**The Living Well Oxford “pop-up shop”, May 2017**

**Researcher Application Form**

Living Well Oxford is a collaborative partnership between Science Oxford, the Oxford Academic Health Science Network (Oxford AHSN) and the Oxford Health Experiences Institute. We have secured **funding from** **Wellcome** to develop and run the **“Ageing: From Birth and Beyond” “pop-up shop”** of interactive exhibits, activities and opportunities, which will open for one week in May 2017.

We would like to emphasise ageing’s relevance to everyone, as our bodies change and develop in different ways throughout our lives, not only in our later years. We will include content on ageing from different perspectives, such as changes over time in our brains, bones and risk of disease. We are interpreting “ageing” in a broad sense, and would like to have content which is appealing to the range of people who constitute the shoppers at Templars Square. There will be a strand of the “pop-up shop” which focusses on dementia, as this is an area of extensive research in Oxford.

***What is the Living Well Oxford “pop-up shop”?***

* A temporary exhibition / activity space, entitled “Ageing: From Birth and Beyond”
* A unique engagement opportunity to bring Oxford’s research into the local community
* **We want the local community to feel connected to Oxford’s research, and *vice versa.***

***Who is funding the “pop-up shop”?***

* The initial development of the “pop-up shop” has been funded by Science Oxford and Oxford AHSN.
* A Wellcome People Award (1st September 2016 – 31st August 2017) has been secured to fund the further development, delivery and evaluation of the “pop-up shop”.
* **There is no charge for participating in the “pop-up shop”.**

***Where and when will it be?***

* Templars Square Shopping Centre in Cowley
* Provisional dates Monday 15th – Sunday 21st May 2017, to tie in with Dementia Awareness Week
* We anticipate that researchers will be unlikely to be able to commit to all 7 days, so suggest you attend for up to 3 consecutive days.

***What form will the “pop-up shop” take?***

* We will have space in Bank Court (the open area by the banks, at the top of the escalator and stairs), and in Bank Court Chambers (some rooms upstairs). It is anticipated that the activities in Bank Court will be predominantly drop-in style hands-on activities. Bank Court Chambers will provide additional quieter space, *e.g*. for hosting talks and playing video / film content, and will provide the opportunity for visitors to have a longer dwell time with the activities and for talking to the shop participants.

***Who will be the audience for the “pop-up shop”?***

* Templars Square is the largest covered shopping centre in Oxfordshire, servicing the Leys and Rose Hill, parts of which are amongst the 10 % most deprived in England. Typical daily footfall is between 15,000 and 18,000, and visitors to the Centre include young people, families and retired people.
* The audience will be Templars Square’s existing visitors and those attracted by the event marketing.

***What is the timeframe?***

|  |  |
| --- | --- |
| 23rd December 2016 | Closing date for applications |
| 28th February 2017 | All activities developed |
| March and April 2017 | Activities to be trialled, *e.g*. at BrainFest or the BRC open day |
| May 2017 | Delivery of activities in “pop-up shop” |
| June 2017 | Celebration event for all project participants |

***Who will participate?***

* Researchers and clinicians from the Medical Sciences Division at the University of Oxford and the Faculty of Health and Life Sciences at Oxford Brookes University
* Non-academic clinicians
* Local community groups, *e.g.* MIND
* Local charities and public health providers, *e.g.* Guideposts
* We want to inspire the project participants to share their stories and passion in innovative ways, which will in turn stimulate and engage the public.

***How will the content be developed?***

* The “pop-up shop” will provide a range of engagement opportunities for the public, and is likely to include hands-on activities, short talks / demonstrations and information stands.
* We will be consulting with seldom-heard community groups local to Templars Square, to find out what types of engagement opportunities they would like in the “pop-up shop”.
* We will work with researchers to develop appropriate content (either by generating new activities or adapting existing activities), to highlight the research in a way which is most accessible for the audience. In this way, the activities produced will be of greatest relevance to the audience, and will hopefully encourage more meaningful interactions.
* Activities will be designed such that they complement each other collectively, but are also effective individually, so they are suitable for use in other events / venues in the future.
* The non-research parts of the “pop-up shop” will complement the research-related activities, and will provide supplementary activities, information and signposting.

***How will the “pop-up shop” be evaluated?***

* We have commissioned Elizabeth Jeavans and Sarah Jenkins as the external evaluators, who will work with us to develop the evaluation framework and tools.

***How will you benefit from being involved?***

* You will engage with the local Oxford community in the community, and discuss the implications of your work with the general public in an accessible way.
* You will be supported to develop an activity which can be used for other engagement opportunities, such as Oxfordshire Science Festival, Oxford Open Doors or University open days.
* Your involvement will build capacity for public engagement within your group / department.
* Your involvement can be included in REF impact case studies and Athena SWAN.

