

**Exhibition request form**

Please read the criteria for exhibitions for MSPs before requesting an exhibition. This information is available at [www.parliament.scot/get-involved](https://www.parliament.scot/get-involved). Please return the completed form by email to eventsandexhibitions@parliament.scot.

# Contact information

## Sponsoring MSP

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## Is MSP sponsoring the exhibition as an MSP or as a Government Minister?

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## Exhibition title

This should be a maximum of 50 characters including spaces

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## Name of your organisation

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## Organisation website

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## Contact name

Provide the contact who will work with our team in the planning stages

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## Contact number

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## Work mobile number

Do not provide a personal mobile number

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## Email

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## Contact address

Where possible do not provide personal home address

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## Postcode

Where possible do not provide personal home address

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# Security clearance

## Staff member 1

### Name

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### Email address for security form

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## Staff member 2

### Name

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### Email address for security form

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We handle any personal information you give us when making an enquiry or requesting a booking in line with data protection laws. Privacy Notices which provide more information are available at [www.parliament.scot/about/information-rights/data-protection/privacy-notices](http://www.parliament.scot/about/information-rights/data-protection/privacy-notices) or you can contact us for more information.

# Dates

Exhibitions for Members take place Tuesdays to Thursdays, when parliament is sitting. Please see [www.parliament.scot/about/how-parliament-works/recess-dates](https://www.parliament.scot/about/how-parliament-works/recess-dates) for sitting and recess dates. Please let us know if you would like us to consider particular dates. For example, a commemoration or anniversary. Please note, it is not always possible for us to allocate your preferred dates.

## Preferred week

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## Reason for preference

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# Exhibition aims

**The focus and aim of Member-sponsored exhibitions is to engage with and support Members in their parliamentary role.**

Please describe how your exhibition is relevant to the work of the Scottish Parliament and/or how it will support MSPs in their parliamentary role. For example, by informing them about a specific issue.

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# Exhibition description

Please describe clearly what your exhibition will be about.

Please describe the format and size of your display. Displays must fit within the gallery walling area provided. Displays are not able to play sound, except through headphones, as they are located near busy office and meeting areas.

Please email any relevant attachments, such as images or designs, to eventsandexhibitions@parliament.scot. It is helpful to include your organisation name and exhibition title in the email subject header.

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# Organisation aims

Please provide a short description of your organisation’s aims and objectives.

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# Equipment

We provide gallery walling (4.9 metres in length and 1.9 metres in height) which includes lighting and a 24” monitor with a USB port. We will also provide a table and two chairs in front of the displays unless you request these are removed. Please confirm your requirements:

Table required?[ ]

Two chairs required? [ ]

## Other requirement

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# Accessibility

Please advise us if any of your staff or contractors have accessibility requirements they would like us to be aware of. Please provide details or contact us at eventsandexhibitions@parliament.scot or on 0131 348 6933.

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Once you have completed this form in full please save it and send it to eventsandexhibitions@parliament.scot.