# MAA_Wisc

# Guidelines for the local host of

# MAA – Wisconsin

# Spring Meeting

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# MAA_WiscPlease send comments, clarifications, and corrections to:

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The MAA-Wisconsin Section meeting has a long and distinguished history, beginning with its first organizing meeting in Milwaukee in 1932. The ongoing success of the Spring meeting would not be possible without the many Wisconsin collegiate faculty who have stepped forward over the years to take on the task of organizing the meeting. One of the most important organizational roles is to serve as the host institution for the meeting. Hosting the MAA-Wisconsin Section Spring meeting provides a great opportunity to showcase one's campus, and it is a tremendous service to the section. The commitment to host requires a significant investment of time and energy on the part of faculty at the host institution, however, and should not be taken on lightly. Hosting the conference requires an enormous amount of planning; having a committee to share this work is not only desirable, it is imperative.

The timelines and procedures outlined in this document are intended to provide a prospective section meeting host with some structure to help in preparing for the meeting. The guidelines reflect the general traditions of the Wisconsin Section Meeting and as such should provide the host with a sense of the responsibilities involved. The timelines and procedures are approximate. Many parameters regarding the meeting (especially regarding room reservations and costs) are dependent on host campus protocols. Essentially, the host institution is responsible for local organization of the meeting, especially meeting rooms, lodging, and food. The chair-elect of the section during the year preceding the meeting is responsible for assembling the meeting program (speakers, panel discussions, contributed talks) and scheduling. The two jobs require coordination, especially in the six months preceding the meeting.

Keeping costs down is important; there is typically very little in the MAA-Wisconsin budget for the meeting, and it can be expected that most (though not all) costs will be borne by the host institution. Often, though, total institutional costs are less for the host than for visiting schools because of the lack of travel costs. This can and should be used as a point of negotiation when the host is obtaining intramural funding for things such as meeting space. Throughout the approximately two-year process of preparing for a meeting, it is most important that the host institution keep in close contact with the Executive Board of the MAA-Wisconsin section and in particular with the chair-elect of the section. For specific email addresses of the section officers, see <http://sections.maa.org/wisconsin/board.shtml>.

On the following pages, the host responsibilities are discussed in detail. Following the description of the tasks involved, we provide a timeline, beginning approximately two years prior to the meeting, and continuing through the second day of the meeting.

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**Primary Host Responsibilities**

1. **Reserving meeting rooms and providing necessary A/V equipment:** It is important to ensure that the campus has the necessary facilities to host the meeting **before** the campus is confirmed for hosting the meeting. Specific needs:

* Rooms for contributed talks: In recent years, there have been up to 8 parallel sessions of contributed talks on Friday afternoon starting at approximately 1:00 pm, and up to 10 parallel sessions of talks on Saturday morning beginning at approximately 9:00 am. It is helpful initially to book lots of rooms and then to release them if you don’t need them. Contributed talks are usually held in normal-size classrooms. Though not all sessions have large attendance, some have up to 40 people. It is helpful to have some larger rooms to accommodate panel discussions. Rooms for the contributed talks should be near to one another.

For Friday afternoon, you may not be able to get 5 rooms beginning at 1:00; perhaps, you may only have two rooms available, but then at 2, an additional room is available and then at three, 2 more rooms become available. That is fine—as long as some of the preliminary rooms have computer internet and projection capabilities (see below for more on technology).

* Large lecture hall for invited speakers: The capacity should be at least 150 for the invited speakers. At a minimum, the meeting typically has an invited speaker later on Friday afternoon, after the Friday evening banquet, and sometime on Saturday morning.
* Space for registration, exhibits, and book sale (both Friday and Saturday). These need not necessarily be the same room, but publishers and book representatives should be in well-traveled areas for visibility.
* Retreat room for undergraduate students (both Friday and Saturday): contact the section Coordinator of Student Activities for specific requirements.
* Large room/lecture hall with technology and projection options for “Face Off!” the mathematical game show (usually Friday afternoon). Contact Steve Szydlik ([szydliks@uwosh.edu](mailto:szydliks@uwosh.edu)) or Ken Price ([pricek@uwosh.edu](mailto:pricek@uwosh.edu)) for specific requirements.
* Room for Project NExT-Wisconsin lunch and meeting (Saturday). Requires space for 25-35 faculty. Contact the section Project NExT coordinator for specific requirements.
* Room for the UW Colleges mathematics department meeting. This has not occurred every year, but can be typically expected. Usually requires space for 40-50 faculty. The department chair of the UW Colleges should contact the host about obtaining space, but it is helpful for the host to be proactive and reserve space early and/or to initiate the contact.

