

Festival of Communities Workshop Call Guidance – Queen Mary

Section 1 – About You

Should be self-explanatory but let the [Centre for Public Engagement](#) know if you're not sure.

Section 2 – Festival Workshop

If your Festival application is successful, the information you submit in this section will be used for the website and social media to grab people's attention. Please make sure the details you provide reflects what will be happening as well as getting people interested.

1. Which day/s of the Festival are you hoping to run your workshop?

The Festival will be taking place on Saturday 11th June in Stepney Green Park and Sunday 12th June on the Queen Mary Mile End Campus. You are able to run your workshop on either day, or both days, and multiple times per day if requested.

2. Do you have a time slot preference?

The Festival will be running from 11.30am-4.30pm on both days. Workshops will be 45mins in length and will be taking place between 12 and 4pm.

- a. Between 12 and 2pm
- b. Between 2 and 4pm
- c. No preference

3. Name of your workshop:

Make this short and snappy! *E.g. Get Hands on with Centre of the Cell, Chemistry in Action, Our Hamlets: Community Felt Mapping, Taste the history of East London tea*

4. Workshop description:

What will you run? This information will be used for the website and social media so ensure it is clear, concise and enthuses people to get involved. (Max. 50 words)

Funding is available to adapt workshops that already exist to the Festival audience, or to develop a new workshop you are designing.

E.g. "If you have ever wondered what snot, sick or scabs are made of, why cheesy feet smell so bad or how your body fights off microscopic monsters, then this show is for you! Come and take on the role of a scientist and discover the world of cells, bacteria and viruses."

5. Is your workshop a:

Tick all that apply.

- a. Demonstration
- b. Show
- c. Focused activity (e.g. hands-on, a game, making something)
- d. Other

6. Does your activity involve animals, chemicals, open flame or other potentially hazardous or high risk activities?

If yes, please tell us more details and we'll be in touch about specific risk assessments that may be needed. If you have risk assessments completed already for similar outreach activities, please email them to festival@qmul.ac.uk
Please don't be put off by this – we've had many activities feature animals, chemicals and fire in the past (not all together!). The Festival/Centre for Public Engagement team will work with you to make sure your activity can proceed safely.

7. Does your activity involve food tasting or drink consumption?

If yes, please tell us more details.

All activities with food or beverage sampling will need to display a comprehensive ingredients and allergy risks list. All edible items will need to be halal to ensure the activity is accessible for all visitors and a risk assessment containing food hygiene guidance will need to be sent to festival@qmul.ac.uk

8. Provide details of how you are going to ensure your workshop is appropriate to the audiences you are hoping to engage at the Festival.

Please give an indication of who you are hoping to engage with your workshop, why it will appeal to our local communities and how your workshop idea is designed with them in mind.

The Festival attracts a lot of local families with varying ages of children, with many under 10 years old.

9. How many colleagues/students/collaborators will you be bringing with you to help run your workshop?

We recommend having at least one other person to assist you with your workshop to help support participants to take part and/or yourself to deliver!

Previous workshop leads have recruited Queen Mary colleagues from their team/wider department, external partners whose organisations have collaborated on your work, and Queen Mary students and alumni.

10. Would you consider your workshop to be linked to your research, teaching, professional services activity and/or Queen Mary strategic values?

Tell us how the workshop is linked to your work or the work of Queen Mary - through research, learning, a Queen Mary initiative or project, or an activity of the Students' Union (this can include societies, sports clubs, volunteering groups etc).

Due to the nature of where the Festival funding comes from we are unable to fund workshops where this is based on a personal interest of the Queen Mary staff member or student and doesn't link back to Queen Mary strategy. We welcome applications of this nature for the Festival, but we are unable to provide funding for them.

11. Please tell us any social media and website links that you'd like us to include on social media for your activity.

If your project has an online presence, please include full links and we'll connect where possible.

12. Please submit a high resolution photo or image that represents your activity to use on Festival social media to advertise your activity. This should be emailed to

festival@qmul.ac.uk and the file name and email subject line should be the name of your activity (question 2).

