**Royal Society Summer Science Exhibition: Exhibitor Form B**

Please fill out the below questions in as much detail as possible. The deadline for submitting your completed form via SmartSurvey is **Friday 8 March 2019**.

1. **Title of your exhibit**

**Partnerships**

1. **Details of the institutions, universities or company partners you will be working with to produce your exhibit.**

These will be listed in relevant printed and digital materials.

1. **Please provide short bios of the main exhibitors from your group, with links to their institution profile if relevant.**

**Digital**

1. **Do you have a main website for your exhibit?**

We will link out to this from the Exhibitor information page on the Summer Science Exhibition website.

If yes, include the URL below.

1. **Do you have any websites with additional content relevant to your exhibit?**

If so, include the URL below.We will use this content to help with our internal marketing and media plans.

1. **Please upload three images relating to your research that can be used in our marketing material.**

Images should be clear and visually exciting. Files can be uploaded using the image upload tool, or emailed to exhibition@royalsociety.org. Images should be high resolution, jpeg, png or gif format with a minimum 300dpi and 1024px x 540px.

Note that the Royal Society will have final editorial say on images used.

1. **Provide details for each of the images you have uploaded**

Captions should be no longer then 10-15 words and understandable by a non-specialist audience.

You must hold the copyright or have permission from the copyright holder for use online and printed material. Please provide a copyright statement if needed (eg ‘Copyright Jane Bloggs).

|  |  |  |  |
| --- | --- | --- | --- |
|  | **File name** | **Caption** | **Copyright details** |
| **Image 1** |  |  |  |
| **Image 2** |  |  |  |
| **Image 3** |  |  |  |

1. **Are you happy for your image(s) to be used and shared by the Royal Society and others in various media, both to promote your exhibit and for use beyond the exhibition?**

Yes

No

1. **Do you plan to produce an exhibit video?**

Please note, for 2019, we will not be asking exhibitors to produce a video for the exhibition webpages.

1. **Provide details of any of the following social media platforms relating to your exhibit**

Include the social media account details in the format 'link/handle - owner' e.g. '@royalsociety - The Royal Society'. Separate multiple accounts with commas.

Facebook

Twitter

Instagram

Blogs

**Exhibit space**

Please note, your exhibit must be entirely contained within your 4m x 2m or 3m x 3m footprint.

No storage is available at the Royal Society and we would recommend incorporating storage into your exhibit design or storing additional material off-site. Your exhibit location will be confirmed once we have received your completed Form B details, and your overall design and requirements listed below will be taken into account to allocate your space. Please refer to the Exhibitor’s room website for more information about exhibition space.

1. **List the activities available for visitors to your exhibit.**

For example, visitors will be able to make their own miniature circuit board and test an LED component that activates in response to vibration. We recommend you have three key activities that are interactive and hands-on.

**IMPORTANT:** The Royal Society is able to provide WiFi internet as standard across the building. Some exhibit spaces can access cable or wired internet access, but this must be specified below in order for you to be allocated a suitable space.

Exhibit spaces have access to different levels of power due to the building design. This ranges from one to four 13 Amp power points. The Royal Society can also supply socket extension cables (one for each power outlet) to increase the capacity for your exhibit space.

**Please list your requirements in detail below so we can allocate your exhibit accordingly.**

1. **What power requirements do you need for each of your activities and general stand design?**

Include approximate wattage if different to standard household power sockets and the number of sockets that are required.

1. **Do you require a wired internet connection at your stand?**
2. **Do you require access to services that are located on HTTP, HTTPS or RDP? If so, list them below.**

The internet access is via a firewall and not all ports are left open.

1. **Will you be using any electrical equipment which might affect other exhibits?**

e.g. by electromagnetic interference

1. **Is there anything else we should consider when locating your exhibit**?

e.g. special equipment, lighting, large items on your exhibit, noise restrictions. Give as much detail as possible, using bullet points for clarity if needed.

**Soiree invitations**

1. **Provide details of your three Soiree guests**

Please note, the Royal Society will automatically invite the Vice Chancellor or senior representative of the lead and co-lead organisations for each exhibit, as well as individuals from the main funding bodies. Any additional invites you wish to make to your exhibit partners should be included in your guest names below.

VIP 1 details (Title, First name, Second name, Honours, Organisation, Postal address, Email)

VIP 2 details (Title, First name, Second name, Honours, Organisation, Postal address, Email)

VIP 3 details (Title, First name, Second name, Honours, Organisation, Postal address, Email)

Which soiree will they attend? Wednesday 3 July or Thursday 4 July 2019.