



## **Student Nights: MIT Museum After Hours**

*Student Nights* is a series of evening events at the MIT Museum designed to support student activities that align with the goals of the Museum, which include:

- 1) public engagement with research at MIT;
- 2) innovation in art and technology; and
- 3) connections between the MIT community and the general public.

While some events are organized by Museum staff, most of the programs are designed, planned and implemented by MIT students. Past events have included –

- Innovation Night – a poster session and reception designed for sharing innovative ideas and technologies from MIT with the public;
- Entrepreneurship Panel (as a part of Global E-Week) – where successful entrepreneurs (including the developers of Rock Band and Guitar Hero, RedShirt Systems and Endeca) discussed the trials and tribulations of starting their own ventures; and
- MOVement LOoper (MOLO) Performance and Demonstration – where MIT students showed off a new technology that integrate real-time video manipulation with wireless control for the purposes of promoting novel dance choreography and performance

**Starting in Spring 2009, the MIT Museum will support ASA-approved student groups interested in holding programs at the Museum through *Student Nights* grants of up to \$2,000 and free access to MIT Museum resources. We are particularly interested in outreach events that connect MIT to members of the general public: K-12 students, families and/or adult Museum visitors.**

The following guidelines provide more information on *Student Nights* grants.

## **Student Nights: MIT Museum After Hours Grant Funding Policy and Criteria**

The MIT Museum is looking for students to help plan our next series of *Student Nights*! Friday nights at the Museum are reserved to support student life at MIT and to make research and innovation available to the wider community. We welcome ASA-approved student groups to submit proposals for events at the Museum that fulfill the goals stated below.

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### **Event Requirements:**

Grant proposals must be in support of public events held at MIT Museum on Friday evenings between 5pm and 10pm. Up to 3 grants will be awarded for the 2009 spring semester, and up to 5 will be awarded for the 2009-2010 academic year.

The content or theme of proposed events must fall into at least one of the categories below:

- Public Engagement with Research at MIT (PERMIT) – in which you engage the wider community in MIT’s research and teaching in science, technology and other areas of scholarship in ways that best serve the nation and the world in the 21st century;
- Innovation in Art and Technology – in which you engage or showcase interdisciplinary projects in art, science, technology or performance in ways that highlight MIT’s longstanding support of innovation within these areas; and
- Connection between MIT and the general public – in which you provide opportunities for the MIT community to connect with the general public in fruitful and productive ways.

In general, preference will be given to events that reach the general public - that is, K-12 students, families, and/or adult visitors.

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### **Grant Support:**

Support for student groups comes in two forms: Museum resources and funding. Details are outlined below:

#### 1) MIT Museum resources:

*Student Nights* are collaborations between MIT students and the Museum staff. If your event is chosen for this series, we offer free use of Museum space, event amenities, and staff assistance.

- **SPACE** - The MIT Museum comprises 15,000 square feet of gallery space on two floors at 265 Massachusetts Avenue (N51-N52). Available spaces in the Museum include the MIT360 media space on the first floor, as well most galleries and conference rooms on the 2<sup>nd</sup> floor. You are welcome to come for a visit (you get free admission to the museum as long as you have your MIT ID) to look at particular spaces. More general information on space use is available here: <http://web.mit.edu/museum/rental/guidelines.html>

- MATERIALS/AMENITIES - *Student Nights* grant recipients are also free to use the Museum's dedicated event resources, including installed and portable sound systems, video projection and screens, event furniture, and MIT-themed exhibits and galleries.

We also welcome you to incorporate materials from the MIT Museum collections into your event. The Museum houses over one million artifacts, prints, rare books, technical archives, drawings, photographs, films and holograms dating from 7th century BCE to today. The collections reflect the wide interests of the MIT community from the founding in 1861, to current cutting edge MIT research. The collections support research, publication, restoration, education, public programs and exhibitions. We would love to hear your ideas about how to use the collections as part of your event! Our ever-expanding online database of these artifacts is available here: <http://webmuseum.mit.edu/>

*\*Note:* Many of the Museum objects and artifacts are extremely delicate and require special handling and display; if you are considering using something from our collection as part of your event, please consult us about your idea before submitting your proposal to see what the possibilities are.

