

## SCIENCE FESTIVAL - CALL FOR PROPOSALS

### COMPILATION GUIDE

This document contains detailed information on how to submit the Genoa Science Festival call for proposals. Should you need any additional clarification, please contact: [progetti@festivalscienza.it](mailto:progetti@festivalscienza.it).

For the entire duration of the call the Festival staff will provide prompt answers.

#### General information

The various forms include compulsory fields to be filled in with a minimum and maximum number of characters. The incorrect compilation of such fields (e.g. insertion of white space) determines the automatic abortion of your proposal.

The Call For Proposal consists of two main sections

- Personal Info
- Proposals

Detailed information for the submission of the call forms is provided below. Guide texts are also available in the various forms.

#### Registration details

In the *Personal Info* section details of the proposing institution as well as personal data of the point of contact must be inserted.

You can register as private institution, public institution, corporate institution or individual. Member institutions are the members of the association itself.

Please provide details about your department or division if available.

A sole Point of Contact is to be mandatorily indicated.

NOTICE in the current environment call user and organizational contact must be the same person. For this reason the e-mail address cannot be changed on the proponent's personal data sheet. If you think you need to insert an organizational contact other than the one with which the registration was made, please make a new registration to the call.

#### Proposals

In the *Proposals* section data relating to the projects that you want to submit to evaluation must be inserted.

The maximum number of proposals that can be entered for each user is two. The system prevents you from introducing further proposals.



Proposals can be created, compiled, modified and saved at different times. To do this simply save the contents without sending. The sending of a proposal makes it unavailable to the proposer for further modifications and only visible through the summary file of the proposal downloadable from the Print button.

Proposals of five types can be inserted: Conference, Special Event, Workshop, Exhibition and Show. The types are defined as follows:

- **Conference** – Lecture/Speech where the public has the opportunity to come into contact with the protagonists of the world of science and technology.
- **Special event** - Different events such as technological demonstrations, open-day of companies or scientific organizations, guided city tours, scientific tastings, outdoor performances, etc. In general, special events are configured as spot appointments (only on some days of the Festival, with one or a few sessions repeated).
- **Workshop** - Experiential event conducted by scientific explainers, characterized by the use of interactive techniques, games and exercises that allow participants to immerse themselves in situations, to identify themselves in conflict, "putting into play" their personal experiences and their emotions, with the purpose of creating the conditions for learning from interactions and group dynamics.
- **Exhibition** - Public exhibition with objects, panels, works that provide a defined set-up plan. The Festival mainly refers to interactive exhibitions, exhibits and multimedia installations that explore scientific and technological topics. The preferred visiting approach is that of a visit driven by scientific explainers who act as mediators with respect to the public.
- **Show** - Typically theatrical event in which one or more artists perform in front of a live audience a scenic narration, through speech, gesture, song, dance, or with a varied combination of different performing arts. Within the Festival, shows with scientific content and with the presence on the stage of people from the world of science are foreseen.

The proposals must be classified within a list of 10 disciplines as follows:

- Astrophysics, cosmology and space
- Chemistry and materials
- Communication of science
- Physics and matter
- Energy, technology, ICT and industry
- Mathematics, logics and information technology
- Medicine and biomedical sciences
- Earth and environmental sciences
- Life science
- Human sciences, art and philosophy

The choice of a discipline must be made in the *Objet* form and is mandatory. In the case of multidisciplinary or difficult to classify projects, it is still necessary to choose a prevailing discipline and then report in the field *More info* the multidisciplinary aspect of the project.

For the five types, the forms to be filled out include the following forms:

- Subject



- Technical Info
- Budget
- Other info
- Speakers (only for the conference type)
- Scientific Supervisor

Below is the detail for the various sections and for the allowed operations.

## SECTIONS

### SUBJECT section

*Title* - The title is the name of the event. It is the first element of communication of the project. It is recommended to use incisive, communicative and specific titles. Avoid using special characters and numbers.

*Subtitle* - The communication format of the Festival foresees the use of subtitles to better clarify or enrich the communication message present in the titles. It is an optional field, but its use is recommended.

