Guidelines for Local Arrangements Committees

Overview

Fall and spring meetings are very important to the Section and locations are set several years out. The meetings themselves are planned by a Program Committee (PC) and a Local Arrangements Committee (LAC).

These guidelines are provided as a resource and guide for LACs. For additional information, LACs are encouraged to consult programs from recent meetings (many of which can be found by expanding the list of Past Meetings toward the bottom of http://sections.maa.org/northeastern/meetings.html, then following the links to the past meetings), past LAC Chairs, members of the Executive Committee (especially the Section Chair), and long-time Section members. Certain details of the local arrangements will vary from site to site, but any major departure from NES/MAA traditions should be discussed with the Section Chair and the Executive Committee.

LACs will usually consist of three or four faculty members from the host institution. The Section Chair and PC Chair are ex officio members of the LAC. **LACs should maintain communication with the PC Chair, particularly as to the room and equipment needs for the meeting.**

Responsibilities of the LAC include:

College / University Logistics

- **Obtain approval and support** from appropriate campus administrators to hold the meeting and make sure that campus policies do not conflict with Section policies; for example, that the NES/MAA is not going to be charged for use of the facilities. The Dean, Vice-President, and President can be helpful, depending on the school. It is important to document all discussions with e-mail correspondence, to keep all e-mail correspondence, and to keep records of any special funding sources discussed to defray costs of the meeting.

- **Insurance matters:** Contact the national MAA office to deal with any insurance matters if the local institution requires insurance from the NES/MAA for the meeting.

- **Contact the campus facilities office** about any special considerations or arrangements that may arise or be needed.

- **Arrange for the rooms and the equipment** needed for the talks, workshops, panel discussions, etc. on the program. *Reserve the rooms as early as possible*, remembering

that there may be other events on campus for which these rooms might be in use as well. See the section "Room Needs" that appears later in these guidelines.

- **Technology:** Make sure there are people available during the meeting who are knowledgeable about any technology that will be used. Arrange for technology help from your department or the IT department. Consider possible alternatives if insurmountable technology problems arise.

- **Arrange the food** for the Section NExT lunch on Friday, refreshments on Friday afternoon and Saturday morning, the Friday evening reception, the Friday evening banquet, and Saturday's lunch. Details can be found in the section "Food" later in these guidelines.

- **Arrange for parking** for the meeting, including parking for the elderly/handicapped, and obtaining parking passes if required.

- **Prepare and put up signs** leading from the edge of campus to the parking lots and from the parking lots to the registration site. Good signage is important.

- **Meet with campus security/police** to discuss any special arrangements that might be needed for security concerns during the meeting, and to provide them with a copy of the schedule for the meeting. In some cases campus security/police may require attendees to have printed parking passes. Also make arrangements with campus security/police or the campus facilities office to ensure that **buildings and rooms will be unlocked/open** during the meeting, especially Saturday morning, and not locked until all the activities are finished on Friday evening.

- **Develop a list of area hotels/motels** with addresses, phone numbers, and prices (this should be ready well in advance for the meeting website), and arrange for **on-campus housing** in the residence halls (spring meetings only). In some areas it may be necessary to make arrangements up to a year in advance. Try to have a block of rooms set aside. Check the hotels/motels the college/university uses to see if they will give you a discounted rate. Often hotels will give special rates if booked through the university, so you should explore that route. The AAA or other online guides may be helpful since they provide information and pricing information about the hotels/motels in the area. Use the price information listed as a starting point and ask for discounts based on the number of folks you anticipate will need accommodations. Some area hotels/motels can be quite competitive and may provide free breakfast or even offer transportation to the college/university for those staying at their hotel/motel.

- **Arrange for someone from the institution, such as the President, VPAA, or Dean** to welcome us to the campus. Typically the welcome is done at the beginning of the banquet on Friday, but it can be done after the banquet if need be. If possible, get the President. It's also nice to invite the administrator who is welcoming us to attend the reception, banquet, and Saturday luncheon as well.

- **Attend to any local travel arrangement needs for any speakers** from outside the section. These may include obtaining information on transportation from the airport, rental cars, or finding a volunteer to transport the person to or from the airport. See section on "Fees Charged to Attendees" for information on the expenses covered by the Section.

Attendance

Attendance will vary from meeting to meeting depending on location, program, competing conferences, etc. Attendance figures from past meetings can be found by expanding the list of Past Meetings toward the bottom of http://sections.maa.org/northeastern/meetings.html.

Room Needs

The following should be reserved from Friday 11AM through Saturday 5 PM unless otherwise indicated below:

- a large lecture hall to accommodate all the participants of the meeting (Friday 3 PM – Saturday 5 PM);
- six classrooms, preferably close together, for concurrent sessions of various types;
- a computer classroom (depending on the program);
- a registration area, frequently a lobby area (Friday 11 AM – Saturday 12 PM);
- a place for Friday and Saturday refreshments, preferably near the registration and exhibit areas;
- an exhibit area with tables for publishers and software companies, preferably near the registration and refreshments, so folks can easily find them;
- a dining area for meals (needs to be reserved during meal hours only).

