

Submit a proposal

The form below will walk you through the steps to submit a proposal. The form has been split into several pages; you can use the buttons at the bottom of each page to move between them.

Your submission will not be saved unless you complete the entire form and press the submit button at the end. You will receive an e-mail confirmation of your submission immediately, and a member of the Science Festival planning team will contact you later after reviewing it.

Please **read the descriptions carefully** and choose the event type that best fits what you have in mind. If none of these options seem to fit, please [contact us](#) and we will assist you in completing this proposal.

Event Type

- **Citizen Science Project**
Do you have a project that involves collecting information by the public and or school students which is then shared with researchers? We are looking for projects to get our audience engaged in activities they can do outside or in the comfort of their home. Check out the Citizen Science section of the [Digital Resources](#) tab of the website for examples.
- **Experiment Along Virtual Demonstration**
Hands-on activities families can do at home as they follow along with your instructions and demonstrations during a live streamed online event
- **Online Virtual Talk, Demo, Tour, or Performance**
Informal talks, performances, or demonstrations across the STEAM disciplines presented as a live streamed online event, pre-recorded presentation or film screening.
- **Self-Guided Experience**
Walk visitors through self-guided experiences in your museum, garden, or even their own backyards through thoughtfully designed scavenger hunts, geocaching adventures, or other similar projects

Schedule and Location

Citizen Science & Self-Guided Experiences

List available dates and times if applicable (e.g., venue hours)

How long would you like your event to be?

We recommend 20 minutes for most activities, including time for questions and answers.

External location or other notes, if applicable

Only required for those hosting an event at your own location.

Online Virtual Talk, Demo, Tour, or Performance & Experiment Along Virtual Demonstration

Please indicate when and how you would like to present.

- Science Saturdays (Livestreamed presentation on a Saturday in April)**
- Science After Dark (Livestreamed presentation on a Wednesday evening in April)**

How long would you like your event to be?

We recommend 20 minutes for most activities, including time for questions and answers.

External location or other notes, if applicable

Only required for those hosting an event at your own location.

Presenters

Add as many presenters as needed. They will be listed in the order you enter them here.

MSU Presenters: Enter your department and leave organization set to MSU.

Non-MSU Presenters: Enter your organization; you may also optionally add your department.

A person is identified by their e-mail address, so that can't be changed; if it truly is incorrect, send a support request to uoebugs@gmail.com. **Edits made to name/title/department/t-shirt size carry to all presentations for this e-mail address.**

First Name	Last Name	Email	Department	Organization	Job Title

Primary contact information

Names not included in the presenter list above, phone numbers, and e-mail or postal addresses will never be shown to the public or used by anyone outside the Science Festival Core team.

Contact Name

Contact E-mail

Contact Phone

Contact Cell Phone

We ask all proposals to include a cell phone number where one of the presenters can be reached on the day of their event. It will only be used to contact you in the event of an emergency.

Mailing Address

We ask that you please provide us with one mailing address for bulk deliveries (e.g.; marketing materials, give-aways, etc.). Due to restrictions on these types of materials, please do not use a P.O. Box.

Street Address		
Street Address 2		
City	State	ZIP

Presentation Info

Title

The title must be 150 characters or less. Pick a title that will attract people to your presentation.

Short Description

The short description must be 150 characters or less (about 1-2 sentences).

Long Description

The description must be 100 words or less (about 5-6 average sentences) and will be used on the web.

How will you engage or interact with your audience?

Briefly describe any audience participation, questions, list of materials required for hands-on activities, etc. (This information will only be seen by the Science Festival planning team.)

Scientific Discipline

Select 1 primary discipline; additional disciplines may be selected to show on the web.

- Archaeology and Geology
- Arts, Culture, and Design
- Energy and Environment
- Engineering and Technology
- Health and Human Services
- Mathematics
- Physics, Astronomy, and Chemistry
- Plant and Animal Sciences
- Science Education
- Social Science

Ages this presentation is recommended for

We recommend tailoring your presentation for all ages. If this isn't possible, please check all age groups that are appropriate for your presentation.

- All ages
- Over 21 years only
- High School age and up
- Middle School age and up
- Elementary age and up
- Kindergarten and Pre-K

Upload an image or document (optional):

NOTE: We are looking for images of materials used in your event, people attending or presenting, or otherwise unique to your event. Please do not submit unit or college logos, wordmarks, etc.

Other Information

Note that URLs must begin with http:// or https://. Copy & paste the address for best results

(Optional) URL (external to this site) where attendees can get more information

(Optional) Facebook handle for your organization

(Optional) Twitter handle for your organization

(Optional) Instagram handle for your organization

If you have any other comments or questions, or requirements or preferences not already described, please put them here.

- (Required) I will send presentation outline, slide deck, and materials list (if required for your presentation) to Scifest Team by March 1, 2021**

- I am interested in presenting to K-12 school groups**
The Scifest team will reach out to you with more information about our 2021 virtual school programs.

- I have read(or will read) the **presenter tips** and **benefits & responsibilities** pages.

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