

INTERACT

SYMPOSIUM 2024



Interact Symposium 2024 Session Submission Form

This year's session submission form can be found here: <https://forms.office.com/e/amwTBrPZLY>

Please read through this document before starting to complete the form.

Deadline for submissions will be: **5pm, Monday 17 June**

We will get back to you by: **Monday 22 July**

The first thing we suggest you think about, is what type of session you would like to run. This year we are offering six different types of sessions at the Interact Symposium. Have a think and see what type fits the session you are planning. If your plan doesn't quite fit one of these, drop us a line at Interact@stfc.ukri.org and we'll arrange for you to chat with one of the project partners.

- **Lightning talks** are short 10-minute talks. These talks are ideal for sharing learning, methodologies and reflections with other participants. We will ask for a maximum of five slides, plus an introduction slide.

All talks must also have at least one slide on Reflections and Learning. Talks will be grouped to four an hour, with questions being asked at the end of all four talks. For Lightning Talks, we are offering some online training for speakers. This will take place in the summer. Let us know if you are interested.

- **Workshops** will be sessions where you can explore a topic with other symposium participants in an interactive manner. They can be about sharing of methodology, learning or reflections, or exploring a topic. The important thing is to make it **interactive!** Sessions will be 50 minutes long. There are many different room layouts available for these sessions.
- A **co-creation session** is like a workshop, but here you will be aiming to create a resource, activity, or any output together with symposium participants in an interactive manner. You may be wanting to test out a new activity and get feedback or get some formative feedback on some aims and objectives for a project you are developing. However, we ask you to not be extractive and think about what participants will get from the session too. Sessions will be 50 minutes long. There are many different room layouts available for these sessions.
- **Skills building sessions** will focus on specific learning outcomes for symposium participants. Is there any skill or knowledge you would like to share with participants? Is there anything you might want to learn and would like to pitch it to the symposium partners? Let us know! Session will be for a maximum of 20-30 participants and be either 50 or 100 minutes long. There are many different room layouts available for these sessions and we are happy to help you find a trainer.

- A **round table session** is a space for symposium participants to collectively listen and reflect around a topic which will lead to actions after. This would be ideal for bringing together many different partners, or types of thought or knowledge together. All we ask is for some form of session outputs that can be shared after the symposium. The sessions will be held in a [Harvard style lecture theatre](#). Sessions will be either 50 or 100 minutes long and we can help find facilitators to run the session.
- A **debate** is a space for symposium participants to explore different sides or perspectives to a challenge facing the sector. Ideally this session will make participants think, even change their mind. The sessions will be held in a [Harvard style lecture theatre](#). Sessions will be either 50 or 100 minutes long and we can help find facilitators to run the session.

For each session we will need:

- Your Name.
- Your Institutional Affiliation. This could be where you work, who you're volunteering with, or any institution you're representing within your session.
- Your role there.
- Your E-Mail Address.
- A session title. (Up to 15 words)
- A session abstract (Up to 100 words)
- What themes your session covers. (See below for the complete list.)

For **Workshops / Co-Creation sessions** we will also need to know:

- How participants will interact in your session.
- What type of room layout you would like. (See below)
- If you have any additional people or partners involved in planning and running your session.
- How many participants you would like in your session.
- Details of outputs from the session. This could be a recording, a blog post, a journal article, a resource, or anything tangible that can be shared. We will be launching a **Resources** section of the [Interact website](#) where these will be featured and shared.
- Details of outcomes for the participants. What will they get from attending and participating in your session?

For **Skills Building / Roundtable / Debate** sessions we will also need to know:

- If you are or have a trainer / facilitator for the session.
- How long would you like your session to be? This could be either 50 or 100 minutes.
- If you have any additional people or partners involved in planning and running your session.
- How many participants you would like in your session.
- Details of outputs from the session. This could be a recording, a blog post, a journal article, a resource, or anything tangible that can be shared. We will be launching a **Resources** section of the [Interact website](#) where these will be featured and shared.
- Details of outcomes for the participants. What will they get from attending and participating in your session?

Themes

This year's symposium will have four themes:

- **Evaluation and impact**
Effective evaluation and how to demonstrate impact. Developing formative practice to understand your communities, reflective practice and what constitutes high-quality public engagement. A safe space for what didn't go as planned!
- **Working with audiences underrepresented in the Physical Sciences**
Developing long-term Community partnerships, active listening and learning, creating equitable engagement. Challenging stereotypes and assumptions within engagement practice.
- **Engagement mediums and practice**
Developing engagement opportunities that are accessible. Exploring different engagement methods and mediums. Creating strategic long-term programmes of engagement. Exploring learning across in-person, hybrid, and online engagement. Developing ethical practice.
- **Planning for the long-term: Funding routes for engagement and strategic planning**
Funding routes and application processes. What makes a successful application? What are alternative routes for funding? Funding your pilots. Aligning projects to institutional / national strategies. Developing opportunities. Establishing long-term funding within your institution.

Room Layouts

All rooms will have:

- Projector and screen.
- Microphones, both at the lectern, or front, and a roving one.
- Recording facilities.
- Hearing loop.
- Wheelchair seating.
- Flipchart paper (Please do specify beforehand).
- Post-It Notes (Please do specify beforehand).

Flat Room Layouts

A flat room is a room that is on one single level. We are offering three different type of flat room layouts:

1. **Classroom.**
Tables are set-up in rows, like a standard classroom.
2. **Cabaret.**
Tables are set-up in clusters, with 5-6 to each cluster. In some of these rooms the cluster will itself be a rectangular, hexagonal, or circular tables.

3. **Just Chairs.**

Free yourself from the table! These rooms will just feature chairs and a lot of space for you to run your session.

Other Room Layouts

1. **Harvard Style Lecture Theatre** – These rooms have raised seating; in this building they go three to four layers deep. We have theatres that can seat 60 or 100. These are ideal for round table, debate and some skills sharing sessions.