It is assumed all rooms for talks and workshops will have a computer with *Microsoft PowerPoint* installed, USB ports for connecting memory sticks, and overhead projection capability, and a chalkboard/whiteboard. Increasingly there are requests for computers with Internet connectivity or the ability to connect the speaker's personal computer to a projector. The Local Arrangements Chair should work with the Program Committee and the (invited and contributing) speakers to provide such resources when they are available. Different campuses have different levels of technology resources. More limited resources should not be an impediment to hosting a Section meeting. As program elements become more reliant on technology, it is increasingly important to have people with technical expertise from the department or the IT department accessible at the meeting in case of glitches.

Food

- **Section NExT Lunch:** Lunch for Section NExT usually consists of sandwiches, chips, dessert, and soft drinks – although there have been variations. Usually there are about 20

people for the Section NExT Lunch. You will know the exact number from the registrations you receive, but always plan for a couple extra people. The Section NExT Lunch is Friday 12:00-1:00 pm. You should keep in contact with the Section NExT Coordinator, whose name and contact information can be found on the NES/MAA Section Officers webpage, http://sections.maa.org/northeastern/execcomm.html.

- **Refreshments:** Refreshments are usually served Friday afternoon and Saturday morning. Friday afternoon refreshments usually consist of cookies and beverages. Refreshments Saturday morning during the Break usually consist of fruit, bagels/donuts/danish, and tea and coffee. Consider asking offices on campus to sponsor the refreshments, for example, your department, dean, alumni association, career services office, or any special program or office that has a lot of money – whatever seems appropriate. Publishers/software companies are also often willing to sponsor refreshments for a break (or even the Friday evening reception) in exchange for advertising that they are paying for the refreshments.

- **Friday Evening Reception:** This usually starts Friday at 6:00 pm and lasts about a half hour. Typically there are light appetizers (cheese and crackers, vegetables and dip, etc.) and a cash bar. Be sure to check the local policies regarding alcohol if you are planning to have a cash bar, keeping in mind that the Section must not violate college/university policies or the law.

- **Friday Evening Banquet:** This is a big dinner occurring Friday from 6:30 to 8:00 pm. Buffet style is usually the best way to go. The buffet typically includes three main entrees, one of which should be a vegetarian option. There are also side dishes such as a green salad, a starch, and a vegetable. Finally there is dessert. Beverages usually include soda, water, and coffee. Try to get the best deal you can and beware of any hidden or extra costs such as for table cloths, napkins, and wait staff; minimize these as best you can. If there are fees for catering for "outside organizations" or a discount for campus groups, try to have us considered a campus group through department sponsorship. Get help from a chair or other administrator if you're having problems with the food services people, being careful not to violate any contracts/agreements that the catering service may have with the college/university.

- **Saturday Lunch:** Typically at noon on Saturday, lunch is less formal than the Friday evening banquet. Usually sandwiches, chips, salads, and dessert suffice along with beverages such as soda and water.

Publicity

- **The Program and the Local Arrangements Committees should work with the Webmaster to provide information for the meeting website. The completed program should then be forwarded to the Newsletter Editor.** Names and contact information can be found at http://sections.maa.org/northeastern/execcomm.html.

With the exception of any talks in the Undergraduate Student and Contributed Papers sessions, the program should be completed by September 30th for the fall meeting and by March 31st for the spring meeting.

In addition to the program schedule and invited speaker information, the meeting webpage should include the ability for people to submit titles and abstracts for contributed talks, the ability to register for the meeting and to pay online, and the ability to register for the Collegiate Mathematics Competition (fall meetings only), all of which are coordinated by the Webmaster. All local arrangements information (directions to campus, parking information, a campus map, the location for on-campus registration, and lodging information and costs) is provided by the LAC.

- If your department or the institution maintains a list of area **high schools**, consider sending a letter inviting high school math teachers in the area to attend the meeting. **If your institution is located near other colleges/universities (including two-year colleges)**, consider giving their math departments a personal invitation, too. Consider reaching out to local non-academic entities (business, industry, and government) that employ mathematicians.

- Consider arranging for **publicity with local media and campus publications**. The college relations/public affairs and alumni association offices may be helpful.

Exhibits

- **Contact the national MAA office** to arrange for sample books and copies of journals to be sent for the meeting; also arrange for someone to sit at the MAA book table during the meeting (to ensure that no one accidentally walks away with one of the sample copies). After the meeting, these sample copies are typically donated to the host institution.

- **Contact vendors, such as publishers and software companies,** to arrange for those interested in having a display during the meeting. Work with your publishers' local book representatives for book displays, and call makers of major software to see if these companies would like to have a display. When you speak with these representatives, consider asking for donations for raffles during the meeting or to solicit their sponsorship of the refreshments Friday afternoon or Saturday morning. (Also see "*check where we mention fee for tables)*

- Make sure that there will be enough **tables** to accommodate all of the exhibitors.

