HOST INTSITUTION CHECKLIST: MAA RMS SECTION MEETING ORGANIZATION[1]

(This list include links to appendices with additional details for select items. A detailed Meeting Organization Handbook is also available.)

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.[2]
- ❑ **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 Appendix F (Budget Issues) for more detail.**
- ❑ 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 Appendix E (General Program Planning) for more detail.**
- ❑ **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.

APPENDIX A – Keynote Speaker Information

I. Meetings typically include 3 - 5 invited talks, with at least one on each day of the meeting.
    a. Opening Address (Friday), traditionally delivered by previous year's DTA recipient
    b. Friday Afternoon Keynote
    c. Banquet Talk (Friday evening)
    d. Saturday Morning Keynote
    e. Closing Address (Saturday)

II. National covers all travel expenses for 1-2 invited speakers each year.
    Consultation with Executive Committee about whom to invite is advised.
    To ensure availability, invitations should be issued as soon as possible (and no later than end of August).

    (a) **Every year**, one **Section Visitors Program Keynote Speaker.**
        o Traditionally, this person has delivered two talks, typically the Banquet Talk (on Friday) and a Saturday Keynote Talk (on Saturday morning).
        o For list of currently available visitors, visit
            http://www.maa.org/community/maa-sections/section-visitors-program

    (b) **Every five years** (those **ending in 00 / 05**), the section is eligible for a **Polya lecturer,** in addition to a Section Visitors Program speaker.
        o For list of available Polya lecturers, visit
            http://www.maa.org/community/maa-sections/programs-and-services/polya-lectureship

    (c) **Every five years** (those **ending in 02 / 07),** the section is eligible for a speaker through the **Editors Lecture Program,** in addition to a Section Visitors Program speaker.
        o For more information, visit
            http://www.maa.org/community/maa-sections/programs-and-services/editor-lectures-program

III. Other invites are given by:

    (a) The previous year's **Burton W. Jones Distinguished Teaching Award (DTA)** - this person has traditionally given the opening address
    (b) The previous year's recipient of the **Early Career Teaching Award (ECTA),** although there may not yet be general agreement on the Section Executive Committee about how this individual should be honored at the meeting. Please consult with that committee!
    (c) Other invited speakers at the discretion of the host institution – sometimes dynamic speakers just present themselves!

APPENDIX B – Campus Facilities Arrangements

I. Be sure to check (very!) early about any **facilities costs** (for room and IT equipment) that your institution may want to charge … these can be exorbitant, but can hopefully be avoided/waived.

Also be sure to secure a written commitment concerning facility costs, even in the case where no fees will be charged.

II. Suitable rooms/space is needed for the following;

(a) Faculty Workshop, generally held before official meeting opening on Friday morning

(b) Student Lunch, generally held before official meeting opening
(coordinate with Section Student Activity Coordinator)

(c) Department Chair \ Liaison Luncheon, if any, also generally held before official meeting opening,
(coordinate with host department chair and Section Chair)

(d) Registration area, both days

(e) Refreshment area, for meeting breaks on both days

(f) Exhibitors, vendors and MAA/AMS Book Sales displays
This should be closely located to session rooms to give them the traffic they deserve!
The MAA/AMS Book Sales Display is typically set up on both days.
Other exhibitors/vendors may only be there on one day, typically Friday

(g) Invited talks, both days

(h) Contributed talks and panel discussions, generally between 4 -7 parallel sessions, both days

(i) **Odd Years**: Sessions organized and presented by RMS Project NExT fellows
(coordinate with the chair of Section Project NExT committee)

(j) Student History of Mathematics Poster Session, generally displayed throughout both days, with judging to take place on one of the two days at a time to be determined based on local logistics (coordinate with Section HOM SIGMAA representative)

(k) Friday afternoon reception, if any is to be held on-campus

(l) Friday evening banquet, if held on-campus

(m) Student Jeopardy, generally on Saturday morning
(coordinate with Section Student Activity Coordinator)

(n) **Even Years**: Section Project NExT lunch and workshop sessions on Saturday afternoon
(coordinate with the chair of Section Project NExT committee)

(o) **Sometimes**: CCTM Board luncheon and\or meeting space on Saturday afternoon
(coordinate with the CCTM Higher Education Representative).

