

## Hosting an MAA-NJ Meeting

A representative of your school should attend the Executive Board meeting prior to the meeting. Your team will need to

Provide adequate space for:

- Registration tables (2 for MAA meeting; another 2 for GSUMC if it's a spring meeting).
- Exhibitors (1 table each), MAA book sales (2 tables), and silent auction (2 tables).
- Rooms for invited lectures, workshops, contributed paper sessions, Project NExT, and GSUMC contest and poster session (spring); equipped with tables, computers and/or projectors as required.
- Morning coffee and pastry/afternoon beverages and cookies (near the exhibits).
- Lunch (4 or 5 discussion tables with identification placards plus sufficient open seating).

Arrange for food service:

- Morning coffee and pastry; coffee/tea at mid-morning break; afternoon beverages and cookies (no more than a total of \$9, included in registration fee).
- Lunch (no more than \$15), including vegetarian choice.
- Boxed lunches for exhibitors (and GSUMC students if it's a spring meeting).

Print the program:

- Costs will be reimbursed by MAA-NJ.
- MAA-NJ will provide an electronic file containing the program.

Communicate with MAA executive board:

- Vice-chair for speakers for lodging, transportation, and technology needs of the speakers.
- Program editor for room assignments and list of local organizers.
- Treasurer for number of registrants and lunch requirements.

Provide an introductory speaker from your institution (usually the President/Provost or a Dean).

Provide and prepare folders for distribution on day of meeting containing:

- Name-tags, program, lunch ticket.
- Silent auction and door prize forms (provided by MAA).
- Whatever your school wants to add by way of advertising.

Arrange for parking:

- Include handicapped parking.
- Post signs directing attendees to parking and meeting rooms on day of meeting.

Collect registration fee and lunch fee at door for both online and walk-in registration:

- There are usually 15-20 walk-ins.
- Advance registration: \$15 members, \$20 non-members, \$8.00 first-timers; on-site: add \$5.00.
- Provide sign-up sheets for lunch discussion tables at registration table.
- Provide boxes for silent auction and door prize drawings.

Select dinner site and provide directions and a contact person.

Provide for custodial service.

## Room Requirements:

### 1. MAA-NJ Conference:

- a. Large lecture hall for invited lectures. Should be able to seat 100 for the Fall Meeting, 130+ for the Spring Meeting. Room should be a smart room with computer projection, and will often need speakers.
- b. 3-4 rooms for contributed paper sessions. One room will be used for a workshop. Rooms should be able to hold 20-30 people.
- c. 1 room (15-20 person size) for NJ-NeXT (when there is a cohort – starting Fall 2014).
- d. Space for registration (2 tables), exhibitors (1 per exhibitor), door prizes/silent auction (2 tables), and book sales (2 tables)
- e. During lunch, need tables for lunch discussion tables.

### 2. GSUMC Conference:

- a. Competition (in morning): 1 large room for individual competition. Seating > 100
- b. Rooms to host about 30 teams of 3 students for group competition (from 10:30 am - 12 pm). (Assume we can put 6 teams in the large room, then we may need 4 more classrooms for the rest 14 teams, 3 or 4 teams each room).
- c. Student Poster Session: a space large enough to permit 15-20 posters to be displayed either on tables (with trifolds) or on walls (using tape).
- d. Student Paper Sessions: 4 rooms of 25 seats or more.
- e. One room for math competition graders to grade the tests (a nice room away from the other rooms which can hold at least 15 people, with regular tables/desks.
- f. One Room for poster Judges to Grade the posters, prefer close to the poster place and have a printer and computer. Also the internet connection.
- g. Space for registration (morning, 2 tables), breakfast (2 tables), and afternoon snacks (2 tables).