The Meeting Program

The LAC works with the PC to **create and print copies of the meeting program** for all participants. The program should contain brief bios of the invited speakers, their talk titles and abstracts, as well as the overall schedule. The LAC and PC also need to communicate with the

Undergraduate Student Papers Coordinator and the Contributed Papers Coordinator (whose names and contact information can be found at http://sections.maa.org/northeastern/execcomm.html) to obtain the names of the speakers, titles, and abstracts for the talks given during these sessions.

Putting Together Folders

A few days prior to the meeting, a folder should be created for each pre-registered attendee. Extra folders should also be created as there are always walk-in registrants and unexpected guests. Each folder should contain:
- a copy of the **meeting program**
- a **badge** with the person's name and affiliation; plastic hanging badges are a lot better than the "Hello! My name is _____" adhesive name badges
- a **campus map**; if possible, highlight the buildings on campus that will be used during the meeting as well as parking areas
- a **list of pre-registered participants** with affiliations and e-mails
- **other materials** such as paper, pen/pencil, information about the college, etc.; at some recent meetings there have been nice little touches like pens and paper with the name of the meeting and host college/university, but balance these extras with cost considerations
- since this is an opportunity for campus publicity, the admissions office, print shop, college relations/public affairs, Dean, VPAA, or President may be helpful in providing or subsidizing these materials; compare the cost of obtaining materials through the college versus retail stores such as Staples

Registration

- **Registration deadlines**: The pre-registration deadline is set by the LAC based on the date the caterer(s) need the final meal counts. The second is the online registration deadline, typically the day before the meeting begins. After this second deadline, participants must register on-site. Deadlines are set in consultation with the Webmaster.

- **Administering pre-registration:** Most people will use the online website to pre-register and pay for the meeting. You may, however, get e-mails and phone calls about registration as the deadline draws near. Direct such inquiries to the website. For those who do not wish to use the online system, pre-registration may also be done by mail with payment received by the deadline, which is typically one week prior to the meeting. Keep careful records of who has paid by mail and **do not accept registrations without payment**.

- **Planning for on-site registration:** Make sure you have **faculty and students** to help with on-site registration, setup and cleanup of book/tech displays, to monitor workshops and sessions for possible problems, and to provide other help as needed.

- **Administrating on-site (late) registration:** Make sure you have copies of the on-site registration and receipt templates (provided on the Section's Google Drive; contact the

Webmaster for access) so that each registrant's information is recorded and each registrant receives a receipt.

- **Keep all offline registration forms** and record when you received/processed the registration. Record the check number of all checks before you forward them to the Section Secretary/Treasurer.

- **Forward all registration funds and all receipts for expenses** to the Section Secretary/Treasurer, whose name and contact information can be found at http://sections.maa.org/northeastern/execcomm.html.

Fees and Expenses

A key issue for the LAC is the cost of the meeting. The NES/MAA expects the host institution will offer us the use of its facilities without charges, either direct or indirect, such as for custodial staff. The host institution usually absorbs costs for secretarial work, printing the program, the name badges, the folders and their contents, and any postage. Sometimes the institution has also provided for Friday afternoon and Saturday morning refreshments. The institution as a result gets exposure and publicity, and provides a service to the larger academic community.

Attendees are charged separately for (1) registration, (2) the Section NExT lunch (there is no charge for Section NExT fellows), (3) the Friday evening banquet, (4) Saturday's lunch, and (5) the dorm room (spring meetings only). Attendees should also note if they are planning to attend the Section NExT presentation. There is no charge for refreshments or the Friday evening reception.

- Registration fees are set by the Executive Committee and are currently $30 for MAA members, $35 for non-members and $15 for (high school/undergrad/grad) students and the retired/unemployed if registration occurs before the "pre-registration" deadline (usually within a week of the meeting). After this date each of the above listed registration amounts increases by $5.

- The costs of the banquet and lunch will depend on the prices set by the local food service providers. A reasonable target is $30 to $35 for the banquet and $12 to $15 for the lunch. If you can do better than that, great; but if the cost of the meals (lunch, in particular) is too high, some participants will get their meals elsewhere. **The prices are usually padded** a little to cover those, such as invited speakers, who are not being charged.

- The cost of a room in the Residence Halls (for spring meetings) is set by the local institution and there is usually no control or choice in the matter. If there is a choice, generally **the most economical option should be chosen**. Those who are looking for more amenities will typically stay at a hotel.

- Fees for registration, meals, and dorm rooms (spring meeting) are waived for invited speakers and for undergraduate student speakers giving solo authored presentations. If a

group of undergraduate students gives a presentation, the above fees are waived for one student in the group. Participants in the Collegiate Mathematics Competition (fall meetings only) also have their registration fee waived and get a 50% discount if attending the Friday evening banquet. (THIS BULLET WILL NEED TO BE UPDATED TO REFLECT CURRENT POLICY AS REFLECTED IN THE MINUTES.)

- Vendors are charged $100 for a table or $150 for two tables to display their products. If they sign up early enough, they will be listed on the meeting website as well as in the program. The MAA is not charged for a table.

One Final Word

"Go with the flow" and remember that "stuff happens." Plan ahead but make sure you have enough back up equipment and back up rooms. **Just do your best**.