III. Technology arrangements should also be made early to ensure availability.
In addition to equipment (A/V and microphones for keynote addresses), the following are helpful:
(a) an IT-type person to be on-call, at least for the Keynote Addresses;
(b) email access for meeting participants .

APPENDIX C – Call for Papers and Abstract Submissions

I. Ideally, the following are in place in time to publish an announcement in the Spring Newsletter (**current deadline January 15**). Minimally, they should be in place and announced no later than mid-February.

    (a) Titles and descriptions of any special paper sessions

    (b) Deadline for abstract submission
- This is typically set for early-mid March.
- Be sure to set this deadline to allow time for a preliminary program to be organized and announced to section members at least two week before the meeting date.
- Setting this deadline a bit earlier than needed allows some wriggle room for additional speaker recruitment (with an extended deadline), in the event that initial abstract submissions are sparse.

    (c) Abstract Submission Form – see item II.

II. Google Forms have been used to good advantage in recent years for abstract submission!
In particular, this makes it easy for the program committee and special session organizers to coordinate.

- Here is a sample form that you can try out, to see how it works.
The associated spreadsheet of submissions received is here.

  To obtain an editable version of this form that you can modify for use at your meeting, contact janet.barnett@csupueblo.edu.

- See also the sample "Instructions to Special Session Organizers" document in the Meeting Archive on the section website, for an overview of how to use the response form to collaborate with session organizers in the preparation of the final program and abstract booklet.

III. All presentation submissions should be (promptly) acknowledged upon receipt, and again upon scheduling into the program.

IV. See also the sample "Information for Speakers" document in the Meeting Archive on the section website.

I. Ideally, the **meeting registration form** is set up in time to publish an announcement in the Spring Newsletter (**current deadline January 15**). Minimally, it should be in place and announced no later than mid-February.

II. **Meeting and workshop registration fees** must be **approved by the Section Executive Committee**. **Banquet fees** should also be **reviewed by the Section Executive Committee**, but must be set to cover the actual cost of the banquet.

III. Here is the current fee structure, with sample fees from some recent meetings.

Registration Type	2016		2017		2018	
	Early Registration Discount	*Full Registration (no discount)*	*Early Registration Discounts*	*Full Registration (no discount)*	*Early Registration Discounts*	*Full Registration (no discount)*
Standard Faculty/BIG	$50	$70	$40	$60	$40	$60
Special Participant Groups: • **Retired Faculty/BIG,** • **First time Attendee** • **K-12 Teachers**	(n/a)	(n/a)	$20	$30	$20	$40
Student **(K-12, Undergraduate, Graduate)**	$25	$35	$15	$20	$15	$30
Workshop	(n/a)	$25	(n/a)	$15	(n/a)	$10
Exhibitors[3]	(n/a)	$150	(n/a)	$150	(n/a)	$150
Department Chair \ Liaison Luncheon	?	?	Hosted by Host Institution (Mathematics Program)		(n/a)	$11
Banquet	(n/a)	$30	(n/a)	$22	(n/a)	$35

IV. The **deadline for the early registration rate** should be set early enough that a final head count for the Friday Banquet can be provided to the caterer per their requirement.

