted in Form B
- FRSs, heads of academies, main funding bodies are already invited
- Vice-Chancellors or Principals will be invited for lead and co-leads of an exhibit
- You do not need to include these individuals as part of your three invitations



Website



- Launching in the first week of April
- Create a webpage that can be linked up to the exhibitors page on the [Summer Science Exhibition website](#)
- You could create a new webpage or part of your institution webpage
- Think about key information – see top tips for creating a website
- Keep your audience in mind

A message from afar



Join the debate on whether we should communicate with extra-terrestrial civilisations.

A recipe for primordial life

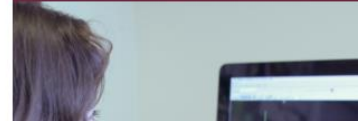


Dive into the primordial soup to reveal the fundamental building blocks of life.

BepiColombo: x-ray eyes on Mercury



Breathing with your brain



Set up and break down

Set up

Friday 3 July

2pm - 4pm

Deliveries only!

Saturday 4 July

10am – 6pm

(last delivery 5pm)

Sunday 5 July

10am – 6pm

(last delivery 4pm)

Break down

Sunday 12 July

6pm - 8pm

Monday 13 July

8am – 12noon



Top tips for set up

- Give final timings for delivery of exhibit material in **Form C**
- Be patient, you and your vehicle may have to wait until there is space on the forecourt to unload
- Bring plenty of people, many hands make light work
- Bring your own equipment, trolleys, ladders, where possible. The Royal Society has limited supplies
- Make sure your exhibit can fit through the door!
- Take away any boxes or materials you can't store

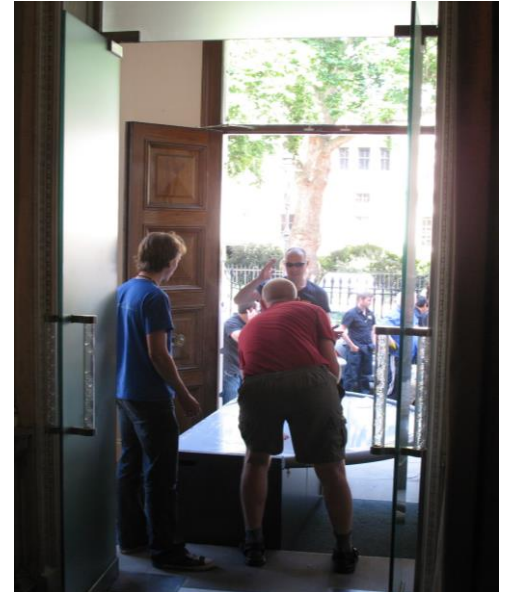
Parking

- The Royal Society will have **limited parking** available on set up weekend
- There is **EXTREMELY LIMITED** parking near the Royal Society during exhibition week

Important Dimensions

Front Entrance Door: 2.4m x 1.2m

Check the Exhibitors room website for dimensions of: lifts, building forecourt and height of stairs.



We are here to help

- Planning
- Design
- Training
- Marketing/Press
- Logistics
- Coordination
- Queries
- Helping you get the most out of exhibiting

What we provide:

- Communication training course
- Tables and extension cables if needed
- £400 for catering costs
- Exhibitor green room
- Passes during the exhibition



royalsociety.org/exhibitors

Contact us anytime

exhibition@royalsociety.org

0207 451 2582

Been there, done that!

**The views of 2019
exhibitors**



In your element

Peter Sadler



Magnetic to the core

Annique Van der Boon



Timber towers of tomorrow

Aftab Jalia



Is there anything you want to know?

Q&A



Next steps

Amy Fry



What should you do now?

- Secure your funding and consider if you will need to apply for the Royal Society's fund
- **Book in your January conversation with us.** Please invite your press and public engagement teams to this conversation
- Book accommodation if you will need it
- Book in key researcher time, they will need to be at the exhibition
- Think about impact. How are you going to get the most out of this for you, your team and your institution?
- Look at Form A questions



If you take three things away from today...



1. We are here to help
2. Take 10 minutes over coffee to review the content on the Exhibitors' room website
3. Look out for the link to book your January calls



Contact us:

0207 451 2582

exhibition@royalsociety.org

royalsociety.org/exhibitors



Thank you and...

Drinks!

