

Summer Science Exhibition 2026

Exhibitors' brief

Contact

- To contact Royal Society staff please visit the Exhibition information desk in the Marble Hall. All members of Royal Society staff and volunteers on duty will be wearing red 'staff' t-shirts and 'volunteer' lanyards.
- The Exhibition email address (exhibition@royalsociety.org) will be checked at the beginning and end of each day.
- The information desk phone number is +44 207 451 2500. This is also on your exhibitor lanyards.
- If you need to contact a member of Royal Society staff in an emergency or out of hours, please call Chris Bell on +44 207 451 2649 or 07542 593 624.

Exhibition timetable:

Sunday 28 June 9am – 6pm	Delivery and set-up day. Strictly no access prior to 9am.
Monday 29 June 9am – 5pm 1.30pm 5pm - 6pm	Delivery and set-up day. All exhibits must be up and running by 5pm. Evacuation routes and assembly point walk-through. Health and safety checks of exhibits by Royal Society team.
Tuesday 30 June 8am 9am – 11am 10am – 3pm 5pm - 6pm 5.30pm 6pm – 10pm	Exhibitors welcome onsite. Press preview. Exhibition open to primary schools (9-11 years old). Patrick Vallance, Minister for Science, Research and Innovation, visit. Each stand should be staffed by at least 2 of your team and lead exhibitors available to meet the Minister for a quick conversation about their research and exhibit. Exhibitors to meet in the Wellcome Trust Lecture Hall for official opening with Sir Paul Nurse, President of the Royal Society and Dame Julie Maxton, Executive Director of the Royal Society. Lates (public audience, adults only).
Wednesday 1 July 9am 9.45am 10am – 4pm 12pm – 1.30pm 4pm – 7pm 7pm – 10pm	Exhibitors welcome onsite. Facilities and Security briefing. Exhibition open to schools and colleges (14-18 years old) and general visitors. RS Public Engagement Committee visit <i>Rest period, Exhibition closed to the public.</i> Soiree 1. Exhibits should be ready to welcome guests by 6.45pm.

Thursday 2 July	
9am	Exhibitors welcome onsite.
9.45am	Facilities and Security briefing.
10am – 4pm	Exhibition open to schools and colleges (14-18 years old) and general visitors.
4pm - 7pm	<i>Rest period, Exhibition closed to the public.</i>
7pm – 10pm	Soiree 2. Exhibits should be ready to welcome guests by 6.45pm
Friday 3 July	
9am	Exhibitors welcome onsite.
9.45am	Facilities and Security briefing.
10am – 4pm	Exhibition open to schools and colleges (14-18 years old) and general visitors.
4pm – 6pm	<i>Rest period, Exhibition closed to the public.</i>
6pm - 8pm	Taking pride in science evening event (public audience, adults only)
Saturday 4 July	
9am	Exhibitors welcome onsite.
9.45am	Facilities and Security briefing.
10am – 6pm	Exhibition open to visitors. Please note: Pride London taking place on this day.
6.30pm	Royal Society building shuts to exhibitors.
Sunday 5 July	
8.30am	Exhibitors welcome onsite.
9.15pm	Facilities and Security briefing.
9.30am-10.30am	Quiet opening.
10.30am – 6pm	Exhibition open to visitors.
6pm – 8pm	Exhibitors may begin dismantling their exhibits. Exhibitors cannot dismantle until Royal Society staff have given permission that the building is clear of public visitors. Collection from site permitted during this time.
Monday 6 July	
8am - 12pm	Exhibits to be dismantled and off site by 12pm.

Exhibit set-up Sunday 28 June, 9am – 6pm, Monday 29 June, 9am – 5pm

Arrival and car parking:

- The building will only be open from 9am each day of set up. If your exhibit or delivery teams arrive before that time, they will be asked to wait outside or in their vehicles.
- We have 5 car parking bays suspended opposite the building. Members of staff will indicate where you are able to park, if there's no space in the forecourt.
- Parking in these bays is free for exhibitors but you must collect a sign to display in your windscreen from a Royal Society staff member when you arrive. You will be asked to provide a name, exhibit number and contact number in case we need to ask you to move your vehicle.

- You can unload your materials from this location, but once you have done so, you may be asked to move your van so that other exhibitors can park.
- All parking outside of these 5 bays will be Pay and Display.
- Our forecourt in front of the Society can fit 2 medium size vans at any one time in addition to these bays.
- Royal Society staff will coordinate deliveries as and when they arrive. Access to the forecourt and parking bays will be granted on a first-come-first-served basis.
- Please ensure delivery companies know the name and number of your exhibit.
- Please unload as quickly as possible, being careful to ensure the safety of yourself, your team, and members of the public.
- There is a Q-Park car park just off Trafalgar square (SW1A 2TS) for longer stays. Please note it has a drive-through height limit of 1.95m.

