

# Submission Guidelines

Funded by the Department of Digital, Culture, Media and Sport, **"Life in the Time of Corona: Collective Memory of the Chinese Communities in the UK"** is a new oral history project of Ming-Ai (London) Institute under the Culture Recovery Fund. One of the project outcomes is to collect and collate the stories during the national lockdown (23 March to 4 July 2020) because of the coronavirus pandemic, and make these as the collective memory of the Chinese communities in the UK. It can be individual experience, or on behalf of a community group.

We are waiting for your contribution to colour the picture of the Chinese communities in the UK, it is a valuable and important collective memory for the future generation. Let's start to record our own history, we are here for culture!

## **We would like to hear about your personal experiences related to the coronavirus pandemic on:**

- Hate crime or racial injustice
- If you are a key worker, tell us about your work arrangement during that period
- COVID-patient (hospitalised or home recuperated), how you combated the illness
- Loss of your loved ones due to the coronavirus
- If you are home isolated or quarantined, how your family members and neighbours supported you
- Your thoughts and experiences on Thursdays' clapping for NHS workers
- Your thoughts on facial mask debate
- If you are NHS volunteer, share your experience
- The difficulties of your business/work encountered
- The activities you did during the lockdown (how you spent your time if you were furloughed)
- Your postponed wedding, holiday plan, event, etc.
- Shopping experience (panic buying, stockpiling)
- How you dealt with your children with schooling at home
- Any artistic works created because of lockdown/pandemic
- How the coronavirus pandemic affected you
- If you are representing a community group (non-profit organisation), tell us how your organisation supported your members
- Any other special experiences, not listed above...

## **We are looking for any of the following works (or any other artistic expressions not listed here):**

- Articles, Poetry, Diary, etc. (either English or Chinese, or bilingual, no word limit, submit in word format. If there are photos/images included, please send the images separately in jpeg format)
- Play (either English or Chinese, no word limit, submit in word format)
- Music (description required, submit in mp4 format)
- Photography (caption required, submit in jpeg format with minimum resolution 1MB, the higher the better)
- Calligraphy, Painting, Cartoon, etc. (caption required, submit in jpeg format with minimum resolution 1MB, the higher the better)
- Image/photo of the artwork (caption required, submit in jpeg format; or 360-degree video)
- Video clip (telling your story instead of writing, preferably with subtitles, spoken language can be in English or any Chinese dialects, submit in mp4 format)
- Animation (submit in mp4 format)

**You are welcome to submit more than one work! By submitting your work, it means you have read and agreed with our Terms and Conditions stated on our project website.**

**Submission Deadline:** 28 February 2021 (for the project presentation in Spring 2021)

**How to Submit:**

1) Email your work to [corona@ming-ai.org.uk](mailto:corona@ming-ai.org.uk) with the subject title of "Collective Memory Project". If your file is too large, please contact us and we will provide other file transfer method.

2) Please provide the basic information in your email:

- a. **English Full Name** (with Chinese name if applicable)
- b. **Your City / Town and Region**  
(Regions: Scotland, Northern Ireland, Wales, North East, North West, Yorkshire and the Humber, West Midlands, East Midlands, South West, South East, East of England, Greater London)
- c. Name of Parents or Guardian (if applicable)
- d. Position and Organisation Name (if applicable)
- e. Your Photo (optional)
- f. Age as at the Date of Submission (optional)

## **Terms and Conditions**

These terms and conditions apply to you if you have submitted content to Ming-Ai (London) Institute via the email address for the "**Life in the Time of Corona: Collective Memory of the Chinese Communities in the UK**" project. These terms and conditions apply to individuals and organisations as stated on our project website ([www.britishchineseheritagecentre.org.uk](http://www.britishchineseheritagecentre.org.uk)).

1. You represent to us that any articles, photos/ images and any other content you submit is your original content or properly licensed content that you have the express right and permission to license to us, does not infringe or violate any law, rule or regulation or the rights or intellectual property rights of any person or entity (or encourage anyone else to do so), inaccurate or inflammatory; and is not obscene, defamatory, threatening, pornographic, harassing, hateful, racially or ethnically offensive, is not an advertisement or solicitation of business or contributions.

2. It is a history project, by submitting the content you are legally responsible to fully authenticate the truth if you are presenting an event or incident.

3. Ming-Ai (London) Institute retains the right not to publish any content submitted to us, without need for justification or explanation. We retain the right to use (online or otherwise) content submitted to us after initial publication without notification of the copyright owner. We also retain the right to edit content submitted to us. Content may be edited for the following reasons:

- To correct spelling mistakes
- To correct grammatical mistakes
- To format the article (or work) in line with others
- To ensure the article (or work) meets the terms and conditions

4. By submitting a photo/ image to Ming-Ai (London) Institute, you agree that Ming-Ai (London) Institute reserves the right to publish the image on project website and across our social media accounts. You agree that Ming-Ai (London) Institute may publish photos submitted to us at any time after initial publication and alongside other articles and content without written credit to you, the copyright holder.

5. Your article (or work) may be featured at the top of the front page and shared through our social media accounts. You agree that Ming-Ai (London) Institute has the right to use any content submitted to us for promotional or educational purposes.

6. Anyone below 18 years old, your work must be agreed and submitted by your parents or guardian.

7. You agree to be contacted on contact details you provide where necessary, to inform or consult you on information relating to your articles or your interaction with Ming-Ai (London) Institute. This does not constitute being added to our Mailing List.

8. If you violate any of the terms (above), which you agree to by sending content to us via our email, or we receive an inquiry or complaint about your post, you agree that you are responsible, and you agree to indemnify and hold harmless Ming-Ai (London) Institute for all resulting claims and liabilities.