HOST INSTITUTION CHECKLIST: MAA RMS SECTION MEETING ORGANIZATION

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 announcement on Meeting Website, send email announcement to all section members and to department chairs/ liaisons.
- 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 cannot 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 MAA 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.

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1 Unless otherwise noted, the following tasks are the responsibility of the Program Chair at the host institution. Delegation advised where possible!
2 Consult with the Secretary/Treasurer concerning current procedures for sending such emails.