

Local Arrangements for Ohio Section MAA Meetings

Timeline

Time Before Meeting	Do This
One year or more	Fix meeting dates. Reserve meeting spaces.
6 months	Attend the fall or summer Executive Committee Meeting if possible. Get Section MAA Banner at the end of the previous meeting, or arrange for its transportation to your site. Contact chair of CONSTUM to find out if there are changes in student activities.
3 months	Contact catering services. Arrange for greeting from campus administrator. Contact local hotels for blocks of rooms and discount rates. Contact publishing representatives. Contact Project NExT Coordinator regarding Thursday night banquet. Check campus parking policies for meetings. Contact Section newsletter editor regarding local arrangements information. Contact Section on-line registration coordinator.
2-3 months	Create local arrangements web page. Contact Program Chair regarding presentation technology. Send web page URL to Section webmaster.
2 weeks	Check with Program Chair regarding invited speakers' special needs, including banquet tickets. Arrange for people to staff the registration area and the MAA book sale table.
1 week	Confirm numbers with catering services. Print nametags and receipts. Assemble registration packets. Practice with presentation technology or arrange for IT person to run the system. Coordinate with Section Secretary regarding data collection in conjunction with on-site registration.
0 days	Put up signs outside and inside. Set up registration table. Configure room for Student Competition, if necessary. Troubleshoot.
-1 days	Give final registration numbers to Section Secretary. Settle finances with Section Treasurer. Clean up.
-2 days	Relax!

Space Requirements

Time*	Activity	Number of Rooms	Capacity*
8:00 a.m. – 12:00 p.m. Friday	Project NeXT	1	30
11:30 a.m. Friday – end of meeting	Registration & Gathering Area	1	
11:30 a.m. Friday – end of meeting	Publisher's Exhibit Area	1	
12:00 p.m. – 1:15 p.m.	Student Competition (Spring)	1-4 Check with CONSTUM regarding configuration	Check with CONSTUM
12:00 p.m. – 1:30 p.m. Friday	Committee Meetings	5	8
1:15 p.m. – 4:30 p.m. Friday	Invited Addresses	1 (with presentation technology)	150 (Fall) 250 (Spring)
2:30 p.m. – 3:30 p.m. Friday	Break	1	
4:00 p.m. – 6:30 p.m. Friday	Contributed Paper Sessions	4 (Fall) 7 (Spring) (with presentation technology if possible)	30 (Fall) 40 (Spring)
4:00 p.m. – 6:30 p.m. Friday	Executive Committee Meeting	1	15
6:15 p.m. – 8:00 p.m. Friday	Cash Bar and Banquet	1	75
6:15 p.m. – 8:00 p.m. Friday	Student Pizza Party (Spring)	1	75
8:00 p.m. – 9:30 p.m. Friday	After-Dinner Address	1 (with presentation technology)	100 (Fall) 150 (Spring)
8:00 a.m. – 9:00 a.m. Saturday	Coffee and pastries	1	
8:00 a.m. – 9:00 a.m. Saturday	Executive Committee Meeting	1	15
8:00 a.m. – 9:00 a.m. Saturday	Department Chairs' and Liaisons' Meeting	1	20
8:00 a.m. – 9:00 a.m. Saturday	Student Leaders' Meeting (Spring)	Check with CONSTUM	25
9:00 a.m. – 10:30 a.m. Saturday	Invited Address	1 (with presentation technology)	150 (Fall) 250 (Spring)
10:00 – 11:00 a.m. Saturday	Break	1	
10:00 a.m. – 12:30 p.m. Saturday	Contributed Papers	4 (Fall) 7 (Spring) (with presentation technology if possible)	30 (Fall) 40 (Spring)
12:00 p.m. – 2:00 p.m.	Invited Address	1 (with presentation technology)	150 (Fall) 250 (Spring)

* Approximate

Money

- The Section determines registration fees. Attendees make checks payable to the Section.
- Have cash on hand at the registration table so that you can make change.
- Publishers pay the Section \$100 for exhibition space. The host institution receives from the Section the first \$300 and half of any additional money collected from publishers.
- Attendees pay the Section for the banquet, and then the Section reimburses the host institution. The Section buys banquet tickets for select speakers. It's okay for the banquet price to include set-up charges for the cash bar, but not for the free meals for speakers. Round banquet ticket prices up to whole dollar amounts.
- The host institution pays for registration packets, nametags, food and beverages at breaks.
- The section pays speaker expenses (for out-of-state speakers) and for student pizza party.
- The program chair's institution pays for programs.

