

The background features a teal gradient with dynamic, organic shapes in shades of orange and red, resembling ink splashes or cellular structures. The text is centered in the upper half of the image.

THE ROYAL SOCIETY  
**SUMMER  
SCIENCE  
EXHIBITION**

1 – 7 JULY 2019

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# Welcome

Tracey Hughes

Head of Marketing and Public Engagement

THE  
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# Planning Day Programme

Amy Fry

Senior Public Engagement Officer

THE  
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10.30am – 10.45am	<b>Arrival and refreshments</b>
10.45am – 10.50am	<b>Welcome</b> Tracey Hughes, Head of Marketing and Public Engagement, The Royal Society
10.50am – 11am	<b>Introductions</b> Amy Fry, Senior Public Engagement Officer, The Royal Society
11am – 11.15am	<b>Summer Science Exhibition Overview</b> Amy Fry
11.15am – 11.25am	<b>Timelines, obligations and tools</b> Amy Fry
11.25am – 11.35am	<b>Break</b>
11.35am – 12.05pm	<b>Tour of the Exhibition space</b> Public Engagement team
12.05pm – 12.35pm	<b>Working with your institution</b> Mhairi Stewart, Head of Public Engagement with Research, University of St Andrews
12.35pm – 12.50pm	<b>Planning first steps</b> Amy Fry
12.50pm – 1.30pm	<b>Lunch</b>

1.30pm – 1.40pm	<b>Health and Safety when planning your exhibit</b> Amy Fry and Amanda Meader, Head of Facilities, The Royal Society	
1.40pm – 1.55pm	<b>Developing your exhibit</b> Kenneth Boyd, Technical Design Consultant	
1.55pm – 2pm	<b>Overview of the next sessions</b> Amy Fry	
2pm – 3.40pm	<b>Feedback on your applications</b> Public Engagement team, Wolfson 2 and Marble Staircase	<b>Website, social media and promotion</b> Digital team, Wolfson 3 <b>Working with the press</b> Press team, Wolfson 1 <b>Engaging with school groups</b> Education Outreach, Wolfson 3 <b>Exhibit design</b> Kenneth Boyd, Wolfson 1
3.40pm – 3.50pm	<b>Break</b>	
3.50pm – 4.05pm	<b>Exhibition week logistics</b> Amy Fry	
4.05pm – 4.25pm	<b>Been there, done that! The views of 2018 exhibitors</b> Samantha Terry, King's College London Emanuele Galiffi, Imperial College London	
4.25pm – 4.45pm	<b>Staff and previous exhibitors Q&amp;A</b> All speakers	
4.45pm – 5pm	<b>Important next steps</b> Amy Fry	
5pm – 6pm	<b>Drinks reception (Mercer Room in Basement)</b>	

# Introductions

Amy Fry

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# The Royal Society Team

## Public Engagement

Amy Fry – Senior Public Engagement Officer

[exhibitor@royalsociety.org](mailto:exhibitor@royalsociety.org)

0207 451 2582

Katie Weeks – Public Engagement Manager

David Chapman – Public Engagement Assistant Manager

James Upton – Public Engagement Officer

Daniella Afeltra – Public Engagement Officer

Tracey Hughes – Head of Marketing and Public Engagement

Summer Science Exhibition Intern

## Digital

## Press

## Education Outreach

# The Exhibits



Exhibit Title	Institution(s)
A Periodic Table for Life	University of Warwick
Art of Isolation	Lancaster University
Assuring the earthquake safety of nuclear reactors in the UK	University of Bristol
BepiColombo: X-ray eyes on Mercury	University of Leicester
Breathing with your Brain	University of Oxford
Do you feel me? Mirror-Sensory Synaesthesia	Goldsmiths, University of London
Exploring the Universe in the search for ourselves	University of St Andrews
Lighting the way to a healthier brain after birth	University College London (UCL)
Living on the Moon!	Open University
Mutant Knockout	Royal Veterinary College