13. Are you also hoping to run an activity at the Festival?

- a. Yes
- b. No

If yes, please ensure you also submit your activity using the guidance and form at <https://www.qmul.ac.uk/festival/get-involved/staff-and-students/call-for-activities>
Applications to run a workshop and an activity are welcome. They can take place on the same day, or different days – e.g Workshop on the Saturday, Activity on the Sunday.
If you are hoping to do both on one day, your activity area will need to be staffed and supported for the duration of the time your workshop is planned to take place – activity areas are not able to be left unattended.

Section 3 – What do you need?

Festival organisers need to know what space and furniture you will be needing for your workshop to take place, and what you will be bringing along to help with the planning of the wider event. If these details change once submitted, please let us know by emailing festival@qmul.ac.uk.
We will be in touch in April/May to discuss what has been allocated to you.

1. How many participants can take part in your workshop?

Upto 30 people can take part, but this may be too many people for some workshops using specialist equipment e.g. microscopes, so let us know how many is ideal for you.

2. Which layout best would work best for your workshop?

(Please select one)

- a. Seating for participants in rows – this works well for shows and demonstrations where the majority of the time people will be watching and interacting while seated, and where you may invite people to participate by coming to the front.
- b. Seating and table for participants to sit around – this works well for small group or family activities – building something, making something, playing a game etc.
- c. Empty space – this works well for workshops that are more active and expect participation from everyone involved e.g. a dance workshop. This also works for sessions where you'll be bringing everything needed for participants to take part because of specialist equipment etc.
Please think about including some seating for those not able to stand for 45mins.
- d. Other

Tell us more about this and your ideal space requirements:

3. How many tables and chairs will you need to deliver your workshop?

This should include the number of tables (2m x 1m) and chairs for you to deliver the workshop, and for participants.

4. Do you need access to electricity?

If yes, what will you be bringing with you?

a. Saturday – Stepney Green Park

Access to electricity on Saturday in Stepney Green Park is limited, and supplied by hired generators. It is sometimes difficult to guarantee power for workshop taking place on this day, particularly for equipment which require large frequent bursts of power (e.g. kettles, hairdryers). It's not impossible if we know in advance what you're bringing with you, so please give as many details as possible.

b. Sunday – Queen Mary Mile End Campus

It is much easier to organise a constant supply of power on the second day as workshops will mainly be based inside buildings.

On both days, all electronic equipment you are hoping to use will need to be PAT tested. You will need to organise this in advance. Queen Mary staff and students can talk to [Health and Safety](#) colleagues for more details on how to PAT test Queen Mary electrical equipment.

5. Do you need access to water?

If yes, what for?

a. Saturday – Stepney Green Park

Currently, there is no access to running water in the park and we are looking into the logistics of bringing in a supply for the day. If access to water is a necessity for your activity (e.g. for washing equipment after use to allow for multiple uses, or hand washing for visitors because your activity is messy), you may need to supply this. We are able to assist with the transportation of containers to the park. Please let us know if you need this and we will get in touch about the water supply.

Hand sanitising stations will be positioned around the Festival site.

b. Sunday – Mile End Campus

There is access to water in the buildings we are using on campus.

Hand sanitising stations will be positioned around the Festival locations.

Tell us more details and we'll be in touch to discuss further.

1. What will you bringing with you?

- a. Banner stands
- b. Leaflets
- c. Take-aways/freebies
- d. Activity equipment
- e. Electrical items
- f. Decorations

If your equipment is valuable and may need additional QM insurance to leave the campus, please let us know so that we can look into this. For example, microscopes, scanning equipment, robots etc

2. Will you need support in transporting equipment to and from campus, and storage over the Festival weekend?

If yes, is there anything notable/large that you can tell us about now?

Specific details on the logistics of storing and transporting will be shared in May, but to help with your planning we will be setting up a drop-off point on the Mile End campus on Friday 10th June 2022 for any equipment which needs transporting to the park (if you are participating on the Saturday), or storing on the Mile End Campus (if you are participating only on the Sunday).

If you are hoping to take part in both days, we will be transporting the equipment back to the Mile End campus on Saturday evening, and this will be stored securely overnight on Saturday and Sunday nights.

You will need to arrange to pick up your equipment from the Mile End Campus on Monday 13th June 2022.

If your equipment is valuable and may need additional QM insurance to leave the campus, please let us know so that we can arrange this.

- 3. Please share with us anything else you can tell us or you think we should know about your workshop:**