

COMPILATION GUIDE

Please read this document carefully as it contains detailed information useful for the best completion of the forms provided by the Science Festival's Call for Proposals.

In case of doubts or requests for information not contained in this document, please send an email to progetti@festivalscienza.it.

Enjoy filling it out!

HOME

In this section you will find 3 files summarizing the conditions of participation in the Festival, the compilation of the Call for Proposal and privacy regulations; these documents will remain available for the entire duration of the Call for Proposal.

The information here contained will regulate the relations between the proponent and the Science Festival, please read them carefully.

Before starting to fill in the form, it is required to read and agree to the Conditions of participation by clicking on "I agree to the conditions of participation".

The website of the Call for proposal of the Science Festival includes two main sections:

- PERSONAL DATA section
- PROPOSALS section

The Personal data section must be filled in BEFORE the Proposals section. The Proposals section will be activated only after entering the Personal data section.

All the fields of the Personal data can be modified or changed in the completion process with the exception of the email address, which is associated with only one proponent.

Within Personal data and Proposals sections, there are tabs with mandatory fields, incorrect completion of these fields (e.g. the insertion of blank spaces) will determine the automatic cancellation of the proposal.

PERSONAL DATA

In the Personal data section, enter the data of the proponent, i.e. the person who is the project's promoter in their own name or the name of the institution of origin. All the fields of the Personal data can be modified or changed in the completion process with the exception of the email address, which is associated with only one proponent.

The tab provides for the choice among **Private Institution**, **Public Institution** and **Individual**.

Applicants who submit projects on behalf of their institution are required to indicate this in the Register Section.

Selecting "Public Institution" activates a dropdown where some Italian public institutions are listed, in particular, the Member institutions of the Association Science Festival:



- CCIAA - Camera di Commercio di Genova
- Centro Fermi
- CNR - Consiglio Nazionale delle Ricerche Comune di Genova
- GSSI – Gran Sasso Science Institute
- IIT – Istituto Italiano di Tecnologia
- INAF – Istituto Nazionale di Astrofisica
- INFN - Istituto Nazionale di Fisica Nucleare
- INGV – Istituto nazionale di Geofisica e Vulcanologia
- Regione Liguria
- UNIGE – Università degli Studi di Genova

If you belong to a Public Institution different from those listed, select "**Other Institution**".

Likewise, selecting "**Private Institution**" opens a dropdown where some Member Institutions of the Association are listed:

- Confindustria Genova
- Costa Edutainment
- Sviluppo Genova

If you belong to a private institution different from those listed, select "**Other Institution**".

Please provide details about the Department or Division of the Institution submitting the proposal if available.

PROPOSALS

In the Proposals section you must enter the data of the projects you want to submit.

The maximum number of proposals that can be entered for each user is three.

Proposals can be created, filled in, modified and saved at different times. To do this, simply save the contents (**Save** key) without submitting it. The submission of a proposal (**Submit** key) makes it unavailable to the proponent for further changes and it will be displayed and/or printed (**Print** key).

After the closing of the Call for Proposals the site will no longer be available, so it is recommended to keep a copy of the proposed projects.

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

- **Conference** – Lecture/Speech where the public has the opportunity to meet the protagonists of the world of science and technology.
- **Special Event** - Different events in-presence or online such as technological demonstrations, open days 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 in-presence led by scientific explainers and characterized by the use of interactive techniques, exhibits, games and exercises that allow participants to play their personal experiences, to provide the opportunity to learn from the interactions and dynamics of the group.

- **Exhibition** - Exhibition with objects, panels, works arranged with 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 the one led by scientific explainers, who act as mediators.
- **Show** - Theatrical event in which one or more artists perform a scenic narration in front of a live audience, through words, gestures, singing, dance, or with several combinations of different performing arts. A theatrical event in which one or more artists perform a scenic narrative in front of an audience using words, gestures, song, dance, or a combination of performing arts. Within the Festival, we encourage performances with scientific content and/or interpretation by scientists.

For all proposals, the forms to be filled out include the following tabs:

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

Below is the detail about the different tabs and operations allowed.

OBJECT section

Discipline - Proposals must be classified within a list of **10 disciplines** as follows:

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

In the case of multidisciplinary/difficult-to-classify projects, it is necessary to choose a prevailing discipline and to report the multidisciplinary aspect of the project in the field **Additional Information**.

The discipline must correspond to the content of the project and not be identified based on the CV of the proposer submitting the proposal. The assignment of the discipline is important because it will guide the choice of the project evaluation team.