Health and safety briefing:

Before the Exhibition begins your team will be asked to sign our building Health and safety briefing form, circulated as part of the exhibitor pack.

Set-up:

- You should enter through door #6, on Carlton House Terrace. You will be directed by staff.
- A limited number of trolleys will be available but there is no additional portage or storage space at the Society.
- Make sure your stand remains within the tape setting out the stand footprint. If any part of your stand goes outside the stand footprint you will be asked to move it.
- Stands and boards should be kept a minimum of 25cm away from walls, the stand footprints marked out allow for this.
- Please do not attach anything to the walls or windows.
- An IT technician will be on site on Monday to support the testing of equipment and internet connections, if needed. Further support will be available on Tuesday as well.
- No catering will be available during set-up days, however there are a number of cafés and shops in the vicinity of the Society.
- All exhibits must be fully assembled by 5pm on Monday 29 June.
- A H&S walk through of the Exhibition by Royal Society staff will take place at 5pm Monday 29 June.
- The official opening of the exhibition takes place at 5.30pm on Tuesday 30 June in the Wellcome Trust Lecture Hall. The Royal Society's senior management team will then be doing a walk around the Exhibition.
- Please see the Exhibition timetable at the start of this document for important details on Exhibition timings.

Exhibit breakdown

Sunday 5 July, 6pm – 8pm, Monday 6 July, 8am – 12pm

- Breakdown of exhibits can commence at 6pm on Sunday 5 July, **but ONLY when visitors have left the building**. Staff will aim to clear the building as soon as possible, but take down can **ONLY begin once given the go ahead from staff**.
- For health and safety reasons, during breakdown, family, friends and all non-exhibitor guests are not able to help, and will be directed to a safe and appropriate area to wait until breakdown is completed.
- Once you have broken down and packed up your exhibit and are ready to move out, kindly inform a member of staff. You will be put on a list and informed as soon as a delivery bay is free. Please be patient.
- All exhibits must be fully dismantled and removed by 12pm on Monday 6 July.

Disruption to travel on Saturday 4 July:

Please note on Saturday 4 July the Pride in London Parade is taking place so services may be busier, and roads may be closed.

There will be road closures round the Royal Society and Carlton House Terrace, and general travel around this area will be severely disrupted during the parade. Please share this information with your teams, and we would recommend you factor in additional travel time to your journey and also check the [Pride in London website](#) for more details on the route.

We will not be able to provide road access to the building on the Saturday.

Building security:

There will be security measures in place around the building during the Summer Science Exhibition this year:

- Door 7 will be used for exhibitor entry, and Door 6 used for public visitor entry (these are numbered on the pillars).
- During the Exhibition set up days, your team's lead will be given an allocation of lanyards to share amongst the team.
- On your first shift, if you have not yet received a lanyard, please let the receptionist know that you are an exhibitor and give them your name and they will admit you. Please find your team lead to collect your lanyard and make sure to wear it at all times when you are in the building.
- Once you have a lanyard, you will not need to give your name to reception to enter/re-enter the building – you will just need to show them your lanyard.
- We will have security staff at the Door 6 entrance in the Marble Hall, who will have metal detector wands and carrying out bag searchers. Public visitors will need to pass through security upon entry to the Exhibition.
- Security will be present at the entrance to the building and they will also be patrolling the building during the day.

We ask you to help us in the following ways:

- Please read the emergency evacuation procedures document carefully and ensure that you and your team are familiar with the areas mentioned. This is absolutely essential in case of an emergency. If you are unsure, please inform a member of staff.
- You must wear your exhibitor lanyard at all times while you are in the building. Should you lose your badge please inform the Exhibition team at the information desk.
- Should you see anyone acting suspiciously, please inform Society staff as soon as possible.
- It is the responsibility of the exhibitors to insure their exhibits against theft and third party risks. The Society makes every effort to ensure that its premises are secure, but can take no responsibility for any loss of, or damage to, items left in the premises before, during or after the exhibition. This includes exhibitors' personal effects. Security personnel and members of staff will be walking through the Exhibition from time to time to keep the stands and equipment under surveillance but the final responsibility rests with you.
- Please take special care of your personal belongings such as handbags, laptops etc.
- For the sake of building security, please ensure your stand is staffed before the opening of the Exhibition each day and please help us to clear the building promptly at closing time each day. Volunteers and Society staff will let visitors and exhibitors know when it is a few minutes before closing, so please finish your conversations and encourage visitors to make their way to the exit – they can always find out more through the exhibition website or come back another day!

Accidents:

- Medical emergencies should be dealt with by calling 999 in the usual way. Please then inform a member of staff or security team immediately.
- Less serious accidents should be reported to the Exhibition information desk or to a member of staff or security. We have a number of First Aiders, including most of the security staff, on site who can provide assistance as well as an Ambulance who will be stationed on site throughout.
- All minor accidents (spillages, breakages, etc.) should also be reported to a member of staff.

