**Social Science in the City – Event Organiser Proposal Template**

As an event-organiser for Social Science in the City (SSC) you are encouraged to submit proposals for the organisation of public engagement events in Bristol and in the surrounding area. We invite events in support of any of our key themes, namely: *Equalities, Justice, & Belonging*, *Sustainability & Environment*, *Creativity & Innovation*, and *Health & Wellbeing*. We invite events across multiple formats, including our Politics Café, Thinking Aloud, Better Bristol, Thought in Action, and Let’s Debate! platforms. Suggestions regarding possible new formats that might enrich the inventiveness of SSC are always welcome.

The proposals should include a rationale and specific format of the event, a perspective of the public that you aim at engaging, expected short-term and long-term outcomes of the initiative, information about the event venue and the internal and external partners involved in the organisation, and a full economic costing. Consideration of the following questions may help in the planning of your proposal:

Have you considered what research or policy outcomes might be proposed by your event? Have you considered what potential collaborations might have emerged from the event, in support of future research and policy with impact? How were UWE students involved, if at all, in your event planning and delivery? Have you received additional funding from UWE or external sources for the organisation of the event?

All proposals will be assessed by the SSC Coordinating Team. The selection criteria include originality, public outreach, interdisciplinarity, and cost-effectiveness. Projects co-funded by external partners are particularly welcome.

For suggestions as to how to engage most effectively with your publics you are strongly advised to visit: <https://www.publicengagement.ac.uk/about-engagement>

The authors of successful proposals will receive support from the SSC Coordinating Team in the form of suggestions about the event organisation and delivery, and feedback on the communication and impact strategies. It is understood that the organiser will be solely responsible for the practicalities of the event organisation including liaising with internal and external partners, and handling the financial operations in collaboration with Has Finance.

**Rationale and Format of the Event**

**Engagement Targets and Strategy**

**Short- and Long-Term Outcomes**

**Proposed Venue**

**List of Internal and External Partners**

**Full Economic Costing**

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| **A commitment from the intended organiser to administer the practical aspects of the event (finance, communication, etc.)** |