Type - this field allows you to better detail the format of the event that you want to propose.

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

- *Scientific Caf * - conference with planned audience interaction, held 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.).
- *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.
- *Documentary / Movie* - event that involves the screening of a film or a documentary, normally preceded or followed by a debate.
- *Special Event* - event that cannot be classified in the previous categories but is deemed to be held in a conference room (e.g., an event reserved for an invited audience, awards ceremony, etc.).
- *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).
- *Meetup*- 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.
- *Panel* - event with many speakers debating a current topic, normally addressed to an expert public. A moderator is recommended.
- *Web conference* - online-only conference with live streaming. This type of event may only be proposed for meetings with very high-level speakers (such as Nobel Prize winners, etc.) who can only participate virtually due to valid reasons, and in the event none of the speakers are physically present, are appropriate candidates for this type of event. Projects of this type that are submitted without meeting the mentioned standards will be discarded.

For an **exhibition** the possible choices are:

- *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 preferred 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.
- *Photographic* - characterized by the exposure of photographic prints and images, scientific and/or artistic. Normally there is no guided tour.

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

- *Concert* - exclusively musical event
- *Dance show* - Show in which the presence on stage of dancers and dance is prevalent.
- *Monologue* - Show with the prevailing presence on stage of a single actor.
- *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.

For a **workshop** the possible choices are:

- *In-presence* - workshop set up in a space provided by the Festival or at the proponent's own venue.

For a **special event** the possible choices are:

- *In-presence* - indoor or outdoor event that involves the presence of the public.
- *Online* - a festival event intended to be watched remotely live, broadcast on an online platform, as a virtual tour of a research centre of a scientific institution or a location that is difficult to visit in person but interesting to the Festival audience, particularly the school audience. This type of event has been publicized to the public as digitour in previous Festival editions.

Title - The title is the name of the event. It is the first communication element of the project. It is recommended to use incisive, communicative and specific titles. Avoid using special characters and numbers. The title must be self-consistent, even if a subtitle is present, as it is used alone in some communication materials. It is not recommendable to use an explicit reference to the keyword of the current edition.

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

Title and subtitle may be revised in order to standardise the communication of the Festival events. Any proposed changes will be communicated and agreed with the proposer.

Description of scientific contents - This field must describe the contents of the event. It is necessary that it included all the information useful to the Scientific Council evaluators, expressed in scientifically correct - but not specialized - terms. It is suggested to avoid general introductions and to get to the bottom of the project content using simple language, fit to communicate to the public.

Description of the activity (not present for conference type, in show type: *Stage setting-up description*) – This field must describe the operating methods used to implement the project. In the case of exhibitions and workshops in-presence it is useful to explain the expected interaction methods, describe the logical process of the event, its organization in phases, the variants envisaged if the event is addressed to a broad target group. In the case of a show or a special event, this field must be used to provide brief information on the technical requirements of the project and to describe the scenography. In the case of a special event in presence in this field please describe the activity to be carried out. In the case of an online special event the type of event must be specified (e.g. virtual tour, game show, etc.)

To create the communication texts (short abstract for the printed catalogue and longer abstract for the page on the Festival website) relating to the event, which will be agreed upon with the proposer, the information in the "Scientific content description" and "Activity description" fields will be suitably modified, integrated, and revised. It is therefore preferable that they include details on the types of activities that the public will be able to participate in or watch, in addition to scientific explanations.

Topics discussed in the conference and **Issues addressed in the conference** (for conference only) - In these fields brief indications on the topics addressed by the conference are required. It is possible to specify whether the argument will focus on ethical, technical or other topics. It is recommended to fill



in these fields, even if they are not mandatory because they could be very useful when choosing between projects that belong to the same discipline.

Preview event - Please indicate here if the project has already been proposed on other occasions/events. The Festival likes previews but does not penalize in any way projects previously performed. If the project has been already realized it is necessary to fill in the field **Where/When** associated.

Target - Indicate as accurately as possible the age range for which the project is designed. This information is essential, especially for the school public.

Type of audience (only present for Conference) - choose from the possible options.

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 field Didactic objectives should provide information about the educational purposes and learning outcomes that students are expected to achieve at the end of the activity. These two fields must also be completed in the case of an event suitable both for the general public and for the school audience.

Partnerships, collaborations, sponsorships - Briefly indicate whether other institutions involved in the project are present at the time of completion in addition to the proposing institution (if available).

SPEAKER Section (for conference) - PERFORMER (for show and special event)

For each conference, it is possible to enter a **maximum number of 4 speakers/performers**.

