Conference Community Introduction

A conference community hosts the content of a conference, symposia, or proceeding in a unique publication type in Trace. They capture and display information like the location of each event or presentation that occurred, as well as start and end times, similar to a conference program or schedule. The event community can also be used to manage the planning of the conference, allowing for abstract submission and review as well as registration.

These are very flexible publications because they can incorporate a wide variety of content types (e.g. posters, presentations, minutes, breaks), and these communities may span a period of time from one day to multiple years. Before creating an event in Trace, answers to the following questions may help determine the optimal layout and flow:

- What is the frequency of the event? Is it a one-time conference, or a yearly/quarterly conference?
- What browsing options do you want visitors to the site to have? Browsing a conference’s events chronologically is standard, but Trace offers additional options, such as creating lists by location or subject matter.
- Does the organization behind the event have its own branding? Trace can customize the design to use a unique color scheme and set of logos.
- Is the conference community purely for displaying materials from past events, or would it be helpful to make full use of the submission management tools to digitize the review process? Trace can manage the process of revising and approving presentation materials prior to an event.
Conference Layout Considerations

Before you begin, there are many visual options to consider when designing a conference page in Trace. Many conference communities choose to adopt the styling of Trace. If you would like to use the Trace design, simply inform the Trace Administrator of this decision. However, if you wish to customize the design, below are listed some options.

**Logo and Images**
High resolution images are preferred.

Choose from the following:
- [ ] Logo/Images will be sent by email.
- [ ] Logo/Images are available at http://

**Header Banner Options**

Select one:
- [ ] Please match the following site:  http://
- [ ] We have created our own banner. I am attaching a mockup.
- [ ] Have Trace/Bepress design one for us.

**Site Layout**

Sidebar (select one):
- [ ] Left-aligned
- [ ] Right-aligned

Navigation Tabs (select one):
- [ ] Above Header
- [ ] Below Header

*Navigation Tabs refer to the Home, About, FAQ, and My Account tabs in the navigation menu of the Trace website.*

Please email a copy of this to the Trace Administrator (trace@utk.edu) to begin conference design.