**Technology:** All rooms should have have a whiteboard and/or blackboard, an opaque projector, and projector with a connection for a laptop computer. Many presenters will assume that there is a computer in the room as well, and will bring their talks on a flash drive.

If there are not enough of these classrooms, your campus may have mobile computer projection units that you could reserve and place in the classrooms. Contact your audio/visual department.

1. **Providing lodging information and options for guests:** Try to reserve around 125-150 rooms (usually in two or three hotels)**.** Book hotels that you know are reputable and try to get a deal. In recent years, attendees have been booking more singles, which has increased the overall number of rooms required. Ask for prices on singles and doubles. Do not first ask about state rate—sometimes you can get the rate cheaper than state rate. If not, then ask about state rate and see if you can get that rate for all participants. (In some cases, the state rate can be cheaper for singles and more expensive for doubles or vice-versa, so ask around). If possible, go to several area hotels before committing. You may have to sign a contract (these are typically not binding, but before you sign on the dotted line, make sure it is not). *Do not hold rooms with your credit card number.* You may be asked to reserve a certain number of singles and a certain number of doubles. Use your best guess on that one and try to get lots of doubles. (It's always easier to downsize than to upsize.) You will have to reserve the rooms under a name (like MAA Wisconsin) and they may provide you with a code number for your block. They will probably request that those who are state tax exempt provide that exemption number upon reservation. They will give you a date by which rooms must be reserved.
2. **Food/Catering including the main banquet (make initial contact one year prior to the meeting):** There are a number of meeting events that require catering:

* Main banquet: Typical attendance is around 100-150, and so a large space is required. Dinner can either be buffet or served, though buffet is recommended. Served meals have caused complications in the past (attendees supposed to pick an entrée haven’t always done so, getting exact counts of vegetarians, etc.). If you choose a served meal, find out if entrée and vegetarian counts are required so that that information can be included on the meeting registration form if necessary. Keeping careful count of attendees is important in any case, and food services will require a head count some time in advance of the meeting. Regardless of the type of banquet, make sure that vegetarian options are available.

Bring registration materials to the banquet site if the registration area is far from the banquet hall. Some attendees show up just in time for the banquet.  
  
The Banquet ticket prices are set by the Executive committee, and the price for regular faculty was $20 in 2015 (students have traditionally paid $5). It is important to keep the buffet cost somewhat below the regular faculty price in order for the banquet not to be a major loss for the section. Budget carefully!

* Reception Friday preceding the banquet: This should be held either in the banquet room or a room near the banquet. A cash bar should be made available, if possible. The reception also typically takes place at the same time as “Face Off!” and having the two rooms close benefits both events.
* Face Off! has very specific technology needs, particularly two projectors connected to two computers, and the computers need to be next to each other. Contact the Face Off! coordinator for details.
* Reception before the Saturday invited address. This successful event was first held in 2010. Depending on the time of the address, this could consist of either breakfast-type foods, fruits, or cheese and crackers. Contact the section treasurer to see if money is available for this.
* Light refreshments for registration area: Usually, this is coffee, tea, and water at a minimum, with very light snacks if money is available. Contact the section treasurer.
* Make sure that your catering service makes banquet and refreshment tables accessible from both sides to help minimize congestion.
* Meal/snacks for the Project NExT-Wisconsin meeting on Saturday: this will be paid for by Project NExT-Wisconsin, but they may need help coordinating this or getting in touch with food services.
* Meal/snacks for the UW Colleges Math Department meeting (if held in conjunction with section meeting). This will be paid for by the UW colleges, but they may need help coordinating.
* Snacks for the student retreat room. These are typically very light (water or juice and pretzels or crackers). Contact the section treasurer to see if money is available for this (typically about $100 has been allocated, split between Friday and Saturday).

