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