Exhibit Title	Institution(s)
Reanimating Cancer	University College London (UCL)
Robotic Remedies for a Safer World in Offshore Energy	Heriot-Watt University
Seeing with Atoms	University of Cambridge
Spotlight on Chemistry	University Of Nottingham
Studying the 2D world: Why some atoms are more important than others	Cardiff University
Super biomaterials to fight super bugs	University Of Nottingham
Take a bite out of climate change	University of Manchester
The invisible shield from the centre of the Earth	University of Liverpool
The Quest for the Chemical Origin of Life	UKRI - MRC Laboratory of Molecular Biology
Trusted Autonomous Vehicles	University of Leicester
Wooden Skyscrapers: how high-tech timber could change the way we live	University of Cambridge

# Partnership Grants Exhibit



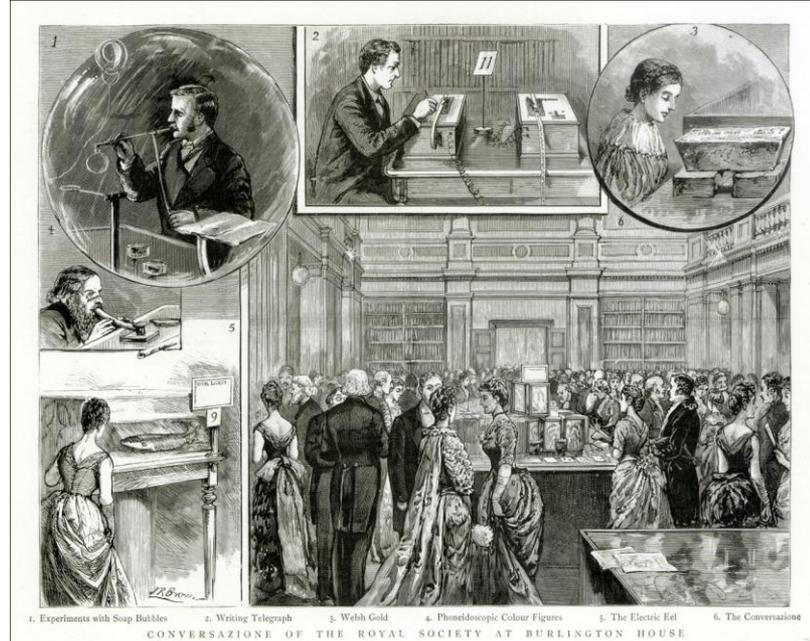
# The Exhibition

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# From Conversazioni to the Summer Science Exhibition



