Meet the Scientists at the World Museum

Activity Information Form

1. **Activity title** (Think about a short, exciting and intriguing title)

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1. **Name and contact details of participants involved in delivering this activity**

(Please list first who will be the principal contact for your activity).

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| --- | --- | --- |
| **Name** | **Faculty / Department** | **Email & Telephone** |
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\*Add rows as needed.

1. **Activity description**  
   This description will be used for marketing purposes, please make it simple and engaging (70 words or less).

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1. **What will visitors learn or take away from your activity? What are your key messages?**

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1. **We are planning to set up a website for these events as a promotional tool and an online resource for people visiting the events. If you have digital, online material such as social media, blogs, videos, games, other online resources…that relate to your activity and that we could include on the website, please let us know.**

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1. **Please list below any resources which need to be sourced to run your activity (budget, materials, staff)?** In the first instance you should try to locate these resources within your Institute.

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1. **How much space in the Museum will you require? What infrastructure will you need (tables, chairs, power, wifi access, access to water…).** Please list below.

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1. **A formal risk assessment will need to be completed as part of your activity before it can take place in the Museum. Please could you list any potential hazards related to your activity (use of chemicals, potentially dangerous equipment…) below so that we can work with you, and the Museum, to manage these risks.**

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| n/a |

Please return completed copies to [HLSEngagement@liverpool.ac.uk](mailto:HLSEngagement@liverpool.ac.uk)