V. The **registration form** should allow for **on-line payment**[4] of:
   o workshops fees, if any
   o banquet fees, for self and for any banquet guests
      • If meals will be plated, the option of specifying a meal choice (for self and guests) is also needed
   o registration fees
   o pre-payment for any other activities that carry a fee
   (e.g., Department Chair \ Liaison luncheon if this is to be paid by a participant fees).
   o Voluntary Section Dues
      • The option of designating one of the following activities for sponsorship is also needed.
      Undergraduate Student Initiatives   Graduate Student Initiatives
      Section Teaching Awards (DTA, ECTA)   Section Activity Grant Program
      Wherever needed most   Other (please specify):

VI. The **registration form** should also **provide options** for participants to:
   o Register for a hosted Department Chair \ Liaison luncheon, to get estimated head count for planning.
   o Register for (free) Student Lunch, to get estimated head count for planning;
   o Provide demographic data requested by national; for detail about requested information, see
   https://www.maa.org/sites/default/files/Programs/Section%20Annual%20and%20Meeting%20Report%20Checklist.pdf

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[3] Accommodations and fees for exhibitors who wish to display material but are unable to personally attend are left to the discretion of the host institution. Additional donations (such as door prizes for the Banquet, hosting the pre-banquet reception or a coffee break, or T-shirts for participants) are also welcome from exhibitors.

[4] Also contact the Section Webmaster to inquire about on-line registration and payment procedures that may already be in place, or to seek assistance from that individual to set up such procedures.

I.   It is desirable to include both "research" and "teaching" talks in the program, but with somewhat more emphasis on teaching talks in keeping with the MAA's mission.

II.   Features of interest for students, two-year college teachers and secondary mathematics teachers should also be arranged.

III. Panel discussions are always popular features. Section officers and department liaisons can assist here.

IV.   The titles of contributed paper session that have been somewhat standard in recent years follows, but any special session topic that the program committee feels will be of interest is fine.

- *History of Mathematics*
- *Mathematics Education*
- *Interesting Ideas in Mathematics* – this involves expository talks on mathematical topics
- *Inquiry Based Learning Methods in the Classroom*
- *Mathematics for K-8 (or K-12) Teachers*
- *Dynamical Systems* (or some other specific mathematical topic)
- *Teaching Modeling Across the Curriculum* (or some other teaching specific topic)
- *Regional Mathematics Experiences in Business, Industry, & Government*
- *Undergraduate Paper presentations* (organized by the Section Student Activities Coordinator)
- *Research by Graduate Student* – contact the Section Secretary-Treasurer / Section Chair to ask whether the section continues to offer $100 in travel funds for one doctoral student speakers from each graduate program in our section
- *General Session* – everything else ends up here by default

V.   Contributed talks are 20-minutes long by default, with 5-minutes between talks.
Requests for longer talks can be accommodated at the discretion of the local program committee.

VI.   Allow time for informal get-togethers, with at least one "coffee break" with refreshments provided each day.

The remaining items in this section of the Meeting Handbook are based on the most recent tradition of a Friday/Saturday Meeting. At the time of this update, there was discussion within the Executive Committee about possible alternative schedules, at least in some years for some host institutions.

VII. The Executive Committee Meeting is generally held on Thursday evening, over dinner at a local restaurant chosen by the Program Chair. Consult with Section Chair and Secretary concerning time and number of guests.

VIII. Meetings typically begin at 1 p.m. on Friday ($\pm$ 1 hour) and end around 12 p.m. on Saturday ($\pm$ 1 hour).

IX.   Optional workshops can be scheduled either before or after the timeframe of the official meeting. Friday morning workshops have been the norm for some time.

X.   Friday program activities include:

- Friday morning pre-conference workshop (unless this is held instead on Saturday afternoon)

- Department Chair \ Liaison Luncheon (if desired), prior to official meeting opening
  This luncheon is generally hosted by the host institution's department chair, also before the official meeting opening. In some years, the cost of this luncheon has been paid by the host institution, or by a combination of contributions from the host institution and the section; however, the cost can also be covered by a special registration fee for those who attend the luncheon.

- Student Lunch, prior to official meeting opening

- Friday afternoon scientific program, including
  o   Welcoming remarks by a representative of the host institution.
  o   Opening talk (45-minutes), usually by previous year's Distinguished Teaching Award recipient.
  o   Parallel sessions of contributed talks and/or panel discussion.
  o   "Closing" invited talk (if any).

- At least one 15-20 minute "coffee break", with refreshments served.

