



Being Human Festival: 9–18 November 2023

Being Human Cafés – Further Information

Being Human Cafés offer a simple and fun way for people to get involved in the festival. Based around the idea that even the most complicated research can be encountered in the time that it takes to have a cup of tea or coffee, Being Human Cafés are all about offering a good, effective way for people to encounter some new ideas in the humanities. Whether in digital form or in-person they can be really simple: just tea, coffee, chat. Alternatively, they can be more creative, bringing in elements of performance, storytelling, games, art classes and quizzes.

We offer a 'ready to go' format that you can use to get involved in the festival. We've created a toolkit as a guide, and there will be Being Human Cafés popping up across the UK. You can theme them, add appropriate food and drink, and make them exciting and locally relevant.

Make sure that you look at our Being Human Cafés toolkit (available on our [website](#)) before putting in an application. It tells you everything you need to know to plan a successful event! Please also take a look at our range of [planning toolkits](#) for tips on creating a successful public engagement activity, and [case studies](#) of past festival events for inspiration.

More information about the festival, the different ways to take part, and the 2023 theme 'Rhyme or Reason' is available on our [website](#).

What support is available?

Being Human is committed to supporting everyone taking part in the festival. The festival team offer advice and guidance to all organisers and makes resources available to help give activities the best possible chance of success.

Available support and resources for café applications include:

- a training programme run throughout the festival year for practical advice with designing, planning, promotion and delivery of your project;
- public engagement toolkits, resources and helpful advice from the festival team;
- guides to promoting your event that contain hints and tips about marketing and press;

- copies of Being Human print and digital materials geared towards promoting the national festival and access to other marketing materials (e.g., banners and badges) to promote your activity;
- templates you can use to produce your own marketing materials (posters, banners, digital and PowerPoint templates etc.); and,
- support from the central Being Human social media accounts.

You may also be invited to take part in centrally organised festival activities such as the festival launch.

What are the eligibility criteria?

Being Human Café applications stand a good chance of being accepted into the festival programme. However, all events must meet the general eligibility criteria for taking part in the festival. They must:

- demonstrate aspects of humanities research in ways that are entertaining, accessible and relevant for non-specialist audiences;
- have direct involvement from a humanities researcher in delivering (not just planning) the activity, to ensure that research expertise informs the activity that audiences encounter*;
- current PhD students are eligible to submit applications for Being Human Cafés, with a letter of support from their supervisor at their institution. Unfortunately, MA students are not eligible to apply;
- be held during the festival dates (9-18 November 2023);
- be completely free to attend - this includes free access to venues where events are being held (such as heritage sites or museums that charge an entrance fee);
- respond to the interests and needs of a clearly defined audience;
- be well thought through and achievable within the timeframe;
- be held off-campus wherever possible (on-campus, public focused university venues such as public theatres, museums and galleries are suitable);
- be representative and inclusive, giving consideration to the diversity of speakers and researchers represented within their programmes;
- give serious consideration to accessibility in choice of venue, platform and format, with all activities taking place in accessible venues where possible (exceptions can be made for venues that are integral to the activity, but additional ways to engage with the activity must be included, and this must be explained in your application)
- be no more than 90 minutes in length, or an hour if online.

*See our [FAQs](#) for our definition of a professional researcher. This could mean simply inviting a university researcher to speak at an event.

We actively welcome festival content which celebrates inclusivity, equity and diversity. We are particularly keen to receive applications which engage with underrepresented groups in your community, and/or groups who share a particular protected characteristic (defined under the [Equality Act 2010](#)). Please be specific about your intended audiences in your application. We will not knowingly accept applications for events which include speaker

line-ups that lack appropriate diversity, including all-male or 'about us, without us' activities – where a subject is explored without representation from those affected by it.

All activities must show evidence in the application that diversity, inclusion and accessibility have been considered across programming, speakers/researchers, venues and platforms.

We endeavour to keep learning and improving our processes, so please contact us at beinghuman@sas.ac.uk if you have any feedback or would like to discuss this with us.

If your proposal includes subject matter that is highly sensitive or emotionally triggering, appropriate handling of these topics must be considered and evidenced in your application. Please note the review panel reserve the right not to accept such topics in the festival programme.

Organisers will be required to adhere to their institution's, partners' and venues' safeguarding policies for all activities involving vulnerable adults, young people or children. If these organisations do not have safeguarding policies and procedures in place, organisers will be required to adhere to the University of London's safeguarding policies and procedures.

As part of your health and safety planning, please ensure you have a reasonable contingency plan should health or travel restrictions be put back in place.

What *don't* we want?

Activities that are not suitable for the festival programme are ones that:

- have only a tenuous link to humanities research (see our [FAQs](#) for our definition);
- feature 'about us without us' type content – where a subject is explored without representation from communities and individuals affected by it;
- are not designed to appeal to a clearly defined non-specialist audience;
- make use of platforms, venues or formats that have not been carefully chosen or are unlikely to appeal to a public audience;
- are similar in format to an academic seminar or workshop; or,
- are over-ambitious and at high risk of not meeting the festival's objectives.

Application process

Application forms must be submitted online using Survey Monkey Apply. Application guidance can be found on our website, including links to the application forms.

A Word version of the application form is available on our website, which can be used for reference when preparing your application. However, please note that applications will only be accepted through Survey Monkey Apply.

Where applicable, please upload a completed activities grid and letters of support when submitting your application.

If you have any questions about the application process, please email apply.beinghuman@sas.ac.uk.

- **Deadline for Being Human Café applications – Friday 25 August**
- **Notification of outcome of applications – by Friday 1 September**

Further information about the festival and the level of support available when organising your activity can be found on the [FAQs](#) section of our website. If you have any questions, please email beinghuman@sas.ac.uk.