## The exhibition today





**Watch the 2018 promo video:**

<https://www.youtube.com/watch?v=fz1HgApzD1A>

**And the teaser video:**

<https://www.youtube.com/watch?v=tmkke0ebO-M>

## 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



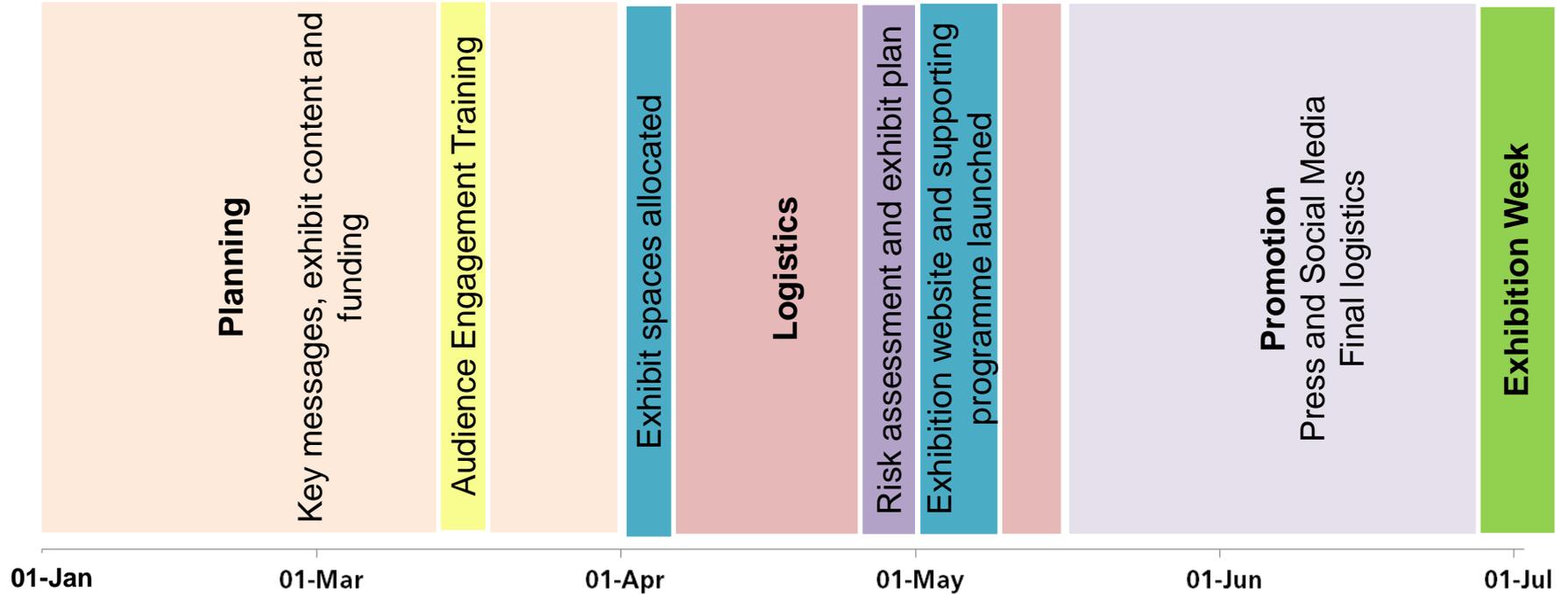
# Timelines and tools

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# Timeline



## Planning

Key messages, exhibit content and funding

Audience Engagement Training

Exhibit spaces allocated

## Logistics

Risk assessment and exhibit plan

Exhibition website and supporting programme launched

## Promotion

Press and Social Media  
Final logistics

Exhibition Week

## Exhibition Week

### Monday 1 July

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

### Tuesday 2 July

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

### Wednesday 3 July and

### Thursday 4 July

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

### Friday 5 July

10am – 7pm: Public

### Saturday 6 July

10am – 6pm: Public

### Sunday 7 July

10am – 6pm: Public





**Watch the 2018 360° video:**

[https://www.youtube.com/watch?v=zFjIF\\_47-Jc&feature=youtu.be](https://www.youtube.com/watch?v=zFjIF_47-Jc&feature=youtu.be)

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# Break

11.25am – 11.35am

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# Tour of exhibition space

Public Engagement team

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# Working with your institution

Mhairi Stewart  
University of St Andrews

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# Planning – first steps

Amy Fry

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## 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](https://royalsociety.org/exhibitors)

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## 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](mailto:exhibition@royalsociety.org) or call Amy Fry on 020 7451 2582.



[About](#)



[Deadlines and forms](#)



[Design](#)



[Digital](#)



[royalsociety.org/exhibitors](https://royalsociety.org/exhibitors)

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# Audience Engagement and Communication Training

Tuesday 12 March and Wednesday 20 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!



# Lunch

12.50pm – 1.30pm

## Wifi

rsnetwork

Newton+apple

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# Health and Safety when planning your exhibit

Amanda Meader  
Head of Facilities

Amy Fry

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# Risk assessments – Deadline for submission is 26 April

## 2019 Summer Science Exhibition Risk Assessment Form

Please complete this form by **Friday 26 April** and return it to [exhibition@royalsociety.org](mailto:exhibition@royalsociety.org) along with your Exhibit Plan and public liability insurance certificate.

Exhibit title:

Short description of exhibition activity: Two aquaria display with live animals (corals), one of them in a dark room. Visitors to shine blue light torches on corals. LCD display of biotechnological applications. Face painting with fluorescent colours. Table computer-based game.]

