



# How to organise a symposium

**School for Life - SoLIFE**  
**Comenius multilateral school project (2010-2012)**

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## HOW TO ORGANIZE A SYMPOSIUM



### Before the event

- Decide on a time and date
- Prepare a checklist
- Decide on the event site
- Decide on the event programme
- Work on a budget (estimate costs)
- Get recommendations for entertainment;
- Brainstorming for the name of the event
- Organizing teams
- Define tasks for group work
- Organize a guest list
- Contact the Media for the event coverage
- Prepare invitations
- Collect the materials from the partners
- Get the curriculum from the speakers
- Set menu with caterer for food and beverages
- Prepare the decoration of the venue / table arrangements
- Prepare a Questionnaire for the evaluation of the event
- Make certificates for different kinds of cooperation
- Prepare badges for the staff
- Prepare attendee conference packets (a copy of the program, folders, pens, and so on)
- Prepare audio / visual equipment
- Getting video and music materials for atmosphere preparation
- Secure one volunteer to assist with emergencies
- Check audio / visual / Internet equipment
- Hold final rehearsal
- Define positions
- Go through the checklist points
- Prepare flowers for the speakers



## Event Planning Checklist - Symposium

### ***3 Months Ahead***

Yes / No

- Decide on a time and date
- Decide on event site
- Get cost estimates (food, drinks, etc.)
- Get recommendations for entertainment;
- Come up with a name for the event
- Invite VIPs
- Select photographers and cameramen

### ***1 to 2 Months Ahead***

- Prepare final copy for invitations, posters
- Complete mailing lists for invitations
- Invite teachers who might be interested in the topic.
- Contact some teachers for taking their students to the event
- Set menu with caterer for food and beverages
- Begin recruiting small group facilitators

### ***2 Weeks Before***

- Distribute posters
- Confirm decorations.
- Prepare a Questionnaire for the evaluation of the event.
- Prepare badges for the staff
- Prepare attendee conference packets  
(a copy of the program, folders, pens, and so on)

### ***1 Week Before***

- Meeting for last-minute details
- Confirm number attending
- Finish seating/table arrangements
- Prepare audio/visual equipment
- Secure one volunteer to assist with emergencies
- Finalize catering guarantee, refreshments
- Schedule rehearsals

### ***Day Before Event***

- Visit the location; check audio/visual/Internet technology
- Confirm decoration
- Recheck all equipment and supplies to be brought to the event
- Hold final rehearsal
- Lay out all clothes that you will need the day of the event

### ***Event Day***

- Arrive early (with your change of clothes)
- Make sure nothing is missing
- Set the projector with the project information
- Go to defined position and welcome speakers and guests



## During the event

- Welcoming the guests
- Offering them folders with materials
- Engaging the audience by means of audio and visual materials
- Playing / singing the anthem (any official piece of music)
- Opening the symposium
- Introducing the guests
- Presenting the theme and the context of the symposium that led to its organization
- Opening guest speeches
- Introducing the partners
- Presenting the work of each partner – communication on a certain topic
- Coffee break (when considered)
- Interviewing the participants
- Presenting the second part of the symposium
- Handing the attendance certificates
- Offering flowers / gifts to the speakers
- Evaluating the symposium through questionnaires handed around to the public
- Closing the symposium





## After the event

- Have a round table to discuss the event. Include teachers, parents, students (who attended and those interested)
- SWOT analysis done by the teachers (next week after the festival)
- Writing an article and some essays made by students and publishing them in the school magazine / bulletin boards (2 weeks after the symposium)
- Booklet about the symposium where teachers and students who participated can record their impressions and experiences
- Launching the content of the booklet on the project website by project coordinator
- Photos put on the project corner. Students responsible with monitoring this corner
- Visit of the corner by parents of different classes or schools
- Questionnaires filled by students and parents
- DVDs
- Article to the local media
- Thank you letters to the sponsors
- Collecting and compiling the minutes into the portfolio

## School for Life - SoLIFE (2010-2012)

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