

CHECKLIST: MAA RMS SECTION MEETING ORGANIZATION¹

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)
- ☐ **Host institution appoints a Program Chair**, who then **books space on campus** and **confirms** what, if any, **facilities fees** to be charged.²
In the case of a joint meeting, early contact should also be made with the co-sponsoring organizations.

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!
- ☐ Make **preliminary arrangements for workshops**, and for panel discussions on “meeting theme” (if any).
- ☐ 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.
- ☐ Contact Section Webmaster concerning **on-line registration and payment procedures**.
- ☐ Make/confirm **preliminary campus logistical arrangements** for rooms², food, technical needs, parking, etc.
- ☐ Make **preliminary arrangements for meeting reception and banquet**. Cost and menu options are needed for registration form.
- ☐ **Contact area hotels and motels** for rate quotes and to request that a block of rooms be held for the conference.
- ☐ Begin work on the **meeting webpage** and **on-line registration and payment process**, in consultation with the Section Webmaster.
- ☐ Begin work on **program announcement for Spring Section Newsletter** and the Section/Meeting Website.

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

- ☐ Finalize **call for papers** and **registration procedures ASAP**, but no later than Spring Newsletter deadline (currently January 15). Once available on Meeting Website, these can be announced via an e-mail to all section members sent by national.³
- ☐ **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 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.

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 **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**.
- ☐ **Plan the program!** See “Program Planning” section of the *Meeting Organization Handbook* for more detail.
- ☐ **Compile Abstract Booklet**, and post program and abstracts on meeting website.
- ☐ Send **final e-mail announcement** to all section members, ideally two weeks in advance, and before Early Registration rate ends.
- ☐ Arrange for **copying of participant materials**, 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.
- ☐ **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 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!**

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

² **ROOM ARRANGEMENTS must be a priority!** 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.

³ Coordinate national e-mails with Section Secretary-Treasurer.