

OK-AR Section Meeting Host Guidelines

Please review the following to get you started.

- Go to www.maa.org and select Meetings and then Section Meetings. Under Section Resources look at Preparations for Section Meetings and look at Section Meeting Signage.
- Go to www.maa.org/maa-graphics-library to see the current official logos.
- Go to <http://sections.maa.org/okar/> for information about our Section including Committees, Executive Committee decisions, and annual Business Meeting minutes.
- It is highly recommended that you use the most recent Section Meeting booklet as a guideline for time slots and room needs. Although the needs of each Annual Meeting will differ from year to year and from host to host, the booklet shows all the activities that occurred and the amount of time and space used for each.
- The current Section Past Chair and Section Chair will be invaluable personal resources for you as they have hosted our Section Meetings the last two years. Please call on them as needed for advice and suggestions.
- If you want input from the Executive Committee, then send an email to the listserv or other group email address established by the Section Communications Director. You should get quick responses from one or more of the Committee members. Please contact the Committee as needed for advice and suggestions.
- Form a local committee of colleagues and students to help plan the Section Meeting and to help during the Meeting itself.
- Remember that the more electrical outlets available, the better!
- Reliable and widespread WiFi access is highly desirable!
- If at all possible please set up an online Section Meeting registration process. Be sure to display clearly the Early Registration deadline as well as a banquet reservation deadline, if appropriate. Also please note that we collect information about

the 'highest' degree offered at the institution of each registrant. According to MAA we need to make it clear that the 'highest degree offered at each institution' means 'the highest degree in Mathematics offered at each institution'.

- The OK-AR Section banner should be prominently displayed in the registration area throughout the Meeting, and it must be passed to the next Meeting host at the conclusion of the Saturday morning activities.
- In January provide the following to the Section Communications Director:
 - List of local lodging options with addresses, phone numbers, rates for single and double occupancy, and correct wording to use during the reservation process if a special rate has been arranged
 - List of local places of interest that attendees might enjoy as part of their stay in your town
 - Map of your town showing major street names, the location of lodging options, the location of your campus, and the location of major points of interest.
- By February 15 provide the link to the online registration process set up and monitored by your institution.
- Do the following 'odds and ends'
 - Recruit people to assist special guests with airport and local transportation.
 - Recruit 'easily identifiable' people (special name tag or certain color shirt or some such) to assist with technology and other matters during the Meeting.
 - Place Meeting signage for parking and building locations.
 - Email a parking permit to each registered attendee at least one week before the Meeting date. Include a map showing the parking lots that attendees can use.
- Financial matters
 - Host institution collects all fees for registrations, faculty workshop, luncheons, banquet, Student Team Jeopardy Competition, and vendors.

- Host institution keeps a detailed and complete accounting of all such fees collected, which will be sent to the Section Treasurer and the Section Secretary within a month of the end of the Meeting.
 - Host institution will send to the Section Secretary a record of the number of registrants in each registration category within a month of the end of the Meeting.
 - All fees collected for the banquet, the luncheons, and the vendors stay with the host institution to help pay its Meeting expenses.
 - All fees collected for the Meeting registration, the Student Team Jeopardy Competition, and the Faculty Workshop will be sent to the Section Treasurer within a month of the end of the Meeting.
- **The itemized listings on the following pages are not all-inclusive. They are designed to provide guidance within each listed category.**

Section NExT

- Reserve a campus room for Thursday afternoon/evening and Friday morning.
- Reserve a campus location for Friday luncheon (10-20 people at 11:30).
- The luncheon can be held with the Faculty Sponsors of MAA Student Chapters luncheon.
- Contact the OK-AR Section NExT Coordinator for specific information.
- Name tags should clearly identify Section NExT registrants.

Faculty Sponsors of MAA Student Chapters Luncheon

- Reserve a campus location for Friday luncheon (30-40 people at 11:30).
- The luncheon can be held with the Section NExT luncheon.
- The meal fee is determined by your institution and should be priced to allow for a profit.
- The host institution keeps the luncheon fees collected to cover the local expenses of hosting the Section Meeting (all meals, refreshments, and registration materials).
- Attendees sign up as part of the Meeting registration process and must display the Section Meeting name tag.
- Name tags must show that the meal has been paid (a color dot sticker is useful).
- Please note that the invited lecturers (usually three) and the official MAA Section Visitor (who might also be one of the lecturers) each receive one free luncheon.

Department Chairs Luncheon

- Reserve a campus location for Friday luncheon (30-40 people at 11:30).
- The meal fee determined by your institution and should be priced to allow for a profit.
- The host institution keeps the luncheon fees collected to cover the local expenses of hosting the Section Meeting (all meals, refreshments, and registration materials).
- Attendees sign up as part of the Meeting registration process and must display the Section Meeting name tag.
- Name tags must show that the meal has been paid (a color dot sticker is useful)
- Please note that the invited lecturers (usually three) and the official MAA Section Visitor (who might also be one of the lecturers) each receive one free luncheon.

Student Team Jeopardy Competition

- The competition takes place Thursday night beginning usually at 7:00 pm.
- The entry fee is \$15 per team.
- All participants must display the Section Meeting name tag.
- No food is provided by the Section.
- Recruit six to eight local student volunteers to serve as runners during the competition.
- Preliminary Round
 - Reserve two large rooms in the same building if possible.
 - Each of the two rooms must contain a computer and a projector (the larger, the better).
 - Plan on eight to ten teams in each room, with each team having up to three students.
 - All team members in each room must have a clear and easy line of sight to the projector.
 - The rooms need to allow for space between the teams.
 - Audience seating is desirable
- Final Round
 - Use one of the above two rooms to accommodate the top three teams from each room.
 - The room requirements are the same as for the preliminary round.
- Contact the Section Student Competition Committee for complete details.