Hazard	Existing Control Measures	Risk Rating (L x S = R)			Additional Controls to reduce risk to as low as reasonably practicable, (ALARP)	Action required by & date		Final Risk Rating (L x S = R)		
		L	H	M		Name	Date			
SET UP / BREAK DOWN - ELECTRICAL SHOCKS FROM SET UP OF ELECTRICAL EQUIPMENT	USE ONLY PURPOSE-BUILD, QUALITY BRAND EQUIPMENT (PUMPS/LAMPS/HEATERS). EQUIPMENT TO BE PAT TESTED. THE TANKS AND EQUIPMENT WILL 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 THE AQUARIA.			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 EXHIBITION  DURING EXHIBIT	L		
SET UP / BREAK DOWN										

## Child protection and safeguarding

- A child is defined as *'anyone who have not yet reached their 19<sup>th</sup> birthday and are still in full time secondary education'*.

If you are in the presence of a child, however brief that contact is, you have a **responsibility** - a **duty of care** to the children attending. You need **to act** if:

- You have any cause for concern
- A child discloses something to you

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.

# Developing your exhibit

Ken Boyd

Technical Design Consultant

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# Next sessions

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## Exhibitor chats

Time	<b>Amy Fry</b> <i>(Wolfson 2)</i>	<b>Katie Weeks</b> <i>(Wolfson 2)</i>	<b>David Chapman</b> <i>(Marble Staircase)</i>	<b>Tracey Hughes</b> <i>(Wolfson 2)</i>	<b>Jamie Upton &amp; Daniella Afeltra</b> <i>(Marble Staircase)</i>
2pm	BepiColombo: X-ray eyes on Mercury	Spotlight on Chemistry	Living on the Moon!	The Quest for the Chemical Origin of Life	Lighting the way to a healthier brain after birth
2.20pm	A Periodic Table for Life	Take a bite out of climate change	Mutant Knockout	The invisible shield from the centre of the Earth	Studying the 2D world: Why some atoms are more important than others
2.40pm	Super biomaterials to fight super bugs	Robotic Remedies for a Safer World in Offshore Energy	Exploring the Universe in the search for ourselves	Wooden Skyscrapers: how high-tech timber could change the way we live	Seeing with Atoms
3pm	Reanimating Cancer	Assuring the earthquake safety of nuclear reactors in the UK	Do you feel me? Mirror-Sensory Synaesthesia		
3.20pm	Art of Isolation	Breathing with your Brain	Trusted Autonomous Vehicles		

## Drop-in discussions

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



# Break

3.40pm – 3.50pm

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# Exhibition week logistics

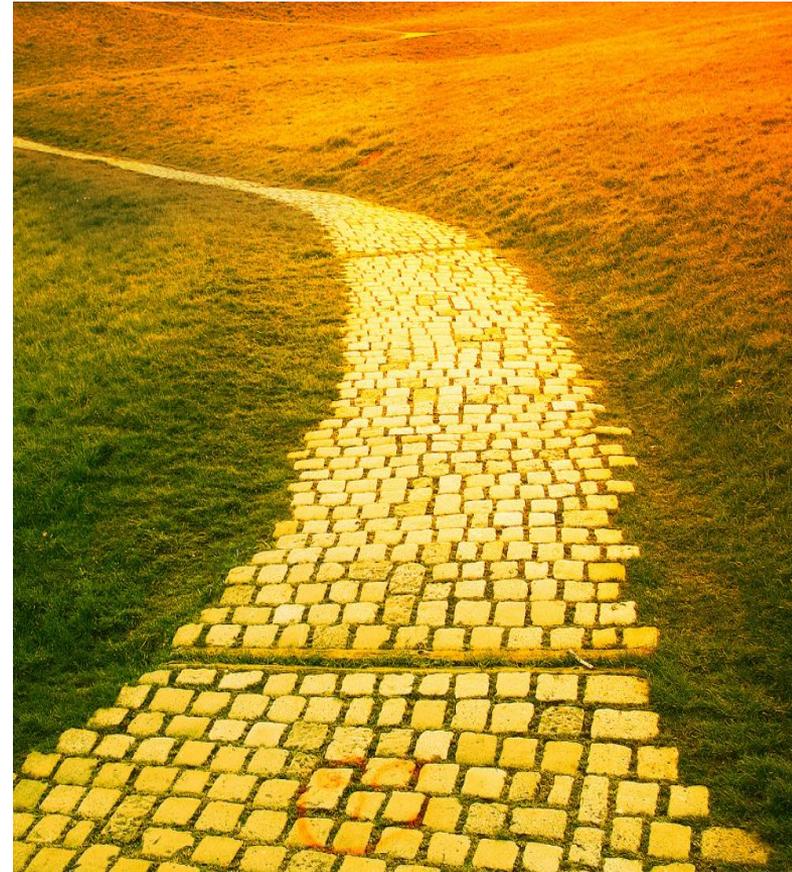
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## Follow the form deadlines...