For the conference genre, the inclusion of at least one speaker is mandatory. The Festival does not encourage events with more than 4 speakers/performers, but if it is deemed essential it can be reported using the **Additional Information** field in the **Other Information** tab.

For each speaker/performer, biographical information (e-mail address mandatory) and brief biographical notes must be entered in the **Curriculum** field. This field is mandatory and essential for the evaluation of the project; it must be synthetic and contain only truly essential information. Any extended CV can be provided as an attachment.

For conferences, the **Role** field allows the choice between *moderator* and *speaker*. In case of shows, the field can assume the values *director*, *actor* or *performer* for other roles (to be detailed in the biographical notes), while for special events only the choice *performer* is available.

If the speaker/participant is the proposer of the project, it is necessary to re-enter the data.

TECHNICAL INFO section

For Exhibition, Workshop and Special Event - in-presence

Location - Please indicate if you have your own location for the event or if you need the Festival to provide it. If you have a location (*in-presence, own venue*) please indicate the address of the location. Please note that the events of the Festival can only be located in the central area of the city. The Festival staff will consider in an indisputable way the possible acceptance of a location presented by the proposer. In the case of events that the proponent intends to realize in locations not suitable for the needs of the Festival, if they are evaluated positively, may be included in the program "Fuori Festival" which includes initiatives not coordinated by the organization of the Festival and reported separately.

If a Festival location is requested, indicate "*in-presence, Festival venue*" and proceed with the filling in of the following fields:

- **Required area (sqm)**



- **Height needed**
- **Event that can be set up outdoors**
- **Water nearby**
- **Internet connection**
- **Required electrical power higher than 3KW**
- **Setting-up time (in days)**
- **Disassembly time (in days)**

The Festival provides for all events a standard electrical supply of 3 kW, security and cleaning service. Please note that special requests or very long setting-up and dismantling times may penalize the proposal in its evaluation process.

For online Special Event

Event location - Online events are those that involve remote viewing by the audience and the realization of the events in settings that are fitted for the streaming of the activity and that are acceptable for television filming in terms of brightness, width of space, and background. The names of these locations are sets. Sets may be found inside or outside. The sets' physical locations are unimportant.

If you intend to use your own set (*online, own set*) you must fill in the fields **Location address** and **Equipment description**. The proposer must guarantee the presence of a broadband and stable internet line, adequate equipment for transmission (webcam, lights, microphones) and a neutral, silent surrounding environment, dedicated exclusively to the proposed activity. The Festival will reserve an evaluation of the adequacy of the set in the proposal acceptance phase.

For Exhibition, Workshop and Special Event – in-presence

Duration coinciding with the Festival and Number of days provided - You can choose if the event will be repeated for the whole duration of the Festival (select “Yes”) or only for a limited number of days (select “No” and specify the number of days in the field **Number of days provided**) Please note that preference will be given to events of the same duration as the Festival.

Estimated duration of a single session (minutes) - Specify the duration of a single session in minutes. Please note that for school events the most appropriate duration is between 45 and 90 minutes and for online events the preferred duration is between 30 and 60 minutes.

Request for scientific animation - For interactive events the Festival prefers the approach mediated by scientific explainers. The explainers are provided by the Festival according to the requests (number and training) of the proposer. If scientific explainers are required, select "Yes" and fill in the following fields:

Number of scientific explainers per session - Indicate how many explainers are needed for each visiting session.

Scientific skills required - Specify the type of education required for the explainers. It is the responsibility of the proponent to provide the material concerning the contents of the event.

Audience - select between *school, generic public, both*

Number of classes per session - The event must hold at least one class (25-30 students), but events for multiple classes are allowed. To ensure appropriate student interaction and the availability of venues with the right size, it is recommended to limit the number of classes for the exhibitions and workshops



to no more than two. Special occasions can also allow more classes when they are present (eg game shows, outdoor demonstrations, etc.). It is also possible to choose the number of participating classes for online workshops and special events; a maximum of five courses is advised.

Expected spectators - In this field please indicate the maximum number of participants in case of general public. It is recommended to not exceed the number of 30 for exhibitions and workshops in-presence due to the size of the available locations.

Total insurance value (Euro) - State if possible 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.

For type Conference and Show

Location - Please indicate if you have your own location for the event or if you need the Festival to provide it.

If you have a location (Answer: "Own") please indicate the address of the location.