*Description of scientific contents* - This text must describe the contents of the event. It is essential that it contains the information useful to the Scientific Council evaluators, expressed in scientifically correct but not specialized terms. It is advisable to avoid general introductions and to immediately enter into the merits of the project contents using a simple language suitable for communication to the public.

*Technical description* (not present for conference) - In this field the operating methods with which the project is to be implemented must be described. In the case of exhibitions and workshops, it is useful to illustrate the expected interaction methods, describe the logical path of the event, its possible articulation in phases, the variations envisaged in the case in which it is intended to carry out the event for a broad target. In the case of a show or a special event this field can be used to give brief information on the technical needs of the project, to be better detailed in the technical data sheet in the form *Technical info*.

*Conference synopsis* (for conference only) - It is required to describe the contents of the proposed project in two / three lines with a journalistic cut suitable for the media.

*Topics discussed in the conference* and *Issues addressed in the conference* (for conference only) - It is advisable to fill in these fields even if not compulsory. They can be very useful when choosing between projects that fall into the same subject area both to identify the most appropriate time allocation to the project and to activate specific communication actions related to the event (eg involvement of newspapers).

*Discipline* - Choose the most appropriate disciplinary area for your project. Please remember that the discipline *Communication of science* should be used only when the subject matter is related to



the ways in which science is communicated and should not be used in case the event can be traced back to the other thematic areas.

*Fruition* (for show only) – Choose between static and interactive. An exhibition is considered static, if the contents of it do not vary during the visitor's experience of the event (eg photo exhibition, art exhibition). An exhibition is considered interactive if its contents depend on the interaction that the visitor has with the exhibition itself, including multimedia, the presence of other multisensory interaction and the mediation carried out by the scientific explainers present.

*Typology* (for exhibition, conference and show) - This field allows to better detail the format of the event that you want to propose.

For a type event **conference** the possible choices are:

- *Scientific coffee* - conference with expected interaction with the public, realized in an informal location.
- *Conference / show* - event in which the theatrical aspect is particularly relevant, even if realized in a conference room (eg conference with the presence of actors, with music, etc.).
- *Conference for children* - event designed to involve an audience of children / teenagers aged between 8 and 14 often accompanied by parents. It is important to well specify the target.
- *Congress*- specialist event, normally addressed to an expert public.
- *Conversation* - conference with two keynote speakers, with or without a moderator.
- *Dialogue* - conference / interview with a scientist or researcher and a communicator or journalist.
- *International dialogue* - conference with several speakers at the table, with a prevalent course in a foreign language. In the case of three or four speakers, it is recommended that a supervisor perform the role of moderator of the event.
- *Documentary / Movie* - event that involves the screening of a film or a documentary, normally preceded or followed by a debate.
- *Lecture* - conference with a variable number of speakers, scientists or researchers. In the case of three or four speakers, it is recommended that a supervisor perform the role of moderator of the event.
- *Lectio magistralis* - frontal conference with typically one Italian or foreign top scientist speaker with topic and cut suitable for a very large audience (over 200 people).
- *Panel* - event with many speakers debating a current topic, normally addressed to a rather expert public. A moderator is recommended.

For a type event **exhibition** the possible choices are:

- *Photographic* - characterized by the exposure of photographic prints and images, scientific and / or artistic. Normally there is no guided tour.
- *Illustrative with panels* - provides for the exclusive use of panels, reproductions and descriptive graphics. Generally they do not provide guided tours, they are positioned in free passage spaces.
- *Interactive / hands-on* - a path between interactive exhibits that illustrate scientific



concepts in an informative and experimental way with the guide of scientific explainers: the classic "festival" type, which has always been favored by the public of classes and families.

- *Installation* - single element or exhibition structure of small dimensions that deals with a specific theme, often the result of the interaction between art and science.
- *Multimedia* - exhibition or installation of a scientific / technological nature that uses immersive installations through multimedia systems, large screens, projections and reproductions of 3D videos.

