


From: Romero, James D j.romero@imperial.ac.uk 
Subject: RE: Mandatory GERF 2025 training - engaging audiences with your research
Date: 10 March 2025 at 15:24
To: Gryspeerdt, Edward e.gryspeerdt@imperial.ac.uk, Gardner, Leroy leroy.gardner@imperial.ac.uk, Cupertino Malheiros, Livia R l.cupertino-malheiros@imperial.ac.uk, Mao, Hui h.mao@imperial.ac.uk, Klemm, Cinzia c.klemm@imperial.ac.uk, Darkes, Mike m.darkes@imperial.ac.uk, Long, Kenneth R k.long@imperial.ac.uk, Galand, Marina I F m.galand@imperial.ac.uk, Nair, Vishnu v.nair16@imperial.ac.uk, Kyvelou, Pinelopi pinelopi.kyvelou@imperial.ac.uk, Meng, Xin xin.meng15@imperial.ac.uk, Ranne, Alex alex.ranne17@imperial.ac.uk, Maier, Heiko h.maier23@imperial.ac.uk

Hi everyone – thank you to those teams who I have met in the last month and spent time talking me through their ideas for the festival weekend. It's been great and inspiring hearing the exciting ideas you have been developing for our weekend in June.

At this point in the Festival planning. I wanted to bring us all together again to share where I have got to in mapping out the zone in the College Main Entrance (A zone now called the Eureka zone!!). I also had a number of requests for you to action, as well as documents to review and feedback on:

Early opening update – you may recall I mentioned in our opening kick-off meeting there was interest in organising some sort of preview of this zone for interested stakeholders. After exploring options of Friday afternoon or evening events, the final plan instead is now to open the Eureka zone an hour early on the Saturday morning (11:00-12:00) for returning Imperial alumni, as well as other stakeholder and VIP invitees. You won't need to prepare anything special for this early opening. Just make sure your exhibit stand is set up and two or three members of your team are on site to start engaging with attendees from 11:00 on that Saturday morning (the festival start time on the Sunday will be 12:00 as originally planned).

Floorplan – attached is a proposed floorplan for the College Main entrance. The numbers relate to your assigned activity ID which can be found on the draft equipment order (also attached, with more details below). The floorplan isn't to-scale and is simplified for now, focusing just on the items with the largest footprint – 6ft trestle tables, 5ft round tables and floorspaces reserved for items that I understand you will be bringing yourself (dashed lines). As you can see space is at premium in the College Main Entrance with the 10 research projects showcasing. As a result, some teams will find they have less table and / or floorspace than they might have requested. I hope you can all understand we try to make the festival a platform for as many Imperial teams to deliver public engagement as possible. And that means some teams have to slightly prioritise their offer to the public.

Equipment list – This draft equipment order is a complex form as it is the one that campus services ask us to fill in for the event booking. Hopefully you can see there are columns for the equipment campus services are providing you (columns J-AA), equipment and materials our public engagement team are providing you (columns AB-AH), and a column listing everything you might be bringing yourself (AI).

- RE: Plasma screens – As we mentioned in the original proposals form (and in the kick off meeting) plasma screens are the one furniture and equipment item we hire in for which we ask teams for a financial contribution. If you have request an LED screen on the draft equipment sheet, the Festival team will require your department to **contribute £300.00** to the hire of each screen. This must be paid via internal journal to IC.PVPE.G70074.162132.0.0.0. Please use the following in the description '**NAME OF TEAM LEAD_Screen Hire_Great Exhibition Road Festival 2025**'.

Please respond with any feedback on this floorplan and the draft equipment order by Friday 21st of March at the latest

Training – a reminder that each team are required to send at least one member of your festival exhibiting team to our festival training sessions in April - ideally it would be attended by the members of your team with more limited public engagement experience. [Great Exhibition Road Festival 2025 training Tickets, Multiple Dates | Eventbrite](#). This two and a half hour in-person session is a really practical look at how to introduce yourself and stimulate dialogue in a festival context, how to use key messages to have effective conversations, and how object handling demos can be used to deliver learning outcomes and memorable experiences for your public visitors.

Risk assessments – just a reminder that the deadline for engaging your faculty safety officers to discuss risk assessing your festival activities is the end of month. This only applies to teams who will be / think they will be required to tick some boxes in section 4A or 4B, as those additional mitigations will need to be signed off by a faculty level safety officer

Regards

James

From: Romero, James D

Sent: 03 February 2025 15:22

To: Gryspeerdt, Edward <e.gryspeerdt@imperial.ac.uk>; Gardner, Leroy <leroy.gardner@imperial.ac.uk>; Cupertino Malheiros, Livia R <l.cupertino-malheiros@imperial.ac.uk>; Mao, Hui <h.mao@imperial.ac.uk>; Klemm, Cinzia <c.klemm@imperial.ac.uk>; Darkes, Mike <m.darkes@imperial.ac.uk>; Long, Kenneth R <k.long@imperial.ac.uk>; Galand, Marina I F <m.galand@imperial.ac.uk>; Nair, Vishnu <v.nair16@imperial.ac.uk>; Kyvelou, Pinelopi <pinelopi.kyvelou@imperial.ac.uk>; Meng, Xin <xin.meng15@imperial.ac.uk>; Ranne, Alex <alex.ranne17@imperial.ac.uk>; Maier, Heiko <h.maier23@imperial.ac.uk>

Subject: Mandatory GERF 2025 training - engaging audiences with your research

Hi everyone – in the Festival kick off meeting we discussed a mandatory training session we would be running in April / May to which we are asking each team to send 1 or 2 members – ideally members of your team with more limited public engagement experience.

The link for you and / or your colleague to register is now live and here [Great Exhibition Road Festival 2025 training Tickets, Multiple Dates | Eventbrite](#)

This two and a half hour in-person session is a really practical look at how to introduce yourself and stimulate dialogue in a festival context, how to use key messages to have effective conversations, and how object handling demos can be used to deliver learning outcomes and memorable experiences for your public visitors.

The session is derived from the very successful and well received “Communication in Engagement Masterclass”, run by the capacity building side of Imperial Public Engagement team. As a result, if you have previously participated in this training (or the similar session we ran for Festival teams in 2024), we recommend that you do not attend and instead send another member of your team.

Regards

James Romero

Public Engagement Programmes Manager
Imperial College London

**GERF 2025_Equip order_College
Main Entrance teams.xlsx**
39 KB



GERF EU zone floorplan.docx

