



CALL FOR PROPOSALS FESTIVAL OF SCIENCE

CONDITIONS OF PARTICIPATION

Welcome to the Call for Proposals of the Science Festival

The call for proposal is the sole tool to submit a third-party project.

Proposals received out of this call and not specially requested by the staff will cannot be taken into consideration.

The Festival staff is available to provide information throughout the call opening period at: progetti@festivalscienza.it, Ph +39 010 6598795.

Email contact is preferred although telephone contacts are possible, in case of actual need.

Proposal submission - general information

Each proposer can submit a maximum of two proposals either of the same or different type.

Proposals can deal with the following event typologies: Exhibitions, Workshops, Special Events, Conferences and Shows.

Proposers can modify or integrate their proposals until they are actually submitted. Once the proposal is CLOSED no changes are allowed.

Upon the Call deadline expiration all proposals still resulting as OPEN will be automatically deleted, even if complete.

Only complete proposals are subject to evaluation. Incomplete proposals (including those with mandatory fields improperly populated) will be automatically excluded.

Each proposal must deal with one project only. Multiple project proposals (e.g. an exhibition + a related conference, more conferences, etc.) shall be split into different proposals.

The Festival encourages young people, small scientific associations, enthusiasts to submit proposals. However, these proponents must clearly identify and be supported by a well known member of scientific community. The scientific supervisor must check the contents of the project. In case additional clarification is required, the Scientific Committee shall contact the scientific supervisor directly.

Projects presented by proponents without or with limited scientific curriculum and without a significant endorsement will not be considered.

A detailed guide on how to fill in and submit the proposals is provided separately.



Proposal evaluation procedure

The Festival evaluation procedure consists of three main steps.

- 1 - Evaluation by the Festival Scientific Committee (CS)
- 2 - Selection by the Festival Executive Committee (EC)
- 3 – Final approval by Festival staff

The 3-step evaluation procedure will be shared with all proposers via e-mail. While the first 2 steps require approximately one month each, the 3rd step has a variable duration.

During such a 3rd phase, that requires direct interaction between the proponent and the staff, it is essential for the proposer to meet the deadlines that the Festival Point of Contact will provide. Failure to meet deadlines will determine the immediate and automatic rejection of the proposal.

Once the call closes, all proposals considered by the Festival as sufficiently exhaustive will be submitted to the Scientific Committee evaluation (Step 1).

A min. of 5 CS members (evaluators) will assess each proposals. Proposals are assigned to evaluators based on competence criteria.

Each evaluator shall rate from 0 to 5 for the following:

- Scientific contents
- Attractiveness of the event
- Reliability of the proponent or of the scientific referent

The arithmetic average of such 3 ratings shall determine each evaluator's final mark.

In case an evaluator is not able to provide his full rating, he may provide his partial assessment (2 out 3 rates) (in such case his final rating will be automatically lowered by 1 point); In case 2 or 3 rates are missing, his final evaluation will be automatically equivalent to 0.

The maximum and the minimum ratings are not considered and the final assessment will be actually calculated as the arithmetic average of the remaining ratings (min. three evaluations).

Each evaluator shall also be entitled to provide an overall written comment on the proposal.

Upon completion of the 1st step, the Scientific Committee shall set a min. threshold rate for each disciplinary area. Proposals will be either rejected or admitted to the 2nd stage based on such a threshold rate.

The identity of the Scientific Committee's evaluations shall not be disclosed to proposers.

The proposals approved by the Scientific Committee shall be then be reviewed by the Executive Committee.

Based on a series of additional pre-set criteria (e.g. an event already presented in other editions of the Festival, presence of several events with similar themes, coverage of targets,



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implementation difficulties, budgets, etc.) the EC shall screen the proposals and select those considered as most feasible and consistent with the general programme.