Please note that the events of the Festival can only be located in the central area of the city. The Festival staff will unquestionably be considering the possible acceptance of a location presented by the proposer. In the case of events that the proponent wants to carry out in sites unsuitable for the Festival's needs, they may be included in the "Fuori Festival" program, which includes activities not directed by the staff and reported separately, if they are judged positively.

If a Festival location is requested, indicate "*Request to the Festival*" and proceed with filling in the following fields:

Location Size - Specify the estimated size of the location depending on the number of spectators you think could be interested in the event.

Technical equipment required (only for conferences) - In its conference rooms, the Festival provides standard technical equipment (audio system with microphones and video projection). If necessary, specify additional technical equipment (e.g. a musical instrument, a table of a specific size, etc.) and detail it.

Translation required - If one or more speakers/actors do not speak Italian, the Festival can provide simultaneous translation. Select "Yes" if you think the translation is necessary and proceed to fill in the next field "*Language used*" by selecting one of the options. Please note: translations are provided to the audience only.

Technical data sheet - Attach, if available, one or more documents, pdf or image formats supported, maximum total size = 8MB (only for shows)

Other technical information (only for shows) - Provide any other specific requirements not included in the data sheet (e.g. minimum height of the room)

SIAE copyright (only for shows) - Specify if the show is covered by SIAE copyright and if the authors have a SIAE id number (only for Italian authors).

BUDGET section

Contribution requested (for exhibitions, workshops, shows and special events) - Please indicate if the Festival is required to contribute to the realisation of the event (for exhibitions, workshops, shows and special events). The Festival, per policy, does not provide contributions to Member Institutions and Public Institutions and is able to allocate a very tight budget to proponents. However, it is possible to request a financial contribution from the Festival for the realization of the proposal.



In this case it is necessary to choose "Yes" and fill in the following fields:

Indicate the contribution requested without VAT

Detail the use of the requested contribution - Please note that the Festival only support purchase costs only for setting up, transports and consumables; purchase costs of equipment, conception and design are not provided.

Travel costs, board and lodging - The Festival may consider the possibility of supporting board and lodging for the speakers or protagonists of the shows. If you think you need support for travel, indicate "Yes" and fill in the next field ***Specify the origin, number of people and length of stay*** - It is necessary to specify the origin of speakers/artists to assume the budget required.

The Festival policy does not cover fees for speakers.

Own sponsorships - Indicate if part or all of the costs of the event are supported by one or more Sponsors, if "Yes" proceed to the completion of the next field ***Indicate own sponsorships***.

Please note that the Festival provides most of the costs of the event thanks to its sponsors. This does not exclude the possibility for a proponent to have his own sponsorships on a project. However, these sponsors will have limited exposure (for example, their logos will not be included in the Festival's communication materials) and will not be reported as sponsors of the Festival.

Event brandable with sponsors of the Festival and Motivations - Per policy the Festival offers its sponsors the branding of events in the program. If you consider it inappropriate to brand your project, please report it in this field and provide adequate justification.

Total cost of the event - indicate the total cost of the event for any in-kind valorisation of projects (for statistical usage).

OTHER INFO section

Additional information - Please enter in this field any information useful for the evaluation of the project that cannot be placed in other fields of the form (i.e.: multidisciplinary, presence of more than 4 speakers at a conference and motivation, etc).

Web site concerning the event - Indicate a possible web address where you can find particularly explicative materials about the project (web site, youtube videos, etc.).

Attached documents - attach only compatible formats on all platforms, such as images or diagrams of photo installations of the event (if it has already been realised), press releases, etc. Do not include CVs and information that may be placed in other fields of the form. Pay attention to the total maximum size of the attached documents.

SCIENTIFIC SUPERVISOR section

It is possible to indicate a **Scientific Supervisor**, i.e. a member of the Scientific Community who can provide details about the scientific validity of the proposal to the Scientific Council. The filling in of this form is not compulsory, but it is strongly recommended if the proponent is unknown to the scientific community.

Please note that proposals without a scientific supervisor submitted by proponents with limited or no scientific curriculum will be strongly penalized.

Please specify in the field "Who" if the scientific supervisor corresponds to the proposer or to one of the speakers; it will not be necessary to enter the information again.

OPERATIONS

All the operations listed below relate to the proposal in progress.

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.

SAVE - It allows you to save the data entered at any time, even if incomplete. It assures that all data are stored in the database.

PRINT - It allows you to create a pdf file of the submitted proposal at any time. It contains both the proponent's data and the description of the proposal. It is the only key that remains active on a proposal after submitting it.

SEND - 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.