For a type event **show** the possible choices are:

- *Concert* - exclusively musical event
- *Monologue* - Show with the prevailing presence on stage of a single actor.
- *Dance show* - Show in which the presence on stage of dancers and dancers is prevalent.
- *Musical* - Performance in which musical parts and spoken parts alternate.
- *Theater of scientific narration* - Show in which the scientific topic is pre-eminent and where the presence of scientists or researchers is expected.
- *Theater for children/teenagers*- Event that for language or presentation mode is dedicated to an audience of children / teenagers and classes.

*Premiere and Where/when* - Use these fields to indicate if the project has already been presented on other occasions / events. The Festival likes the previews, but does not penalize in any way projects already made previously. This information is required to be made available during the evaluation phase.

*Target* - Indicate as accurately as possible the age range for which the project is designed. This information is essential especially for the school public and for families. It is important not to be generic in the choice of the target.

*Event suitable for the school public and Educational objectives* - The project is suitable for the school public if it has a structured educational path. The typical duration of an event for the classes cannot be less than one hour, the target must be indicated with precision and the event must be able to accommodate at least one whole class (25-30 pupils). The educational objectives field must provide information about the educational aims and educational results that will be achieved by the students at the end of the activity.

*Partnerships, collaborations, patronages* - Summarize if present at the time of compilation other entities involved in the project in addition to the proposing body.

## TECHNICAL INFO section

*Availability of its own location, Own location* - Please indicate if you have your own location for the event and provide detailed information. Please note that the Festival events can only be placed in locations in the central area of the city. The Festival staff will evaluate in an unquestionable way the possible acceptance of a location proposed by the proponent. In the case of events that the



proponent intends to carry out in their own locations not compatible with the needs of the Festival, the events evaluated positively by the Scientific Council may be included in the "Fuori Festival" program which includes initiatives not coordinated by the Festival organization and communicated separately.

If instead a Festival location is requested, please evaluate the compilation of the following fields, indicating only the actual needs and bearing in mind that special requests or long set-up and dismantling times may penalize the proposal in its evaluation process.

- *Required area*
- *Height needed*
- *Water nearby*
- *Internet connection*
- *Set-up time*
- *Disassembly time*

The Festival makes available for all events the standard electric connection of 3 kW, surveillance and cleaning service.

*Duration coinciding with the Festival and Number of provided days* (for exhibitions, workshops and special events) - For organizational simplicity the Festival prefers events that can be enjoyed in the "every day / all day" mode. However, events are also possible for a smaller number of days (e.g. only on weekdays, only in the first or second half of the Festival, etc.) or with reduced hours.

*Session duration* (for exhibitions, workshops and special events) - Indicate the time required for each session. Please note that for events aimed at the school public the most suitable duration is between 45 and 90 minutes.

*Maximum number of visitors* (for exhibitions, workshops and special events) - For interactive events, indicate the maximum number of visitors who are simultaneously able to take part in the event in an active way. Keep in mind that for the school public the minimum required is 25-30 people.

*Number of expected spectators* (for shows and conferences) - Indicate the number of spectators that you think may be interested in the event depending on the characteristics of the event itself.

*Indicate if extra technical equipment is required and Extra technical equipment* (for conferences) - In conference rooms, the Festival provides standard technical equipment (sound system with microphones and video projection). Indicate whether additional technical equipment is needed (such as a musical instrument, a particular size or whatever) and provide details.

*Data sheet* (for shows) - Provide the detailed technical information required by the show.

*SIAE rights* (for exhibitions, workshops, shows) - Indicate if you think you need a SIAE practice for music, video or other copyright.



*Insurance* (only for exhibitions and workshops) - Indicate if available a general maximum value of the materials present in the event. The Festival provides insurance coverage for materials that will be better defined in the final phase of the evaluation.

*Request for scientific animation, number of scientific explainers per session, scientific expertise required* (for exhibitions, workshops and special events) - For interactive events, the Festival prefers the approach mediated by scientific explainers. The explainers are made available by the Festival on the basis of the requests (number and training) of the proponent. The proponent is responsible for the supply of material related to the contents and the specific training on the event.