Upon completion of this 2nd step all proponents will be notified by email with three possible outcomes:

- 1) NO - proposal rejected by the CS
- 2) (YES / NO) proposal positively assessed by the CS but rejected in the 2nd stage
- 3) YES - proposal admitted to the following evaluation step

The contact persons indicated in the proposals notified with a YES shall be available for a direct interaction with the Festival staff to provide additional information upon request.

Access to the final phase of the proposal evaluation process does not automatically imply the actual participation in the Festival program.

In the final phase proponents shall be contacted by mail / phone by the staff for further details and clarifications on logistic/operational details.

At this stage proposers shall mandatorily meet the given deadlines while carry out the requested accomplishments. Failure to meet such deadlines shall automatically determine the exclusion of their proposal(s).

The information collected at this stage shall allow to select the final range of proposals admitted to be part of the Festival program.

Useful information for proposers

See below some general information useful to properly outline your proposals.

Regarding exhibitions and workshops, the format of the Festival mainly requires:

- Projects featured by high interaction with the public. A hands-on approach is strongly favoured especially for workshops and special events. In the case of exhibitions, multimedia interaction is also considered as in line with the Festival approach.
- Unattended events not requiring the assistance of staff. (e.g. photographic exhibitions) are limited in number.
- Events suitable for a school audience. 50% of the Festival's audience is made up of classes of every kind and degree. It is advisable to compare your projects with specific learning objectives and provide a careful evaluation of the target (age range for which the project is suitable).
- Events that can be managed by Festival scientific explainers. Although generally discouraged, proposers can offer their own animation, provided this is duly motivated.
- Events scheduled for the whole Festival. Events with a shorter duration may be proposed, but for logistical and communication reasons they are penalized in the evaluation process.



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- Events not requiring too complex technical supplies. Within the whole Festival only very few locations can provide internet access, water supply, etc. A massive or expensive need for technical equipment can lead to the exclusion of projects. Make sure to request for them only if strictly necessary.
- Events with pre-defined set up. An exhaustive set-up plan is mandatorily required for those events falling under the exhibition typology and grants for a higher rating in the evaluation of workshops.
- English literature and supporting documentation grants for a higher rating, not only for exhibitions, but also workshops, too.

Regarding conferences, it is suggested to:

- Provide details on contents and invited speakers.
- It is the Festival's policy not to pay for any speakers' fee.
- Propose conferences suitable for an audience of enthusiasts, but not experts. Debates, round tables, in-depth conferences with an overly specialized cut do not normally meet the public's favour and are therefore not privileged in the proposal assessment process.
- In the case of conferences with two speakers, choose between the conversation format (two speakers discussing a topic) and the interview (a scientific communicator interviewing a scientist).
- In the case of conferences with more than two speakers, identify among them a moderator (preferably a journalist)
- Avoid talks in multiple languages during the same conference if possible. Simultaneous translation can only be provided from/to one foreign language into Italian only.

Regarding shows, the format of the Festival mainly requires:

- Projects involving scientists or researchers on stage
- Projects supported or produced by scientific institutions
- Keep in mind that shows are held one once during the Festival with no replication.

Request for contribution

For each event selected to be part of the Festival programme, the Festival covers all pass-thru-costs related to general expenses (space rent, basic technical equipment, cleaning, security, etc.) as well as to scientific and hospitality animation. In addition to such costs the Festival also covers administrative, organizational and communication expenses.

All costs directly relating to the set up and actual performance of each approved event are at the full charge of each proposer.



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This being said, every year the Festival allocates a small budget to provide exception and minor financial support for the realization of events that could not otherwise be performed, such as projects presented by individuals or small associations, rental of commercial exhibitions, essential AV equipment, etc. Such a budget allocation varies from year to year, depending on Festival's actual financial capacity.

Should you wish to apply for such a financial contribution, a fully detailed information must be provided, along with actual estimated costing, bearing in mind it can only deal with actual purchases or pass-through-costs for which proof of payment can be provided. Intangible costs (e.g. design) cannot be considered.

Financial support, if granted, shall be quantified and confirmed upon completion of the whole proposal evaluation process, but it is to be requested in your first submission.