**ARC Exhibitions Proposal Form**

Thank you for your interest in partnering with the ARC for your exhibition.

At the ARC, we are committed to providing a platform for engaging exhibitions that align with our research priorities and public engagement strategies. Our exhibitions are planned in close collaboration with organisers, and we seek to work with diverse groups, including university staff, researchers, and community partners.

We review submissions regularly and exhibitions are selected on an individual basis after receiving the initial proposal and following a discussion with the ARC Events and Engagement team.

Exhibitions with a strong connection to research will be prioritised. Though most of our exhibitions are led by staff at the University of Glasgow, we accept proposals from other higher educational institutions. We welcome proposals from researchers and research staff that centre partnership working.

As a civic university with community and public engagement at the heart of our [research strategy](https://www.gla.ac.uk/research/strategy/ourstrategy/), on a case-by-case basis, we can accept proposals from community groups. If you are a community group who would like to work with researchers, we are happy to make introductions where relevant.

All exhibitions are co-developed with the ARC team who have curatorial oversight of the public spaces. The team reserves the right to select exhibitions for display and unfortunately, not all proposals will be successful. You can reach out to the team for an informal chat to check availability of the spaces ahead of submitting your proposal though this does not guarantee that your exhibition has been selected for display.

### For full details, please read our attached exhibitions policy.

*Please note, it is unlikely that we will be able to host exhibitions that have been proposed less than three months in the future. Further, we are unlikely to book in any exhibitions that are proposed over a year in the future.*

*Please leave sections that are not applicable blank.*

**Section 1: Exhibition Overview**

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| **Exhibition working title** | **Proposed Dates** |
|  |  |
| **Summary (50 words max)** | |
|  | |
| **Name of Exhibition Lead** | **Job Title** |
|  |  |
| **Email Address** | |
|  | |
| **Other Contact Details** | |
| **Other key contact name(s):**  *If applicable*  **Other key contact role(s):**  *If applicable*  **Email address(es):**  *If applicable* | |

**Section 2: About Your Exhibition**

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| **What are the aims and objectives of your exhibition? (maximum 100 words)** |
| *Examples could include highlighting important research taking place at the University, supporting the activities of a community group, or celebrating an element of Glasgow’s heritage.* |
| **Does your exhibition have a connection to research? If yes, please detail (maximum 100 words):** |
|  |
| **Are partners involved in this exhibition? If yes, please detail (maximum 50 words):** |
|  |
| **Which of the following best describes your role?** |
| * Undergraduate student * Masters student * Postgraduate researcher * Early career researcher * Established researcher * Professional services * Technical staff * External to the University * Other |
| **If external or other, please describe:** |
|  |
| **If you are University of Glasgow staff or student, please tell us in which College or Service you are mainly based:** |
| * College of Arts and Humanities * College of Medical, Veterinary or Life Sciences * College of Science and Engineering * College of Social Sciences * Central University Services or other team |
| **If Central University Services or other, please describe:** |
|  |

**Section 3: Exhibition Content and Logistics**

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| **What is the primary format of this exhibition? If mixed media, please specify.** |
| *e.g. Painting, Sculpture, Photography, Mixed Media, Physical installation, Digital displays, Interactive displays, Moving Image, Research Posters, Virtual Reality, etc.* |
| **Please provide a list of objects to be displayed.** |
| *Where appropriate include title, medium, dimensions and insurance value. If possible, please send images of the objects to ARCEngage@Glasgow.ac.uk alongside this completed form.* |
| **Is there a need for content warnings in your exhibition?** |
| *If the exhibition includes subject matter where content warnings may be required, please provide details of how this will be considered.* |
| **How long do you need for installation and deinstallation?** |
| *Please note, the ARC does not have an installation team and installation/deinstallation must be led by the exhibition organisers.* |
| **Are you bringing any electrical items with you or do you need to loan electrical equipment?** |
| *This could include access to electrical sockets, specific forms of display, such as TV screens, and IT/AV support.*  *If electricity is required, please confirm that appliances have been PAT tested within the last year. PAT certificates should be emailed to ARCEngage@Glasgow.ac.uk at least one month ahead of your exhibition.* |
| **What is the scale of this exhibition?** |
| *The ARC has two primary exhibition areas, and an estimated size helps us allocate space appropriately.* |
| **Do you have any specific access requirements** |
| *The ARC will always do our best to support with access requests. For details on our venue accessibility, please see* [*here.*](https://www.gla.ac.uk/research/arc/accessibility/) |
| **Are there any other venue related requirements that have not been mentioned previously?** |
|  |

**Section 4: Exhibition Funding**

*Please note, the ARC does not have a specific exhibitions budget, so exhibitions organisers will be expected to lead on this aspect of the exhibition planning and delivery. The ARC venue is free of charge. Commercial sales are not permitted at the ARC.*

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| **Have you secured external partner funding for this exhibition? If so, please name:** |
| *e.g. research council or commercial sponsor* |
| **If you have secured funding from a sponsor, please detail below:** |
| *Please note that all sponsors must be approved by the ARC team. If relevant, we can provide our sponsor policy.* |

**Section 5: Audiences, Communications and Reporting**

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| **Will there be written texts accompanying your exhibition?** |
| *e.g. labels, exhibition catalogue. You are responsible for exhibition written materials which must be shared with the ARC team for approval ahead of the exhibition.* |
| **Who is the intended audience for this exhibition?** |
|  |
| **List any social media sites and handles you will use for promotion of the exhibition:** |
|  |
| **What are your plans for gathering evaluation data and/or feedback?** |
| *You must share audience numbers and feedback with the ARC after the exhibition.* |
| **Do you have plans to engage press or media with your exhibition?** |
| *Contact details for the University Communications teams who can help you to secure press coverage for your exhibition can be found* [*here.*](https://www.gla.ac.uk/myglasgow/cpao/media/) |
| **Do you have any associated events planned? If so, please detail.** |
| *For example, this could include an opening night, research talk or film screening. We will try to support associated events where possible.* |

**Section 6: Submission**

**Submission Instructions**

Submit this completed proposal form at least three months ahead of time to [ARCEngage@Glasgow.ac.uk.](mailto:ARCEngage@Glasgow.ac.uk)

This form is intended to help ensure that all necessary information is included in the proposal process and will allow for a smooth and successful exhibition planning.

**Signature of Lead Contact:**

*Sign here*

*Print here*

**Date:**

*Print here*