

# Tasks for Symposium

## Virtual Symposium Development Tasks

Things to remember when constructing your website:

- Place information on the web pages.
- Title: Make the title attractive and eye-catching.
- Make your main points in bullets. Explanations can go below these.
- Keep page-scrolling to a minimum. Linking to new pages is preferable.
- Page layout: Determine what information you want on your site and how best to arrange it so that all easily seen. You might want arrange information in columns or sections.
- Colors: Select colors that are eye-catching and attract people to your site but are not distracting.
- Navigation: Have any additional pages link back to your homepage also include necessary navigation buttons at the top, bottom, and/or side columns to help viewers navigate around your site.

## Live Symposium Development Tasks

Things to remember when constructing your presentation:

- Place information on a large poster board
- Title: Make the title attractive and eye-catching.
- Make your main points in bullets. You will explain the details in your presentation.
- Incorporate maps where appropriate and provide captions that explain their relevance to your presentation. You can refer to these captions as you introduce the maps.
- Poster layout: Remember, white space is an asset. Avoid crowding information on the poster. Use more than one piece of poster board if necessary. Use large font that can be seen easily.
- Colors: select colors that are eye-catching and attract people to your poster but are not distracting.
- Speak clearly and project your voice. Make eye contact with the entire audience. Frequently refer to information on your poster board as you present.

