

## HOST INTSITUTION CHECKLIST: MAA RMS SECTION MEETING ORGANIZATION<sup>1</sup>

Please see “Meeting Organization Handbook” for important detailed information about each item.

### VERY ADVANCE PLANNING - at least 2 years prior to the meeting

- Section Program Committee recommends** (to Exec Committee) **time and place of future Annual Meeting** (preferably two years in advance)  
In case of a joint meeting, early contact should be made with co-sponsoring organizations.
- Host institution appoints Program Chair**, who then **books space on campus** and **confirms** what, if any, **facilities fees** to be charged.  
The Program Chair also serves a one-year term on the Section Executive Committee.

### ADVANCE (but important!) PLANNING – begins no later than the summer prior to the meeting

- Arrange for a **small Meeting Committee** at host institution to assist with organization details.
- Finalize arrangements for all **Keynote Speakers - no later than the end of August to ensure availability** on the appropriate dates!
- Prepare **preliminary meeting announcement** for fall newsletter (deadline Sept 15) and other early dissemination/marketing.
- Investigate best financial arrangement** on host campus for processing meeting revenue/expenditures associated with meeting.  
This needs to be done before registration fees start coming in; all fees must also be approved by Exec. Committee.
- Make/confirm **preliminary arrangements** for use of necessary **on-campus facilities**.
  - Be sure to check (very!) early about any facilities costs your institution may want to charge!!
  - Also be sure to secure a written commitment concerning facility costs, even in the case where no fees will be charged.**
- Make **preliminary arrangements for meeting reception and banquet**. Cost and menu options are needed for registration form.
- Begin work on the **meeting webpage** and **on-line registration and payment process**, in consultation with the Section Webmaster.
- Make **preliminary arrangements for workshops**, and for panel discussions on “meeting theme” (if any).

### INTERMEDIATE PLANNING - it is best to start on these items in the Fall, although some can be done in early Spring;

- Contact area hotels and motels** for rate quotes and to request that a block of rooms be held for the conference.
- Prepare **program announcement for Spring Section Newsletter** (deadline January 15) and the Section/Meeting Website.
- Finalize **call for papers** and **registration procedures ASAP**, ideally by Spring Newsletter deadline (currently January 15), but no later than mid-February. Once available on Meeting Website, send email announcement to all section members and to department chairs/liaisons.<sup>2</sup>
- Arrange for regional and local publicity of meeting**, including outreach to other regional professional organizations.
- Contact vendors** (textbook publishers, calculator manufacturers, Zometools, etc.) with exhibitor invitations – the sooner the better!
- Prepare the draft budget** for meeting; per 2018 Section By-laws (IV.4), **this must be done at least 3 months prior to meeting**, with the budget and all fees subject to Exec Committee approval. See “Budget Issues” section of Meeting Organization Handbook for details.
- Plan ahead for **registration procedures** on meeting day.
- Make **final arrangements for refreshments** with campus food services
- Arrange for dean or other university official** to make **welcoming remarks** at the meeting opening session.
- Acknowledge abstract submissions** as they come in; coordinate with organizers of special sessions on speaker recruitment.
- Make/confirm **preliminary campus logistical arrangements** for food, technical needs, parking, etc.

### FINAL PLANNING- to be completed in March and early April; many of these items can not be finalized until the call for paper and registration deadlines have passed, but work on them can begin as materials come in.

- Confirm final banquet arrangements** (including final head count to caterer/hotel).
- Make **final reservations** for **Thursday Executive Committee Dinner**, and for **Department Chair/Liaison Luncheon** if one is to be held.
- Assist Section Student Activities Coordinator as needed with **arrangements for Student Lunch and Student Jeopardy**.
- Assist Section HOM SIGMAA representative as needed with **arrangements for Student History of Mathematics Student Poster Contest**.
- Plan the program!** See “Program Planning” section of the Meeting Organization Handbook for details.
- Compile Abstract Booklet**, and post program and abstracts on meeting website.
- Send **final email announcement** to all section members, ideally two weeks in advance, and before Early Registration rate ends.
- Arrange for **copying of participant materials**, including materials for business meeting, and for stuffing of folders once copying is complete.
- Arrange for **table set-up** in exhibitors and registration area, and for refreshments.
- Confirm various campus arrangements** (room assignments, parking, refreshments, etc.)
- Prepare registration procedures and materials** for day of meeting, including name tags, participant folders, local restaurant maps, etc.
- Prepare wall posters** for directions and an enlarged copy of each room’s schedule to be posted the day of the meeting.
- Schedule moderators** for each room.
- Schedule **RELIABLE volunteers** for various tasks on day of meeting, especially on-site registration, coffee breaks and MAA/AMS Book Sales.
- Make arrangements (in conjunction with the Section Secretary-Treasurer) for individuals **to introduce invited speakers**.

### POST-MEETING DUTIES OF PROGRAM CHAIR

- File Budget Report** with Section Treasurer no more than 4 weeks following the Section Meeting.
- Provide Section Secretary-Treasurer with **list of individuals who made Voluntary Dues or other financial contribution** to meeting.
- Prepare Meeting Reports**.
- Update Meeting Organization Handbook**, arrange for its required reviews and posting on Section Website on or before June 30.
- Prepare to enjoy next year’s Section Meeting when you will no longer have Program Chair duties.**

<sup>1</sup> Unless otherwise noted, the following tasks are the responsibility of the Program Chair at the host institution. Delegation advised where possible!

<sup>2</sup> Consult with the Secretary/Treasurer concerning current procedures for sending such emails.