Student Individual Integration Bee

- The Bee usually takes place Saturday morning around 9:00am, but might be combined with the Team Jeopardy competition Thursday evening.
- There is no entry fee.
- All participants must display the Section Meeting name tag.
- No food is provided by the Section.
- Reserve one large room for the competition and a nearby smaller room for grading (each integration problem is graded as soon as each problem is completed).
- The competition room must contain a computer and a projector (the larger, the better).
- All competitors in the room must have a clear and easy line of sight to the projector.
- Recruit several local student volunteers to serve as runners during the competition.
- Contact the Section Student Competition Committee for complete details.

Section Meeting Registration and Check-In

- Registration and check-in occur Thursday evening, Friday morning, Friday afternoon, Saturday morning.
- The rates have been set as follows:
 - \$5 Early Student Registration fee up to the deadline set by the host institution (suggested deadline is at least two to three weeks prior to the Meeting date)
 - \$10 Student Registration fee after the stated deadline
 - \$20 Early Faculty (i.e. non-student) Registration fee up to the deadline set by the host institution (suggested deadline is at least two to three weeks prior to the Meeting date)
 - \$25 Faculty (i.e. non-student) Registration fee after the stated deadline
- Items needed include:
 - Pre-registration check-in table (This will handle people who registered and paid in full before the meeting date. If pre-registrants want to pay for additional items such as banquet tickets or a workshop, then after receiving their registration packets they proceed to the on-site registration table.)
 - On-Site registration table separate from the pre-registration table (This will handle people who are registering at the meeting, who are paying at the meeting, who are adding to their registration costs such as adding a workshop or banquet, and/or who have problems with their pre-registrations. Also be sure to get the same information from each on-site registrant that each pre-registrant provided.)
 - Receipt book for all cash payments
 - Secure cash box
 - Registration packets showing names of the registrants as well as the Section Meeting name tags showing meals paid (color dot stickers representing each meal are useful)

MAA Book Sales, Vendors, Refreshments

- These occur Friday morning, Friday afternoon, and Saturday morning.
- A single large room can be used simultaneously for all three activities.
- Refreshments are provided at the host institution's cost.
- The host institution makes all contacts and arrangements.
- A typical fee has been \$150 per vendor but the actual fee is set by the host institution.
- The recruitment of numerous vendors helps the host institution break even on the Meeting expenses.
- All vendor fees are kept by the host institution to cover the local expenses of hosting the Section Meeting (including all meals, refreshments, and registration materials).

Faculty Workshop

- Reserve a campus room for Friday morning (about 50 people at 8:00 am).
- Contact the Section Faculty Workshop Committee which will select the presenter and tell you of equipment needs.
- Refreshments can be placed near the room and are provided at the host institution's cost.
- The fee has typically been \$15 per attendee.
- Attendees sign up as part of the Meeting registration process and must display the Section Meeting name tag.
- Name tags must show that the workshop fee has been paid (a color dot sticker is useful).

Student Workshop

- Reserve a campus room for Friday morning (about 80 people at 8:00 am).
- Contact the Section Student Workshop Committee which selects the presenter and tell you of equipment needs.
- Refreshments can be placed near the room and are provided at the host institution's cost.
- There is no fee.
- Attendees sign up as part of the Meeting registration process and must display the Section Meeting name tag.

Executive Committee Meeting

- Reserve a small campus room for Friday afternoon (10-15 people around 2:30 pm).

Banquet

- Reserve a large campus room for Friday evening (150-250 people around 6:00 pm). If an off-campus location is used, then that needs to be within a few miles of campus.
- Buffet style is fine – the faster the service, the better.
- Host institution sets the meal fee, which has been \$25 recently for non-students. Keep in mind that undergraduate and graduate students pay half price per meal. Be sure to choose the banquet meal fee very carefully, and make sure it includes a 'generously' calculated but 'reasonable' profit. This is a major way for the host institution to break even on its expenses.
- The Section Executive Committee has discussed and is agreeable to a higher banquet meal fee to assist the host institution with breaking even on its expenses.
- All meal fees are kept by the host institution to cover the local expenses (including all meals, refreshments, and registration materials).
- Please note that each teacher awardee (at most three from Arkansas, at most three from Oklahoma, and at most one from a higher ed institution) receives a free banquet meal as well as one free banquet meal for one guest. All other attendees accompanying each awardee pay the full banquet meal fee.
- Please note that each invited lecturer (usually three) and the official MAA Section Visitor (who might also be one of the lecturers) receive one free banquet meal each.
- Name tags must show that the meal has been paid (a color dot sticker is useful).

MAA Section Visitor Lecture, Court Lecture,
Deal Lecture, Section Business Meeting

- Reserve a small auditorium or large campus room for Friday afternoon, Friday evening, and Saturday morning.
- Attendance can be as large as 250 depending on the specific attendance at each event.

Oral Presentations

- Reserve six campus rooms for concurrent oral presentation sessions on late Friday morning, Friday afternoon, and Saturday morning. Please note that late Friday morning might or might not be needed depending on the number of titles submitted.
- Place two to three additional rooms 'on reserve' in case a higher-than-usual number of titles are submitted.
- The rooms should be in fairly close proximity to each other to allow for five-minute passing periods between talks.
- The rooms should be listed in order of preference to help the Section Secretary in preparing the program book.
- A computer hooked to a projector to handle Power Point and pdf files should be in each room.
- Arrange for a clicker in each room to facilitate 'page-turning' during each talk.
- A chalkboard with chalk and/or a whiteboard with markers is helpful.
- As many as 30-40 people might attend a particular talk and/or session.