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**\*\*Important\*\* ImpFest Contemplation Zone details**

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Dear all

You have said that you may be able to help at the Contemplation Zone this weekend, and here are some details for you. I've copied in Gareth and Alexandra as they have supported us in developing this. I went to the briefing yesterday, which was packed, and there was a real buzz of excitement. I think it will be fantastic.

**Availability**

This is my understanding of when you will be able to help. Please let me and Joanna know if this changes, or you want to be more specific. Everyone is current SciComm or SMP student except for Henry (SMP last year) and Charlotte (PhD student at MRC Hammersmith. If you know anyone else who would like to help, the more the merrier!

**Set up**

We can get into the space at 1pm on Friday, 9am on Saturday, and 11am on Sunday. We will be there then or shortly after; if anyone else happens to be around, we'd love to have some help. We'd prefer to get most things done on Friday, but can't predict. It would greatly help if you could get there before the public come in at midday so you can get a sense of the space and liaise with us.

**The space**

We have the 4 seminar rooms on the 1st floor of SAF, at the top of the stairs, opposite the lecture theatres. The nearest room is #122. We have split the area into 3 zones that will be partially divided by walls:

Joanna will be 'in charge' of the Relax/Reflect zone, and I will look after the two sound zones.

Aim of whole Zone (as in original proposal):

1. To create a space that allows people to have a break from the many exciting activities, be able to think, and if they wish, to have conversations, or listen to podcasts
2. To have a small number of focused events, to allow different interactions, in particular audio presentations of podcasts with Q&As with their makers
3. To engage also through a creative process (creation throughout the festival of an artistic sound piece with contribution and involvement of the visitors)
4. To make people more aware of Science Communication generally, and more specifically of the SciComm and SMP courses

... what happens on the day may not quite follow that, but I hope we can have a space where people can feel they can have conversations as equals, where their views are more important than ours, where they can be left alone if they want to (so is trying to be a little different from the rest of the festival). Having said that, people do need/like to know what is happening, especially when they come into the space, and may want their curiosity stimulated. Alexandra likened it to being in a high end restaurant or hotel - people are there when you need them and not when you don't - a real challenge! I also realise that you will each have your own interests and may want something different out of the event, and I think we each should try things out and see how they work!

Alexandra also said that the space we planned was a little like a big Science Communicator's office, and I like that idea that people are dipping into our world.

I also think you are likely to be asked what Science Communication is, so it might be worth thinking about. Of course you can make it personal - what it is for you / what interests you.

15,000 people came last year; an ~equal mix of visitors, alumni, and Imperial staff/students. So it may be very busy, but the idea is for this area to be a bit different, a little calmer, and it's also fine aren't many people

### **Relax/Reflect Zone**

This zone has:

- places to sit (hopefully including some comfortable armchairs)
- tables with materials on them (books, magazines, papers)
- on tables / walls etc are various scicomm group project objects, and hopefully all this might prompt some curiosity; some of the creators are around and could discuss them, and many of us saw them presented, but of course visitors may experience them differently.
- quotes - we hope to have relevant quotes both on a screen, and also as laminated cards on the tables, again as prompts

I see this as a place that has cues to stimulate ideas and conversation, if people want that. Note that we are right across the way from the lecture theatres, so people might come in before or after the lectures, and might be thinking about what they've just heard.

### **Podcast / Presentation zone**

This zone has headphones with access to 7' podcasts by current or previous students, on a wide range of topics. There are tables etc with just headphones and a list of podcasts to access online on your phone (including QR codes), and some Macs where you can plug into those

There are some seats in rows, and there is a screen which we hope will be being used most of the time, and some podcasts will be broadcast out loud. We would like to programme some of these with the maker there to ask questions.

### **Create a sound piece zone:**

Here there will be a Mac where a sound piece is being assembled, using audio from microphones either at the computer, or with someone going to speak to visitors. This activity may be periodic and timetabled (eg on the hour for 20'?), depending on how many helpers are available. The resultant pieces will be posted online and broadcast at the Festival.

### **Visitor comments**

There will be some places where visitors can post comments or ideas, especially in the Relax zone.

### **Dress**

We are planning to dress in dark colours (black?), and apparently there will be large badges that we can wear that should make us recognizable as helpers.

### **Evaluation**

We will aim to do some simple evaluations during the event, which (I think...) Joanna will coordinate.

### **Other Practicalities**

- I attach the Festival briefing in case you didn't get that. It includes safety information etc
- Water will be brought round - remember it's likely to be hot!
- Food vouchers will be distributed, which can be exchanged at most venues on site during the festival.
- There will be a Zone Manager from the Festival staff - probably Mike Jones or Katie Weeks - in case there are problems.

Above all, have fun! This is new and it may be something that the department does more formally in the future, so let's try things out, and see what works well and what might need changing!

See you on Friday/Saturday/Sunday, and please reply with issues, questions, ideas, things I've forgotten.

Neil