***What do we need from you?***

* *Commitment*: please submit your application form by 23rd December 2016
* *Time*: to attend meetings, to develop your activity, to trial your activity
* *Volunteers*: to present your activity at the “pop-up shop”
* *Budget*: we have a small budget for activity development, however if you are able to supplement this from your own internal public engagement funds the central funding will go further

***What will be the legacy of the “pop-up shop”?***

* The “pop-up shop” is the first standalone Living Well Oxford event, which will build on the expertise and experience gained through previous collaborative events, such as during Oxfordshire Science Festival 2016 (see our blog for further details: <https://livingwelloxford.wordpress.com/>).
* The learning and recommendations from the “pop-up shop” evaluation will be used to inform future grant proposals to secure funding to grow the project.
* As the Living Well Oxford project grows, we hope to galvanise a group of project supporters from among the “pop-up shop” participants who can be involved in future events and initiatives.
* The long-term aim is to develop a public space to support the exploration and understanding of health and healthcare (see our blog for further details: <https://livingwelloxford.wordpress.com/>).

**Living Well Oxford “pop-up shop” Researcher Application Form**

**About you**

Principal applicant

Position / role

Group name

Department / Organisation

Contact e mail address

Contact telephone number

**About your proposed activity**

Activity summary (50 words)

***Type of activity***:

Hands-on activity \_\_\_\_

Short talk with audience Q & A \_\_\_\_

Digital content, *e.g*. video interview, animation \_\_\_\_

Film screening \_\_\_\_

Other

**Please provide a longer description of your activity** (500 words)**, detailing the following:**

* **How does it link to the “pop-up shop” themes?**
* **Why will your activity interest and engage the Templars Square audience?**
* **What are the take-home messages of your activity in the context of “living well”?**

**Funding**

**There is no charge to participate in the “pop-up shop”**. We have a small budget which can be used for the development of activities, *e.g*. to purchase materials or consumables. As a guide we can provide up to £50 *per* research group, however, it would be useful for us to know if you have access to other funds.

Could you access any internal funds to support the development of your activity? \_\_\_\_

**Logistics**

We can provide tables, chairs and display boards.

***Does your activity require***:

Power \_\_\_\_

Internet connection \_\_\_\_

Something else

How much space will you need?

***Preference for location of activity***:

Open drop-in area \_\_\_\_

Upstairs rooms \_\_\_\_

We will be planning the layout nearer the time, and will confirm the space you have been allocated then.

**Risk assessment**

We will request a risk assessment from you nearer the time.

**Dates**

The “pop-up shop” will be open for one week, provisionally Monday 15th May to Sunday 21st May 2017 (provisional times: some days 9.00 am – 3.00 pm, some days 11.00 am – 4.00 pm). We realise that it is unlikely participants will be able to attend all 7 days, so are suggesting that we have a rolling programme of activities, with each activity running for up to 3 consecutive days. This way principal applicants only have to organise up to 3 days’ worth of team member volunteers to present their activity.

**What are your preferred dates for attending the “pop-up shop”?**

At this stage we are just looking for your preferences. We will confirm exact dates of attendance with you nearer the time, and will generate bespoke timetables for each research group according to availability. Please state any date preferences here:

Monday 15th May \_\_\_\_

Tuesday 16th May \_\_\_\_

Wednesday 17th May \_\_\_\_

Thursday 18th May \_\_\_\_

Friday 19th May \_\_\_\_

Saturday 20th May \_\_\_\_

Sunday 21st May \_\_\_\_

**Social media**

We would like to connect with all participants through social media. Does your group have a digital presence?

Website

Twitter

Please follow us on Twitter (@LivingWellOx) and take a look at our blog: <https://livingwelloxford.wordpress.com/>

**Publicity and photographs**

The Living Well Oxford team will be responsible for the marketing and publicity of the “pop-up shop”, however, you are more than welcome to also publicise it through your own media channels. By participating in the Living Well Oxford “pop-up shop” you agree that photographs may be taken.

We are delighted that you would like to join us for the inaugural Living Well Oxford “pop-up shop” in May 2017. If you have any questions about the “pop-up shop”, please contact the Living Well Oxford Programme Manager at [kate.castleden@scienceoxford.com](mailto:kate.castleden@scienceoxford.com) or 01865 810026.

Please return this form to [kate.castleden@scienceoxford.com](mailto:kate.castleden@scienceoxford.com) by **Friday 23rd December 2016**.