1. **Identifying candidates for the outstanding local teacher award(s) and obtaining the award(s): (3 to 5 months before the meeting)** The local host is responsible for finding outstanding local high school and middle school teachers to honor at the reception. (It could be an elementary teacher if they are a math specialist). You need to devise a plan as to how those teachers will be selected. You may select up to 4 (but you do not need to select four) award winners. The awardees and one guest per award winner are given a complimentary dinner at the Friday night banquet. In addition, the Section provides up to $20 per recipient for the purchase of certificates or plaques. The local host is responsible for designing ordering these.   
   Identifying the awardees requires time, so start planning for this early. It is the responsibility of the local host to determine the criteria for selection, the screening and selection process. It is helpful to contact area high school and middle school principals as well as chairs of math departments and asked for nominations. Unfortunately, many did not respond so I extended deadlines and contacted the district supervisor’s office, etc. Try to find a method which will maximize response. To repeat, *this takes time.*
2. **Identifying presiders for the contributed paper sessions: (1 to 3 months before the meeting)** It is important that there be someone present at each of the contributed paper sessions to introduce the speakers and to make sure that the sessions stay on schedule. These can be students or faculty, volunteer or paid. Asking students to volunteer for a 1½ to 2 hour block works well. These volunteers (especially students) will need to be trained **before** the meeting so that they understand how to stay on time and how to deal with difficult speakers who go over time! Volunteers who want to also attend talks should register for the meeting, and those who want to attend the banquet must purchase tickets. The Section is not able to provide banquet tickets for local volunteers.
3. **Identifying workers for registration: (1 to 3 months before the meeting)** These can be students or faculty, volunteer or paid. If paid, it is possible to utilize your campus work study funds. Sometimes, the MAA has money to pay for student help (about $5.50 per hour), but make sure to check with the treasurer to see if this is possible. Providing the students with a free ticket to the banquet (funded by your department) can be a nice incentive and get good student attendance at the meeting. (However, as noted above, the Section is not able to provide banquet tickets.) A suggestion: have two people working registration from 11:30 to 3:00 on Friday. After 3:00, have one person from 3:00 to around 5:30. (These times include training and set-up of badges, etc). Registration starts at 12:00 (but some arrive early) and closes at 5 (but some arrive late). On Saturday, one person can work registration from 8 until 10 and one person could work the MAA book sale from 8 to 12.
4. **Obtaining parking for guests: (3 to 5 months before the meeting)** With up to 200 guests on campus for the meeting, some forethought needs to be given to parking, especially at urban campuses where parking can be tight. Contact your institution’s Parking Services department for their policies. Parking is usually most difficult early on Friday afternoon of the meeting. Some schools will require visitors to obtain a permit (and in some cases, this might include purchasing a daily parking pass). Others may simply agree not to enforce parking regulations in certain lots on Friday afternoon. Typically, parking is less of an issue on Saturday morning.
5. **Producing local information for the program: (3 to 5 months before the meeting)** You will need to prepare information for the spring newsletter regarding hotels, directions to campus and parking information. You may want to include maps. If parking permits will be required, make it clear how to obtain them. This information will also be included in the meeting program. If you have the energy, time, and expertise, a meeting website is very helpful for providing up-to-the-minute meeting information. Generally, this information needs to be sent to the program chair and/or newsletter coordinator and/or treasurer by the first week of February (if you have a website, make sure to include the web address in this correspondence). Providing facilities for nursing mothers was well-received when available.
6. **Producing nametags: (2 weeks to 1 month before the meeting)** With spreadsheet software and laser printing, it is relatively easy to produce professional-looking nametags (around 250 maximum will be required). You will need to provide both the sleeves and perforated cardstock for the nametags. (These are at the expense of the host.) Avoid the “sticky”-type nametags since most guests will use them for two days. Nametags should include the guests’ names and institutions, and it’s nice to include the MAA logo if possible. You can print organizers’ nametags in a different color so that confused guests can identify them more easily.
7. **Creating campus signage for guests to direct them to the meeting from parking areas: (a few days to two weeks before the meeting)** These will need to be put out on Friday morning. “Chalking” (if allowed on your campus) on the morning of the meeting can be a fun task for student volunteers and can make this task easier. But beware of rain!
8. **Contacting publishers and exhibitors: (3 to 5 months before the meeting)**