#### BUDGET section

*Contribution requested without VAT, Contribution use detail requested* (for exhibitions, workshops, shows and special events) - For policy the Festival does not provide contributions to member institutions and other public institutions, and has a very limited budget for contributions to proponents. However, in special cases it is possible to ask the Festival for an economic contribution for the realization of the proposed project. In this case it is necessary to indicate the amount and detail the use, bearing in mind that the Festival does not support costs for the purchase of equipment and design fees, but only for transport, consumables and expenses for board and lodging.

*Travel expenses and accommodation of speakers at the Festival and Specify the origin of the speakers* (for conferences only) - The Festival can consider the possibility of supporting live costs for the speakers. It is necessary to detail the places of origin of the speakers to allow the Festival to assume the required budget. For policy the Festival does not cover fee costs for speakers.

*Total event cost* (only for exhibitions, workshops, special events and shows) - Indicate the total cost of the event for possible in-kind development of projects (for statistical use).

*Own sponsorships, Own sponsor information, Non-brandizable event with Festival sponsor and Reasons* - The Festival covers part of the costs of carrying out the event thanks to its sponsors. This does not exclude the possibility for a proponent to have its own sponsors on a project. However, these sponsors will have limited visibility (for example their logos will not be included in the Festival's communication materials) and will not be communicated as a sponsor of the Festival. In case they are present, it is required to report them in order to take them into account in the sponsor search phase.

For policy, the Festival offers its sponsors the branding of scheduled events. If it is considered inappropriate to brand your project, please report it during the evaluation phase, providing appropriate reasons.

#### OTHER INFO section

*Additional info* - Please enter in this field any information you think may be useful for the evaluation of the project and that has not found a place in other fields of the form.



*Link to web page* - Indicate a possible web address to find material particularly illustrative of the project (website, video YouTube, etc.)

*Attached documents* - attach only compatible formats on all platforms (pdf and images), such as images or layouts of photos of the event in case it has already been realized, press releases, etc. Do not include CVs and information that can be placed in other fields of the form. Pay attention to the maximum size of the attached documents.

#### SPEAKERS Section (for conference only)

For each conference it is possible to enter a maximum number of 4 speakers. The Festival does not encourage events with more than 4 speakers, but if it is deemed indispensable, it can be reported in *Additional Information* of Other Info session. The inclusion of at least one speaker is mandatory.

For each speaker who intends to participate in the conference, enter contact details and brief biographical notes. Entering information in the Role / CV field is essential for evaluation. In case of incomplete information the proposal will be excluded from the evaluation. Indicate if possible also those who is expected to have the role of moderator of the conference among the proposed speakers.

Please note that for policy the Festival does not recognize fees to the speakers, but can evaluate to bear the costs of travel, board and lodging (see info in the budget session).

#### SCIENTIFIC SUPERVISOR section

All types of events provide for the possibility of indicating a Scientific Supervisor, i.e. the scientist to whom the Scientific Council can refer for details regarding the scientific validity of the proposal. The compilation of this form is not mandatory, but it is strongly recommended in case the proponent is not known to the scientific community. If it is considered that the scientific supervisor can be the proponent himself or one of the speakers in the case of a conference, please indicate it in the appropriate field.

Please note that proposals submitted by proponents with limited or absent scientific curriculum without scientific reference will be discarded.

#### OPERATIONS

##### Operation SAVE

It allows you to save the data entered at any time, even if incomplete. Ensures that data is actually stored in the database.

##### Operation CHANGE TYPE

It allows you to make a type change on a proposal that is already being compiled without having to re-enter all the contents.

##### Operation CANCEL





It determines the complete and definitive cancellation of the inserted proposal. It can only be done if the proposal has not yet been sent.

#### Operation PRINT

It allows you to have a pdf file at any time with the status of the fields filled in for the proposal being processed. It contains both the proponent's data and the description of the proposal. It is the only operation that remains active on a proposal after it is sent.

#### Operation SUBMIT

It determines the closure and subsequent submission of the proposal to the Festival. It can only be done if all the mandatory fields of the various sections have been completed. After submission, the proposal cannot be further modified. Its contents can be viewed using the PRINT key.