

## Organizing An Interscholastic Symposium

- 1) Elect/select a symposium director
  - a. Responsibilities of a symposium director
    - i. Communication
    - ii. Coordination
    - iii. Facility/System Requirements
    - iv. Formation of Symposium Team
      1. Any number of members to help with various aspects of planning
- 2) Decide on a topic or direction for the symposium
- 3) Develop an "Information Form" and an "Interest Form"
  - a. Information Form Should Include the following
    - i. Brief Description of Goal
    - ii. Information on topic/direction of symposium
  - b. Interest Form Should Outline the following
    - i. Name of Presentation
    - ii. Approximate Length
      1. Time
      2. Slides
    - iii. Brief Summary of Presentation
- 4) Scheduling
  - a. Set an agenda /schedule
    - i. Allow time for people to arrive/leave as they please
  - b. Select and schedule a venue
  - c. Schedule all equipment needed
  - d. Set up registration system
- 5) Contact Presenters of Interest
  - a. Send out Information/Interest Forms
  - b. Set a deadline for responses
- 6) 4-6 Weeks prior to date of event
  - a. Presenters should begin to develop their slideshows
  - b. Advertisement should begin
    - i. Email
    - ii. Posters
    - iii. Flyers
- 7) 1 week prior to the event
  - a. Reminder email for the symposium
- 8) Day before the event
  - a. Final reminder for the symposium via E-Mail
- 9) Day of the event
  - a. Symposium director responsible for the following
    - i. Insure event starts on time

- ii. All powerpoint/slide shows are loaded
- iii. Introduction of all speakers