- STAFF ASSISTANCE - MIT Museum produces over 200 innovative, engaging events per year on topics ranging from science communication to video art. We are particularly well versed in public communication around science and technology and can assist you in crafting successful public events to communicate your accomplishments in and outside of the laboratory. Upon request, MIT Museum staff can support student events through: event format and schedule consultation, equipment setup and arrangement, AV support, and coordination of outside services (e.g. catering, entertainment). The Museum staff can also assist groups in developing promotion/publicity plans, especially in regards to reaching the general public.

## 2) Funding

The Museum will provide funding of up to \$2,000 for *Student Nights* events. This money should be used to cover external expenses including:

- Catering (use of our preferred caterers or MIT-affiliated catering, is required for any food needs, please see list of on our website – <http://web.mit.edu/museum/rental/caterers.html> – *\*Note:* you are NOT allowed to bring in your own food);
- Marketing and publicity;
- Any permits and fees associated with the event; and
- Event preparation, materials (including equipment rentals) and services (including needed professional staff, e.g., musicians, DJs, food servers).

The funding can NOT cover:

- Individual compensation (i.e., stipends for students' own time or work in creating the project); and
- Retroactive support (for an event that has already occurred at the Museum, which has not approved through this grant process).

Funding will only be given in the form of reimbursement to your student group account

after the approved event has occurred and you submit a final report with accompanying receipts.

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## Applying for the Grant:

### Application Proposal

Applicants are required to submit a written proposal (electronically is okay) including the items below:

- Event description (including how the content/theme of the event fulfills the *Student Nights* goals listed above)
- Intended audience
- Dates proposed, and
- Event budget (i.e., approximate budget breakdown of what you are requesting up to \$2,000, please e-mail or call if you have any questions).

If you have any questions about your event before your application submission, we welcome you to contact us. We would be happy to provide feedback and suggestions.

Event proposals and inquiries should be directed to Debora Lui (Programs Coordinator, MIT Museum): [dlui@mit.edu](mailto:dlui@mit.edu) or 617-253-0528.

### Eligibility:

- MIT ASA-approved student groups with MIT accounts are eligible for *Student Nights* grants.
- If you are an individual or a course interested in holding an event at the Museum, you are not eligible for this grant, HOWEVER, please contact us about alternative options. We may be able to accommodate you under other Museum programs.
- Recipient groups may only receive one grant per semester.

### Timeline/Deadlines:

For Spring 2009, proposals must be received by Wednesday, **April 1, 2009** for events between April 17 and May 29, 2009 (excluding May 1, which is reserved for Cambridge Science Festival events). For the 2009-2010 academic year, please stay tuned to our website for the latest information on proposal deadlines (<http://web.mit.edu/museum/programs/index.html>).

Proposals are reviewed by the programs staff at the MIT Museum. Applicants will be notified of the decision within one week of submitting their applications. Up to 3 grants will be awarded for the 2009 spring semester, and up to 5 will be awarded for the 2009-2010 academic year.

A final report (guidelines below), including a financial statement and receipts, must be submitted within 3 weeks after the event has occurred.

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## For Recipients:

Once you received a *Student Nights* grant, you will be required to meet at least once before your event with the Programs staff at the MIT Museum. Staffing, materials needed, catering and other logistics will be discussed. At least 2 people from your group will be required to help with both setup and cleanup for your events, so plan accordingly.

Reimbursement for event costs will be given after completion of the event and receipt of the final report outlined below. The funds will be directly deposited into your MIT student group account.

Final Report Guidelines:

If you receive a grant, you must submit a final report within the 3 weeks following your event. The report must include:

- 1) Event outcome, including:
  - A brief description of the event, and a statement about how well you think you accomplished the goals of *Student Nights*;
  - Details about who and how many people were in attendance; and
  - A self-reflection of your successes and/or what you might have done differently, as well as advice for future students planning *Student Nights* events.
- 2) Financial statement, which itemizes actual expenses for the project and includes receipts; and
- 3) Event publicity resources, including print materials (e.g., programs, fliers & advertisements, etc.) and/or digital images or video (if taken) from your event.

Final reports must be submitted in person during a final meeting with Museum programs staff, where we will discuss the contents of the report. Failure to submit a final report or meet with the Museum staff may slow down the reimbursement process and jeopardize future grant applications.

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**Contact:**

For any other questions or comments, please contact Debora Lui (Programs Coordinator, MIT Museum): [dlui@mit.edu](mailto:dlui@mit.edu) or 617-253-0528.