- 18 January**      Deadline **Form A**  
(Exhibit overview, promotion, contact details, funding and availability for audience engagement training)
- 15 February**      Deadline for application to Exhibitor Support Fund
- 8 March**      Deadline **Form B**  
(Partnerships, digital including social media and images, exhibit space and soiree invites)
- 26 April**      Deadline **Risk assessment, final exhibit plan** and **public liability insurance**
- 31 May**      Deadline **Form C** (operations, deliveries and arrivals, staffing)



# Set up and break down

## Set up

**Friday 28 June**

2pm - 4pm

Deliveries only!

**Saturday 29 June**

10am – 6pm

(last delivery 5pm)

**Sunday 30 June**

10am – 6pm

(last delivery 4pm)

## Break down

**Sunday 7 July**

6pm - 8pm

**Monday 8 July**

8am – 12pm



# 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

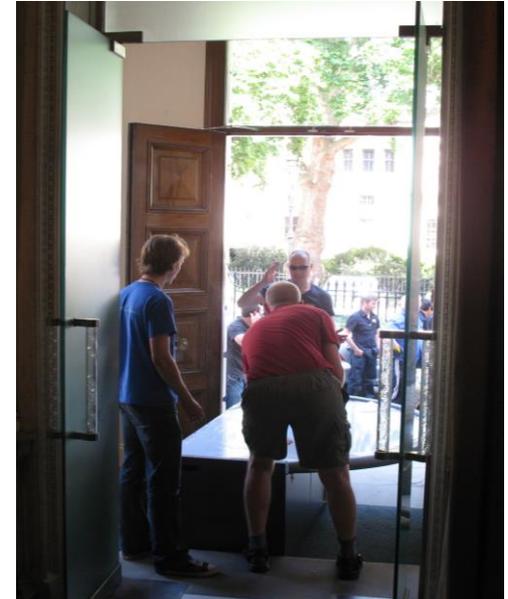
## Parking

- 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.

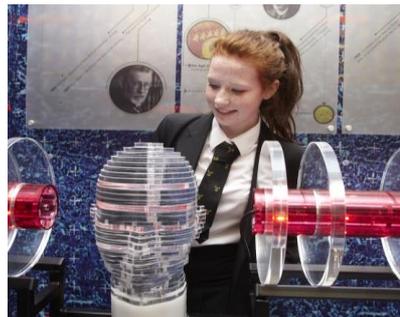


## We are here to help

- 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](http://royalsociety.org/exhibitors)

Contact us anytime!

[exhibition@royalsociety.org](mailto:exhibition@royalsociety.org) 0207 451 2582

# Been there, done that! The views of 2018 exhibitors

Samantha Terry  
Kings College London

Emanuele Galiffi  
Imperial College London

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**Is there anything you want  
to know?**

All speakers

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# Next steps

Amy Fry

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## 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



The background of the slide features a vibrant, artistic splash of pink ink in water. The ink forms a thick, vertical column that tapers towards the top, with delicate, lace-like patterns of ink spreading outwards. The water is a clear, light teal color, providing a high-contrast backdrop for the pink ink. The overall composition is dynamic and visually appealing.

**Contact us:**

0207 451 2582

[exhibition@royalsociety.org](mailto:exhibition@royalsociety.org)

[royalsociety.org/exhibitors](http://royalsociety.org/exhibitors)

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**Thank you and...**

**Drinks!**

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