

22nd Science Picnic of Polish Radio and the Copernicus Science Centre

A PRACTICAL GUIDE – important information

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About the Picnic

The Science Picnic is Europe's largest outdoor event aimed at promoting science. Over the 21st years of its history, the Picnic has won popularity and become recognised far beyond Poland's borders. Scientific institutions, universities, student science clubs and cultural institutions present their latest research projects, sharing their knowledge and enthusiasm with visitors. The event offers a unique opportunity for those who work in science to present their achievements to a wide audience and, by the same token, to promote the importance of science for the life of society and the progress of civilization.

The benefits of participation

MAKE YOUR RESEARCH VISIBLE: The Picnic attracts many science enthusiasts, so you get an opportunity to tell them about your work, your discoveries and your passions.

SEE HOW OTHERS SEE YOU: Even if you think of your job as a part of your everyday life, those visiting the Picnic will find it exciting and prestigious. A change of perspective can be an interesting and motivating experience.

MEET YOUR PEERS: Picnic attracts people from more than 200 institutions from Poland and abroad (as many as 17 countries were represented in the 2017 edition), offering you an opportunity to exchange experiences. It is a good idea to learn from others.

SEE THE BIG PICTURE: Although the Picnic lasts just one day, we have spent years promoting the importance of science in everyday life and the development of any country. People like you build up confidence in scientists and their good image.

Where & when

WHERE: Warsaw, PGE Narodowy

WHEN: 9 June 2018



How to apply

You will need two documents to apply for participation:

1. **DECLARATION OF PARTICIPATION** (available at www.pikniknaukowy.pl in the tab FOR PARTICIPANTS). It should be printed out, completed and sent to the address indicated in the declaration (remember to include the seal of your institution). The final deadline for sending declarations is **29 November 2017** (the deciding date is the postmark date)
2. **APPLICATION FORM** – the form is available in electronic form on the site <http://www.pikniknaukowy.pl> in the PARTICIPATION tab. Instructions on how to complete the form correctly are to be found [here](#) or on the website <http://www.pikniknaukowy.pl> in the tab PARTICIPATION.

DEADLINE:

- The deadline for submitting the documents is **29 November 2017, 12:00 noon** For the declaration of participation, the date of submission is the postmark date.



DECLARATION OF PARTICIPATION



.....
(stamp of the institution)

**Declaration of Participation in the 20th Science Picnic of Polish Radio and the Copernicus Science Centre,
which will take place on 7 May 2016 in Warsaw.**

I declare that I wish to participate in the 20th Science Picnic

.....
(full name of the institution)

.....
(address of the institution)

.....
(NIP of the institution)

I confirm that I have read and accept the formal conditions for participation in the 20th Science Picnic, available at www.pikniknaukowy.pl and undertake to abide by them. I furthermore undertake to:

- Appoint a coordinator responsible for organizing Shows in accordance with the generally binding safety regulations and the Rules of the Picnic and Regulations of PGE National and cooperation with the Organizer;
- complete the Application Form, available on the website www.pikniknaukowy.pl;
- conduct Shows on the day of the Science Picnic, between the hours 11.00-20.00, including ensuring ongoing compliance and monitoring of the safety conditions at the Shows
- comply with the Rules of the Picnic and Regulations of the National Stadium and Fire Instructions of the Picnic and the National Stadium.

If I submit a withdrawal from participation in the Picnic to the Organizer later than 5 business days after receiving information about qualifying to participate in the Picnic and being awarded an equipped tent, and in the case of absence during the Picnic, I agree to cover partial costs of the organization of a site in the Picnic and the issue in this respect by the organizers of an invoice for the amount of 1 000 PLN net. *

* statement does not apply to sponsors

.....
(Date)

.....
(legible signature and personal stamp head of the institution)

Data for coordinator and Site supervisor during the Picnic (must be a person authorized to represent the institution or a full-time employee of the submitting institution):

Name and surname:

Email:

Cell phone number:

The Site will be supervised by (with the proviso that they must meet the conditions set out in the formal terms):

1. Name and surname:

Cell phone number:

2. Name and surname:

Cell phone number:

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3. Name and surname:
- Cell phone number:

I consent to the processing of my personal data for purposes related to the organization and promotion of the Science Picnic in accordance with the Act of August 29, 1997 on Personal Data Protection (t.j.2014, 1182) by Co-organizers and provide contact details to other parties for the same purposes. I declare that I have read and accept the formal Terms of participation in the 20th Science Picnic of Polish Radio S.A. and the Copernicus Science Centre, available at www.pikniknaukowy.pl and undertake to respect them.

.....
(legible signature of the coordinator)

Please be advised that the Administrators of personal data are the co-organizers of the Science Picnic: Copernicus Science Centre (00-390 Warszawa, ul. Coast Kościuszkowskie 20), Polish Radio SA (00-977 Warszawa, Al. Niepodległości 77/85) and PL.2012+ spółka z o.o. (Al. Księcia J. Poniatowski 1, 03-901 Warszawa). Everyone has the right to inspect their data and correct them. Data submission is voluntary.