Publishers and textbook representatives often appreciate having the opportunity to display their materials at the section meeting. It is your responsibility to contact them (except for the MAA – that is taken care of). You likely have contact information for these publishers from their visits to your department.

Check with the section treasurer before inviting publishers to confirm the cost for a publisher. Some publishers may need to have an invoice sent to them—tell them to contact the treasurer for an invoice. If they display, ask if they will be here on Friday, Saturday or both days (charge is the same) and what their needs are—i.e., the number of tables and perhaps an internet connection. (The specific arrangements can be done a little later if so desired). As local host, you can choose to hold the MAA book sale on both days or just Saturday morning (same for publishers). The number of publishers that respond may determine the size of room needed. ***Important: If the book sale or publishers are displaying on both days, then the room must be one which can be locked.***

The publishers do not have to register for the meeting. But, they may want to buy a ticket for the Friday night banquet and it is helpful to send them hotel and other meeting information.

Text of sample invitation:

*“The Wisconsin Section of the Mathematical Association of America invites you to set up a display at their Spring Meeting. The meeting will be [date], at [location]. Display times will be Friday, [date], from noon to 5 pm, and Saturday, [date], from 8 am to noon. The room will be monitored when not locked, so you are welcome to send a representative, or simply to set up your display and leave it until the end of the meeting. The cost is $50, which should be payable to the Wisconsin Section of the MAA. For more information, contact…”*

Some publishers representatives may not be able to attend, but they may send books for you to set up (if that is the case, tell them their table will not be monitored). The charge remains the same. Assure them that if they display both days (if you decide to do that) the room with their books will be locked. The MAA book sale usually requires two or three large tables. Often, the refreshments are located in the same room as the book sale and publishers’ displays. Having extra tables in the room is very helpful.

1. **Producing schedules for the individual meeting rooms: (A few days to two weeks before the meeting)** Obtain from the program chair the list of talks, with the times and speakers, for each room and the session chair and make signs to put outside the rooms advertising the talks.
2. **Producing on-site registration forms: (A few days to two weeks before the meeting)** These can be obtained from the Public Information Officer. Note that costs are different for on-site registration, so do not use the registration form from the newsletter.
3. **Obtaining guest wireless internet access: (1 to 3 months before the meeting)** Speak to your computer services department about the possibility of wireless access for visitors. This should be available at no cost to the guests.

**Timeline**

Two years prior to meeting:

1. Make inquiries to ensure that your campus has the necessary facilities to host the meeting: lecture hall, classrooms with necessary technology, an area for registration and book publishers and MAA book sales, and banquet room.
2. While many of your colleagues may contribute with the plans, choose one person to be the designated local host. The local host will be the contact person, the detail person and the person who oversees everything.

More than one year prior to meeting (prior to the spring meeting of the year before you are hosting the conference):

Tentatively, book the lecture hall, a room for registration and publishers and MAA book sale, student retreat room, and rooms as necessary for “Face Off!” , the Project NExT and UW Colleges math department meeting, and the reception and banquet areas for some weekend dates in April. Even though many details will not be finalized, it is important to have reservations tentatively in place so that the date of your meeting can be voted on during the Section business meeting. Institutions have resource demands (e.g. other conferences, admissions activities, etc.) that you might not be aware of. Surprises here can be very unpleasant so make the reservations as soon as you can! Dates to avoid: Easter, the NCTM national meeting (typically in late April, see <http://www.nctm.org> for the date), and special events in the host area that can make hotel rooms scarce or more expensive.

