Instructions for Session Coordinators
Joint Meeting of the Rocky Mountain and Intermountain MAA Sections
CMU, April 8-9, 2016

Thank you for organizing a session at the conference! Here are some instructions to help everything run smoothly.

Before the conference

● All abstracts must be submitted using our Abstract Submission Form. You may access the abstracts and speaker information for your session by following this link: Google Sheet.

(Note: The two preceding links will take you to a sample abstract submission form and the associated response spreadsheet, rather than the actual form that was used in 2016.)

● Please check the sheet 2-3 times per week and look for any new submissions to your session (you can sort the sheet on the session column). For all new submissions to your session…

➢ Please review the abstract to determine its suitability for your session. If you believe that the talk does not belong in your session, but would fit well in another, email a coordinator for that session with vital talk information and a justification (coordinator emails are given below).

➢ The general session will accept talks that do not fit well in any of the other sessions. We will only reject a talk in extreme cases - if you believe a talk should be rejected entirely, please contact the program chair, Tracii Friedmann (tfriedma@coloradomesa.edu).

➢ For each talk that you accept into your session, please copy/paste the talk title and abstract into a LaTeX editor and verify that it compiles with the preamble...

> \documentclass[article]
> \usepackage{amsmath,amssymb,amsthm}
> \begin{document}
> Your title
> Your abstract
> \end{document}

Then, send an acceptance email to the applicant that includes the following information:

▪ The following link to our "Information for Speakers" blurb on the conference website:
http://www.coloradomesa.edu/maa/Contributed%20Paper%20Sessions.html
(Note; The above URL is no longer valid, but a sample "Information for Speakers" document can be found on the section website, at http://sections.maa.org/rockymt/OrganizingMeetings.php.)

▪ A reminder that all talks must be at most 20 minutes.

▪ Any special instructions that you have for your session (Co-organizers for a session should agree on any special instructions for consistency.)

▪ If there are any serious compiling errors with their title/abstract, please request that they fix them and resubmit to you. You can adjust minor/obvious errors if you'd like.

▪ Also let them know that you'll be back in touch a couple weeks before the conference with their presentation time.

If any corrections to the title/abstract are made by the organizers or received from the speakers, please email them directly to Eric Miles (emiles@coloradomesa.edu).

- Abstracts are due on Monday, March 14th. By March 18th, we will provide you with your scheduled session times, based on the number of talks in your session. You should then organize your speakers into time slots, accommodating special requests, if possible.

- By **Thursday, March 24th**, please send an email to each speaker in your session to provide them with their presentation times. Also, remind them of any key information regarding your session and that if for any reason they are unable to give their talk to email you as soon as possible.

At the conference
- Please arrive at your session room 30 minutes before talks begin to make sure that everything is working properly (lights, projector, computer, etc.). We will have a dedicated person, Karl Castleton, to help with IT concerns. If you need technical assistance and are unable to find Karl, please locate a conference organizer (Tracii Friedman, Cathy Bonan-Hamada, Shawn Robinson, or Lisa Driskell).

- Try to check your email at least once a day for any special instructions from the conference coordinators.

- Talks are 20 minutes, including questions, with 5 minute transitions. Speakers should receive a visible notification at 18 minutes (stand up or hold up a two minute warning). Please try to hold the speaker to the 20 minute time period to ensure that the parallel sessions stay aligned.

- After a talk has finished, if there is time, ask the room if there are any questions for the speaker. Be sure to allow time for the transition so that the next speaker begins on time.

Session Organizers Contact Information
(Note: See also the document "Special Session Ideas for further ideas about special session topics.)

The History of Mathematics and Poincaré's Other Conjecture
 	
    Janet Barnett: janet.barnett@csupueblo.edu   George Heine: gheine@mathnmaps.com
	Student Session
	
	    Beth Schaubroeck: Beth.Schaubroeck@usafa.edu

Mathematics Education
 	
    Hortensia Soto-Johnson: hortensia.soto@unco.edu
	Classroom Innovations
	
	    Michael Jacobson: Michael.Jacobson@ucdenver.edu

IBL Methods in the Classroom
 	
    Mona Mocanasu: mmocanas@msudenver.edu
    Patty McKenna: mckennap@msudenver.edu
	Teaching Modeling across the Curriculum: Mathematical Biology Labs for the Math Classroom
	
	    Andrea Bruder: Andrea.Bruder@ColoradoCollege.edu
	    Matt Lewis: matthew.lewis@aggiemail.usu.edu
	    Brynja Kohler: brynja.kohler@usu.edu
	    Jim Powell: jim.powell@usu.edu

Dynamical Systems
 	
    Joshua Garland: garland.joshua@gmail.com Tracii Friedman: tfriedma@coloradomesa.edu
	General Session
	
	    Eric Miles: emiles@coloradomesa.edu
	    Shawn Robinson: sharobin@coloradomesa.edu