Return address:

PIKNIK NAUKOWY

Centrum Nauki Kopernik

ul. Wybrzeże Kościuszkowskie 20

00-390 Warszawa



Schedule

- Deadline for applications – **29 November 2017, 12:00 noon**
- Deadline for feedback to institutions – **25 January 2018.**
- Deadline for correcting applications – **14 February 2018.**
- Deadline for information about qualification and supplies – **27 March 2018.**
- Second organizational meeting – **26 April 2018.**

THE PICNIC DAY: 9 June 2018

Application review

Review procedures and objectives

When reviewing applications, members of the Program Team work with the application coordinators to work out the final concept for Picnic events. Consequently, the purpose of this stage is not to judge and “grade” the applications, but to strive to make the most of the know-how possessed by the two sides: your professional expertise and our knowledge of the Picnic and its visitors. We review the applications to deliberately influence the character of the event through the prism of the following goals:

- to create a space for social dialogue on science and its role and to sensitize scientific institutions to the need for engaging in dialogue with the public
- to shape attitudes, values and skills that foster independent learning
- to promote social inclusion by offering access to “live science” to groups that otherwise do not enjoy such access.

Review of applications: technical details

The opinion process takes place in two stages:

Applications are evaluated independently by four experts on scientific communication.

I evaluation - consequently, each application can be:

1. accepted,
2. recommended for improvement.



II evaluation - consequently, each application can be:

1. accepted,
2. rejected – this happens in extreme situations; this may also be affected by how stands in previous years were evaluated.

The Program Team analyses the corrected applications very carefully. Please familiarize yourself with the Team's comments in detail.

Coordinators are informed of the results of evaluation by e-mail. If the Team recommends improvements, the Coordinator will have **more than two weeks from the date of receiving such information** from the organisers of the Picnic to put them into effect (**see schedule**). The **Application review step by step** is available [here](#) or at the website <http://www.pikniknaukowy.pl> in the tab PARTICIPATION.

Evaluation criteria

1. Does the stand **present scientific research**?

The very name Science Picnic suggests the main focus of the event. We believe that all applications should refer to science. However, as a result of proposing different evaluation categories, we have defined different scales for the institutions representing the category PRESENTATION OF PARTICIPANT'S OWN RESEARCH and for those from the remaining four categories.

2. Does the stand suit **the character of the event**?

The Science Picnic is an outdoor event, which imposes certain constraints on the form and content of what you will present in your tent. When composing your proposal, take into account the fact that its reception will be influenced by a variety of factors: above all, a huge number of visitors (a single stand may be visited even by several thousand people while the Picnic itself may attract about 100,000 visitors!), weather (warm/cold, wind, sun, rain, and so on), spatial limitations, duration (nine hours with no interruption), and being surrounded by a multitude of tents with plenty of attractions. We give a higher rating to applications that take such circumstances into account.

3. Is the stand **unique**?

We believe that the strength of the Picnic is its diversity. Institutions whose approach to the theme, form and/or content stand out among other applications will be given additional points.



When stands are evaluated on the day of the Picnic, an additional criterion is taken into account:

4. Is the way your content is presented **attractive and engaging** to visitors?

What you present is as important to visitors as how you present it. Sparking interest, delight, surprise and other positive emotions is the most valuable element of interaction between the participants and the audience. Talk to visitors, encourage them to try hands-on experiments, ask them questions, and be engaging. You will find more tips in the further sections of the guide (catalogue of best practices).

More tips can be found in a separate document *Tips and best practices* is available [here](#) or visit the picnic website <http://www.pikniknaukowy.pl> in the tab PARTICIPATION.

Safety - General Information

Our guests will happily participate in scientific shows and want to watch spectacular experiments. But they then want to return **safe and sound** to their homes. Please ensure that any show/experiment that is performed in front of with audience participation is **totally** safe for everyone involved. We call this the 101% safety rule. Non-observance of safety rules may result in the closure of the position. **Be sure to read the document *Security - step by step* available [here](#)** or visit the picnic website <http://www.pikniknaukowy.pl> in the tab PARTICIPATION.

Informational materials presented during the picnic

Presenting promotional materials containing the logo of sponsors/partners of corporations or institutions with whom the present collaborates is possible on some conditions:

- Information materials (banners, roll ups, flyers, posters, brochures, gadgets, etc.) include factual information about cooperation with the sponsor/partner.
- The total area of sponsor/partner logos may not represent more than 15% of one page of the materials. This means that if the booklet has 15 pages, on each page can appear next to the logo of the exhibitor the logo sponsor(s)/partner(s), but the total area of logos of sponsors/partners cannot occupy more than 15% of the area.
- Designs for the handouts that you intend to show/distribute during the Science Picnic should be sent to: piknik@kopernik.org.pl to be approved by the Organizers.
- Only those materials that have been approved by the Organizers can be used.



Contact

piknik@kopernik.org.pl

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Website:

www.pikniknaukowy.pl

Find us on Facebook:

<http://www.facebook.com/Pikniknaukowy>