Web Pages

The local arrangements page should include:

- Information about campus
- Directions to campus and parking information
- Hotel information – which hotels have group rates, price, distance from campus, amenities if appropriate
- Banquet menu
- Information for speakers, including a description of available technology
- Link to meeting program and registration pages
- Suggestions for where to buy lunch
- List of meeting attendees (optional). Do not include e-mail addresses.

Random Comments

- Pick dates when there is no other major event on your campus (Homecoming, Parents' Weekend, etc.). Check with the Section Executive Committee to make sure these dates are acceptable. Check on dates for regional AMS meetings to avoid conflict. Fall meetings are usually in mid-to-late October, and spring meetings are in late March to mid April.
- There is a Project NExT banquet and meeting on Thursday evening, starting around 7:00. That may or may not be on campus, and is generally arranged by the Project NExT coordinators in conjunction with the local arrangements chairperson.
- Expect 80-120 people at Fall meetings and 180-250 people at Spring meetings.
- Have water available for invited speakers.
- Provide soft drinks as well as coffee and tea during the afternoon break. Provide a cold beverage as well as coffee and tea at the morning break. Provide caffeine-free beverages at both breaks.
- The host institution makes all arrangements for the pizza party, including ordering the pizza.

- Banquet can be sit-down or buffet. Provide both meat and vegetarian selections. It's okay to charge different prices for different entrees, unless it's a buffet.
- If the after-dinner address is in the same room as the banquet, arrange for extra desserts and chairs for ~40 students at spring meetings. (Note: Check with CONSTUM about after-dinner activities involving students.)
- Try to have events in the same building, or in nearby buildings. In particular, the after-dinner address should be near (or in the same room as) the banquet. If attendees will need extra time to walk between buildings, be sure to let the program chair know at least three months in advance.
- Try to have the publishers' exhibits in the same space as breaks.
- Exhibits are not limited to textbooks. Consider inviting software and calculator companies.
- Publishers are not required to have representatives on-site. If they choose to ship books to the meeting without sending a representative, they should compensate the school (i.e., pay students) to set up and break down their exhibits.
- The Section treasurer will bring a selection of MAA publications to sell at the meeting. The host institution is responsible for handling those sales and delivering the resulting money to the Section treasurer.
- Let the program chair, newsletter editor, and section president know of any special considerations regarding your campus. (For example, it's in a dry town, or there is a dress code on campus.)
- The program chair should let you know at least two weeks in advance if the invited speakers have any special needs (like soap for blowing bubbles).
- If possible, arrange to put a link to the meeting information from your department's web page (the one that visitors can access from your institution's home page). Let your public relations office know about the meeting dates, times, and registration location for visitors who call for information.
- At least two months before on-line registration starts, contact the registration coordinator regarding presentation technology for contributed speakers. (For example, if your classrooms don't have digital projectors, the registration form shouldn't allow speakers to request them.)
- The on-line registration facilitator should e-mail you the registration database about a week before the meeting. Use this database to prepare nametags and receipts. You may choose to list meeting attendees on the Local Arrangements web page, but do not include e-mail addresses.
- Print nametags for registration staff and other helpers, as well as for exhibitors.
- Registration packets should contain information about your campus (available from your Admissions office), a campus map, some scratch paper, and any fliers that the Section provides you in advance of the meeting.
- The program chair will bring the programs the morning of or the night before the meeting. Attendees should receive programs when they register – either in their registration packets, or separately.
- Have a few (very few) banquet tickets available for people who didn't preregister.
- There are usually a few people who pay cash for registration. Have a little bit of change on hand.

- Have the registration table set up and manned in time for people to register before committee meetings start. In the spring, be set up by a half hour before the beginning of the student competition.
- Delegate tasks to others in your department. Encourage students to help.
- Display the Section banner in the registration area and/or in the room where the invited addresses are held.
- The Program Committee arranges for all speakers, and for chairs of contributed paper sessions. It also coordinates travel, meals (other than the banquet), and lodging for out-of-state speakers.
- Ask questions! Many people in the Section have hosted previous meetings and are valuable sources of information.

Notes

The current contents have been endorsed by the Executive Committee. It is the responsibility of the Secretary to periodically review and update this document as changes become necessary.

8/27/2009