**QA807a Hardiman Research Building Exhibition Proposal Form**

Thank you for your interest in exhibiting at the Hardiman Research Building, NUI Galway. The Hardiman Research Exhibitions Committee welcomes exhibition proposals in all formats which would be appropriate for our various on-campus communities and the diverse range of visitors that the National University of Ireland Galway enjoys.

Please note that while proposals are welcome at any time, exhibitions are typically scheduled a number of months in advance.

Please review our *Exhibiting at the University of Galway Hardiman Research Building* policy before completing and submitting your proposal.

**CONTACT INFORMATION**

**Name of exhibitor:**

*(For groups please nominate a lead contact person)*

**Address:**

**Tel:**

*(Landline)*

**Mobile:**

**Email:**

**Website:**

*(If appropriate)*

**EXHIBITION DETAILS**

**Exhibition title:**

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**Exhibition Description (Theme(s)/Concept)**

*Please describe the themes and concept informing your proposed exhibition, including the key ideas to be explored, what you are aiming to communicate with your exhibition, what kind of experience do you want to create for your audience, and why you wish to exhibit this work in the exhibitions area at the Hardiman Research Building. Max 500 words.*

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**Exhibition Description (Pubic engagement value)**

*Please outline the relevancy of the research, underpinning the exhibition, for the general public; why the research is important/how and why you wish to disseminate it. Max 500 words.*

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**Exhibition Design**

*Please describe what the exhibition will look like installed. Include the proposed layout of your exhibition and outline any technical specifications. Max 500 words*.

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**Related Exhibition Events:**

*Please outline any added value that can be attached to your exhibition by means of lectures, gallery talks, seminars, workshops etc*.

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*Please identify any opportunities that may exist for touring the exhibition in due course, for publication(s) resulting from the research underpinning it, or any other potential reuse of the content.*

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**EXHIBITOR BIO OR CV:**

*Please attach a 1 page CV or short Bio*

**EXHIBITION COLLABORATORS:**

Please indicate any collaborators, partners, sponsors, contacts etc. involved with your exhibition, if appropriate:

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Please outline any potential commercial opportunities which your exhibition might afford, if appropriate:

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Will you require input from the Library’s Archives/Special Collections Staff in the development of your exhibition?

* Yes
* No

If yes please indicate the extent of the input required:

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Are you planning to use items from the James Hardiman Library Archives/Special Collections?

* Yes
* No

If yes please indicate the items you are interested in utilising:

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**BUDGET**

*Please provide budget details or funding sources for your proposed exhibition and any related events i.e. launch, marketing, lectures, seminars etc. Please also indicate if there are any sponsorship opportunities which could attach to your exhibition.*

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**PREFERRED EXHIBITION PERIOD**

*Please indicate your preferred exhibition period, noting that schedule preferences cannot be guaranteed*

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**PREFERRED EXHIBITION SPACE**

*Please tick your preferred space*

* Main exhibition space – comprising 24 display panels and LCD Screen
* Video Wall (3 LCD Screens x 3 LCD Screens)
* Projector Screen/Wall

**ALL PROPOSALS MUST BE RETURNED ELECTRONICALLY BY EMAIL ONLY PLEASE TO:**

[hrbexhibitions@universityofgalway.ie](mailto:hrbexhibitions@universityofgalway.ie)