Fire, evacuation and in-vacuation:

- Please refer to the evacuation procedures for full details and ensure that your whole team has read this before starting their first shift at the Exhibition.
- Please note it is the responsibility of the lead exhibitor to lead their group to the assembly point and to report to the Society's roll call officer. The lead exhibitor will be asked to confirm that their group is fully accounted for.

Storage and rubbish:

- There is no storage at the Royal Society for items relating to your stand. Please ensure anything you bring to the Exhibition can be stored on your stand or arrange for it to be taken offsite.
- A bag of rubbish and recycling will be collected daily from each exhibit following the closure of the Exhibition.
- During set-up and breakdown of the exhibition, general rubbish will be disposed of by the Society, however we will not be able to dispose of large items, for example timber from the construction of exhibit stands or large boxes and bubble wrap.

Electrical items:

- Please turn off all electric equipment at the end of each day.
- The Royal Society Exhibition team should be informed in advance of any equipment that must be left on overnight and a sticker should be put on the appropriate plug or the equipment may be turned off.

Smoking:

- Please note that smoking is not permitted in the Society's building, on the terrace or on the forecourt outside. We would be grateful for your cooperation.

IT:

- The Society's IT team is not able to provide authoritative support for Apple and non-Windows based PCs. Any support given on these platforms will have to be on a 'best guess' basis.
- If you are using the wireless internet connection, you will need devices that are compatible with WPA wireless security – this should be standard in any laptop wireless card that has been bought in the last few years. Older models may need a software update from the manufacturer's website.
- WiFi is available for exhibitors. Network details are as follows:

Dedicated exhibitor network:
 Name (SSID): **SSE-EXT**
 Password (key): **summer2026**

Public visitor network:
 Name (SSID): **RS-SSE**
 Password (key): **summerscience**

Catering and Green Room:

- The Exhibitor Green Room in the Mercer suite (basement level) or the terrace can be used for consumption of lunches. There will be a fridge available in the green room, but please be mindful that it needs to be shared with your fellow exhibitors so please don't store large items unless necessary.
- Please avoid using the terrace for lunch on Tuesday 30 June as it will be very busy with visiting primary school groups and space will be limited.
- Free tea, coffee, water, honey, lemon will be provided throughout the Exhibition week, Tuesday 30 June – Sunday 5 July.
- Snacks and light refreshments will also be available to exhibitors in the green room.

- Exhibitors are asked not to eat whilst on duty at their stands. You may have a bottle of water on the stand but please make sure that the cap is on at all times when you are not using the bottle.
- Please ensure that your stand does not have fewer than two exhibitors on it at any one time over lunch/dinner periods.
- Please be aware that the green room will also be used by guest speakers during the Exhibition week.

Dress code:

- During the public opening times you are welcome to dress informally, in whatever manner is most comfortable to you (remembering that you are representing your organisation). Remember to wear comfortable shoes!
- Please note the dress code changes significantly for the Soirees. Please refer to the Soiree guidance in this pack for more information.

Photography:

- Visitors are permitted to take photographs at the Royal Society. This is at the discretion of exhibitors on the stand.
- Any school students or members of the public who have opted out from photography or video will wear a 'no photography' sticker.
- We recommend you ask permission before taking any photographs with visitors and be aware of your organisation's policy on photography/filming consent, especially in regards to children and young people.

Press at the Summer Science Exhibition:

- Press has been invited to visit the Exhibition on Tuesday morning.
- We will not know until the day exactly which members of the press will be here or how many, as some will inevitably just drop in without prior warning. Some may choose not to come on this day but at other times throughout the week.
- There may be a mix of print and broadcast journalists and they are free to wander around the exhibits. They will usually introduce themselves. Some will simply want an exploratory chat whereas others will want to conduct an interview there and then. They may also be accompanied by a photographer or camera person.
- We would like to stress that neither interviews or press coverage are guaranteed, it is entirely down to individual media outlets what they decide to cover or not.
- The Royal Society Press team will be on hand to assist you with any media requests and logistics and institutional press office teams are also welcome to come along these days.
- Of course, if any media indicate in advance which exhibits they are interested in visiting at the press preview, we will be in touch to let you know.

Important visits:

Patrick Vallance, Minister for Science, Research and Innovation, will visit the exhibition from 5 – 6pm on Tuesday 30 June.

Members of the Royal Society's Public Engagement Committee will be visiting the exhibition from 12 – 1.30pm on Wednesday 1 July.

If you have any queries or concerns, please do not hesitate to contact me:

Chris Bell

Senior Public Engagement Officer

Email: exhibition@royalsociety.org

Telephone: +44 20 7451 2649