



Cardiff Science Festival

Event Partner Guidance

What is Cardiff Science Festival?

Thank you for your interest in becoming an *Event Partner* and hosting an event as part of Cardiff Science Festival. The festival will consist of a number of events, organised by external *event partners*. Events can be hosted across Cardiff, and we actively encourage events to take place outside the city centre. We're also keen on digital events, where *event partners* from across the world (including South Wales) can provide engaging online events. We are looking for innovative, exciting and well organised events to become part of our program for this year's festival!

Event partners will run events as part of the festival, with support from us, the Cardiff Science Festival organising team. Our role is to promote events and the festival; organise the program of events; provide branding for the festival; and provide support to event partners in organising the events. You, as a potential event partner, will be responsible for creating an activity for your event; potentially securing a venue; ensuring all legal and safety standards are met; and helping to promote your event.

What type of events are we looking for?

The aim of Cardiff Science Festival is to reach everybody, especially those that might not normally engage in STEM (Science, Technology, Engineering, Maths) engagement across Cardiff. We are therefore keen to run events that meet this aim. This requirement for events can be summarised by the statement "*Something new, Somewhere new, Someone new*":

Something new - We are keen to run events that offer something different, be it a new method of engaging with people or a twist on an old method.

Somewhere new - We're also keen to take events out of the normal venues, such as lecture theatres, to engage with new audiences. Examples might include holding events in cafes, shops, shopping streets, theatres, etc. We're also keen on taking science to the public, rather than having them come to us. Somewhere new can also include digital platforms, like Zoom, Teams, YouTube, Facebook etc.

Someone new - Finally, we want to reach new audiences. These might be people that don't usually engage in STEM events across Cardiff, or often under-targeted parts of the population.

It isn't required to meet all three of these criteria, but we do expect event partners to work towards one or more of these criteria. An example event would be setting up a table in a

local chemist, illustrating with some interactive demonstrations how medicine such as paracetamol and aspirin work in the body. By talking to people, in this different environment, about STEM that relates to their everyday lives, you would fulfill two of the criteria above.

How much does it cost?

There is no charge for running an event at Cardiff Science Festival.

Cardiff Science Festival is keen to support all STEM communicators, no matter what their experience. We realise that running an event can have significant costs associated with it, such as hiring a venue, public liability insurance, marketing, etc. We are keen to help take as much of this financial burden on to the festival, rather than on event partners. As a result, we do not charge people to run an event at the festival, but we do help find free or affordable venue space for events, provide options for insurance and help market your events for you.

Taking the financial burden on the festival does mean that we are rarely able to afford to pay for events at the festival. However, if you are looking to sell a show, workshop or activity to the festival, then we'd be happy to discuss possible options with you.

How do I propose an event?

If you have an idea for an event, which you are willing to organise, and that meets some or all of the criteria above, then you could be part of Cardiff Science Festival! To propose and idea for an event, please visit our website:

<https://www.cardiffsciencefestival.co.uk/en/run-an-event>

Once we have received your proposal, we will assess whether it is suitable for the festival and contact you by email to say whether it was successful or not. Where proposals are not accepted straight away, we will get in touch to discuss any possible changes that could be made to make the event suitable for the festival.