- A Department Liaison meeting has sometimes been held between the last talk and the reception. There has been some consideration of moving the Section Business Meeting to this time as well. **Please consult with the Section Executive Committee about this.**

- Pre-banquet reception, paid by host institution or exhibitors contributions, or with a cash bar. This can be held on-campus, or at the same location as the Friday Banquet.

  Friday Banquet (see Appendix E).

XI.   Saturday program activities include:

- Business meeting (followed by refreshments).
  This has traditionally been on Saturday morning at 8:00 a.m., but alternatives have been under discussion in recent years. One option may be to hold this late on Friday afternoon. Please consult with the Section Executive Committee.

- Saturday morning scientific program, including
  o   Keynote Speaker as the first talk of the day.
  o   Parallel sessions of contributed talks and panel discussions and Student Jeopardy; basically the same details as for Friday, except for Student Jeopardy which will run 1 – 1.5 hours.
  o   Closing invited address (if any)

- At least one 15-20 minute "coffee break", with refreshments served.

- **In even years**, Section NExT lunch and workshop, following the official close of meeting.

- In some years, a post-conference workshop is held Saturday afternoon (in lieu of a pre-conference workshop)

The Friday program generally ends with a reception (for all meeting participants) and a banquet (for participants who have paid for the banquet).

I. The reception and banquet can be held in the same location, but this is not a requirement.

II. If the reception is held on-campus with cash bar, arrangements for a liquor license must be done well in advance; check with your campus catering service.

III. Audio/visual equipment is needed in the banquet room.

IV. The banquet can be buffet style or plated, but must include vegetarian and gluten free options.

V. The per-person banquet cost needs to be finalized for the registration form, which is generally launched in January / February. Sample costs from recent meetings are included in Appendix D.

VI. Every effort has been made in recent years to **avoid a prominent head table.**
It can be useful to reserve a table near the front of the room for the Keynote Speaker and officers who are part of the banquet program.

VII. As dinner winds done, there is Banquet Program which the Executive Committee will plan. This typically includes:

- Some presentations:
  - 25/50-year member certificates; the Section Secretary-Treasurer will have these;
  - Distinguished Teaching Award and the Early Career Teaching Award to the new recipients; this is typically done by the Chair of the Section Awards Committee;
  - prizes to the Student History of Mathematics Poster Contest; this depends on when poster judging takes place.

- A Banquet Talk – it's important for this to be delivered by a dynamic speaker who understands the nature of banquet talks!

- Door prizes; in recent years, the Section Book Sales Coordinator has been doing this.

- Meeting announcements for Saturday morning, if any

I. Per the 2018 <u>Section By-laws, Article IV, Item 4</u>:

> ***At least 3 months prior to the Annual Meeting, the*** Program Committee ***shall draft a budget of anticipated costs for the meeting.*** *These costs will include any fees for presentation facilities, the banquet facility, supplies, printing, refreshments, and any other known costs associated with running the meeting. The* Program Committee *will suggest participant fees for the banquet, the chairs' luncheon, and registration. The budget and all fees are subject to approval by the Executive Committee.*

II. Meeting budgets vary considerably from year to year; samples from several past meetings are in the Meeting Archive.

III. An **Excel budget reporting form** is posted on the website. This report must be filed with Section Secretary-Treasurer no more than 4 weeks following the close of the meeting.

IV. **Revenue to support** the meeting comes from the following sources:

- *Section Subsidy*: The amount of the section subsidy varies from year to year, and should be established in accordance with Section By-laws (see Item I above).

   It is generally understood that, in years when the meeting takes place in more distant locations, there will be fewer registrants and perhaps a greater need for an additional section subsidy.

- *Registration Fees*: Note that registration fees are waived for invited speakers and workshop facilitators. The **current fee structure** is included in [Appendix D](#).

- *Host Institution Contributions*: This amount has varied considerably in recent years.

