**International Upcycling Festival 2024 other contribution proposal form**

The second day of the International Upcycling Festival 2024 at the LCB (Leicester Creative Business) Depot (<https://lcbdepot.co.uk/>) will take place on Friday 12 April 2024, between 5pm and 9pm to engage with the local community people and industry stakeholders. We are inviting you to conduct workshops (both practical hands-on workshops and academic ones), exhibition, public speech, conversations, and others. You can propose one or more activities as long as you can manage them together. The completed form should be submitted directly to [Kyungeun.sung@dmu.ac.uk](mailto:Kyungeun.sung@dmu.ac.uk) via email. Please **rename your proposal document to include your full name.** If the file size is too big, when submitting images/videos for your exhibition proposal, please use WeTransfer (<https://wetransfer.com/>).

In terms of your travel support, we can only support one leading person. If you need more people to help organise your activity, other people’s travel should be funded by their organisation/institution, or you need to team up with other attendees who will be at the event.

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| **Contributor(s)** | Name / affiliation / country / email |  |
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| Insert rows if you have more people |  |
| **Type of your contribution** | Academic workshop | Tick one or several |
| Conversations (or panel discussions) |  |
| Exhibition |  |
| Practical hands-on upcycling workshop |  |
| Public speech |  |
| Other: please specify |  |
| **Academic or practical hands-on upcycling workshop / conversations (panel discussions)** | | |
| **Title of the session** | Please write something exciting and catchy for the general public |  |
| **Aim of the session** | Please describe the aim succinctly (e.g., upcycling inspiration and skills development for families with younger children) |  |
| **Main activities** | Please explain what is going to happen, step by step if you can |  |
| **Organiser autobiography** | Please write a short autobiography including your affiliation (100-200 words) – this will be communicated for event promotion |  |
| **Duration of the session** | 1 hour, 2 hours, 3 hours, or 4 hours (you can also say, for example, 1 hour session and 1 hour break and another 1 hour repeat session) |  |
| **Needed resources** | For example, computer, projector, tables, and chairs (how many) |  |
| **Number of participants that can be taken** | For example, 10, 20, 30, 40… |  |
| **Exhibition** | | |
| **Title of your work** | Please write something exciting and catchy for the general public |  |
| **Format / materials** | Is it wall-based, hung, model, screen, VR, installation, performance, glass, ceramic, textile, metals, print, canvas, etc.? |  |
| **Description of work** | Please describe about the piece(s) you would like to exhibit |  |
| **Sale price** | Sale price for each piece including VAT (If for sale) |  |
| **How to purchase** | We do not take any commission but you must arrange the sale by yourself (e.g., via etsy link, website, email, phone number) (if for sale) |  |
| **Exhibitor autobiography** | Please write a short autobiography including your affiliation (100-200 words) – this will be displayed together with your work |  |
| **Social media** | Please share your social media handles (e.g., @lcbdepot) – for potential online promotion by LCB Depot |  |
| **Hashtags** | Any hash tags you want to use to describe you and your work - for potential online promotion by LCB Depot |  |
| **Website URL** | If you have a website add the link here - for potential online promotion by LCB Depot |  |
| **Display notes** | Dimensions (especially important for the Organising Team to arrange the exhibition space, plinths, etc.), specific installation requirements, etc. |  |
| **Phone number** | Just in case we need to get in touch with you quickly about any enquiries |  |
| **Exhibition duration** | How long can you exhibit? For example, Friday 12 April only, for 1 week, for 2 weeks, etc. We cannot cover shipping cost. You need to collect the exhibits in person (unless it’s screen-based digital contents display). |  |
| **Images / videos of your work** | Please pick a maximum of 6 of your best images (JPEGs or PNGs only) or 3 videos (MP4 format only). Please name your files ‘Your Name, name of work’. Send them together with this document. | |
| **Insurance – IMPORTANT** | LCB Depot has standard public liability insurance but this will not cover your work. Please make sure that you have taken your own insurance against any valuable work. You can see more options at <https://www.a-n.co.uk/about/insurance/> | |
| **Public speech** | | |
| **Speech title** | Please write something exciting and catchy for the general public |  |
| **Main speech contents** | Please summarise your presentation / speech in a succinct way (50-100 words) |  |
| **Speaker / presenter autobiography** | Please write a short autobiography including your affiliation (100-200 words) – this will be communicated for event promotion |  |
| **Speech duration** | 30 minutes or 1 hour |  |
| **Presentation slides** | Are you going to use presentation slides? | Yes / no |
| **Other** | | |
|  |  | Please use this space to suggest other activities |
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