- *Exhibitor Contributions*
   - The standard fee for on-site exhibitors has been $150 in recent years.
   - Fees for exhibitors who wish to display material but are unable to personally attend are left to the discretion of the host institution.
   - Additional donations (e.g., Banquet door prizes, hosting the pre-banquet reception or a coffee break, participant T-shirts) are also welcome from exhibitors.

- *Banquet, Workshop and Other Activity Fees:* Fees for these extra meeting activities should be set to cover all expenses of the associated activities for those individuals who sign up to participate.
   - The workshop fee should also be set to cover the meeting registration fee and travel costs for the Workshop Facilitators.
   - The cost of the Department Chair \ Liaison Luncheon (if held) is sometimes paid by the host institution, or by a combination of contributions from the host institution and the section; however, the cost can also be covered by a special registration fee for those who attend the luncheon.
   - In setting banquet fees, remember that this fee is comped for the following individuals:
      - all invited Keynote Speakers
      - Workshop Facilitators
      - new Teaching Award recipients and their nominators

      Depending on how many speakers/facilitators there are, this could involve 6 – 10 comped meals to cover.

- *Special Revenues:* Activities sponsored by special groups or organizations that incur costs should be paid by revenues provided by the sponsor. For instance, CCTM would pay for the cost of a CCTM Board Luncheon.

V.   The above revenue sources should suffice to cover the following **usual meeting expenses**:

- *Supplies and Equipment:* Nametags, folders, copy costs, receipts for participants

- *Local Expenses Costs for Invited Keynote Speakers, including Burton W. Jones DTA Speaker*
    o   Meeting Registration Fee and Workshop Fees, if the visitor elects to participate in this
    o   Cost of any associated social events (e.g., Banquet Fees)

- *Travel and Meeting Expenses for Invited Workshop Facilitators*
    o   Local expenses as above: Meeting Registration Fee and Banquet Fees
    o   One night lodging, if required by the need to arrive a day or more early for the meeting.

- *Banquet Fees for 'new' DTA and ECTA recipients and their nominators*
    The Section Award Committee Chair will provide names and contact information for these four individuals.

- *Catering :*
    o   Refreshments for each coffee break (*at least* one break per day of the meeting)
    o   Department Chair \ Liaison Luncheon, if any
    o   Friday Evening Reception (typically funded by registration fees, vendor contributions and/or a cash bar)
    o   Friday Evening Banquet (supported by Banquet fees paid by participants)
    o   Section NExT Lunch, in even years
    o   Other sponsored catered events, if any (e.g., CCTM Board lunch)

APPENDIX G – Post-Meeting Duties of the Program Chair

1. File Budget Report with Section Treasurer no more than 4 weeks following the Section Meeting.
   - Prepare this using the Excel version posted in the Meeting Archive;
   - Also send a copy of the final budget report (converted to pdf) to the Section Webmaster for posting in the Meeting Archive

2. Provide Section Secretary-Treasurer with list of individuals who made a Voluntary Dues or other financial contribution to the meeting, along with the contribution amount, so that a tax-deduction letter can be sent to contributors

3. Prepare Meeting Reports for:

   a. the Section Website: this one should be brief, but include photos if you can!

   b. the national MAA Committee on Sections: for a checklist of information needed, see https://www.maa.org/sites/default/files/Programs/Section%20Annual%20and%20Meeting%20Report%20Checklist.pdf; the reporting form itself is available at https://www.maa.org/programs-and-communities/member-communities/maa-sections/deadlines-and-forms ;

   c. the Fall Section Newsletter: in addition to a list of talks presented at the meeting, this report should include attendance figures (total, faculty and student) and speaker information (number of faculty speakers, number of student speakers.) See past newsletters on website for sample reports.

4. Update this Meeting Handbook, and send first to the past two Program Chairs for their review and feedback; then send to Section Executive Committee for their review, and their approval of any new financial statements recommended for incorporation. Any recent change to the Section By-laws that would affect Meeting Organization should also be incorporated at this time. Once all reviews are complete, send final version to Section Webmaster for posting on or before June 30.

5. Prepare to enjoy next year's Section Meeting when you will no longer have Program Chair duties!!