One year prior to meeting:

1. Make initial contact with food services regarding the Friday night banquet, the Friday night cash bar/reception, Friday afternoon and Saturday morning light snacks, student retreat room snacks, and lunch/snacks as necessary for Project NExT and/or the UW Colleges mathematics department.
2. ***Very Important***: Exchange e-mail addresses with the program chair (the chair-elect of the section), the MAA-Wisconsin treasurer, and the MAA-Wisconsin Public Information Officer, and make an initial contact. See [http://sections.maa.org/wisconsin/board.shtml](http://sections.maa.org/wisconsin/board.shtml%20%20) for the current officers’ email addresses.
3. Once the date for the meeting is set, confirm reservations for the lecture hall, reception area, area for registration and book sales, and dining area and notify food services of the dates. ***Important: these types of rooms must be reserved early. They are often booked well in advance. Also, catering is often booked well in advance.***
4. If possible, book rooms for talks—however, this is sometimes not possible until class schedules are determined. This will depend on your campus facilities. At least make contact with room scheduling so that they are aware of your requirements early.
5. If hotel space is scarce in your area, reserve blocks of hotel rooms now—try to reserve about 125 to 150 rooms (usually in two or three hotels).

8 to 6 Months Prior To Meeting:

1. Reserve blocks of hotel rooms.
2. Confirm once again with food services the dates of the meeting and their possible responsibilities—you never know what personnel changes may have occurred over the summer.
3. Once again, confirm rooms for the plenary talks, the dining area, the reception, registration and publishers and MAA book sales. Although the schedule of the plenary talks may vary depending on the number of speakers, typically there have been at least three speakers: one late Friday afternoon prior to the reception; one Friday evening after dinner; and one on Saturday morning. You can look at past meeting programs for guidance.
4. If possible, book rooms for the contributed talks (again, may not yet be possible until classrooms are assigned for the spring semester)—but at least let it be known that you will need several classrooms for Friday afternoon and Saturday morning.

5 to 3 months prior to meeting:

1. If you haven’t already, book rooms for the contributed paper talks.
2. Initiate a plan to identify candidates for the outstanding local teacher award. If you plan to use your campus graphic design for the design of teachers’ certificates, then make sure to book time well in advance of the meeting. If you use a local trophy store for plaques, it’s a good idea to get a sense of cost and production time well before the meeting as well.
3. Contact your local representatives for the publishers to ask them if they wish to display books.
4. About 3 to 4 months prior to the meeting, you will be in much contact with the program chair regarding rooms, technology requests etc. Some people have unreasonable demands for their talks (like two computer projection units) and it is ok to say that some demands are unreasonable.
5. You will need to get from food services a date by which they will need to know the number of people attending the banquet –this will usually determine the early registration deadline. Give this info to the treasurer. Try to get them to be somewhat flexible in allowing late registrants to sign up for the dinner (provided you have enough space).
6. ***Very important***: Prepare local information for the Spring newsletter and the meeting program. Give information about airports to program chair so that this information can be transmitted to invited speakers who may need to make flight arrangements.
7. Contact your institution’s Parking Services to find out their policies on parking and permits for the meeting.

3 to 1 months prior to meeting:

1. Continue work on selecting area mathematics teachers to honor and notifying them. Find out if they can attend the banquet and also, if a companion wishes attend (both dinners are complimentary—paid by the MAA). Inform the treasurer of their names and whether they and a companion will attend — start early on this.
2. Contact publishers, if you have not already done so. If you have not already done so, determine the number of tables each publisher wants and whether they want an internet connection.
3. Determine the needs for the talks of the invited speakers; reserve some microphones just in case. If the dinner speaker is talking in the dining area (highly recommended but not necessary if it is not possible), reserve projector and screen for the dining area and determine if an internet connection is required.
4. During this time, the Wisconsin Project NExT coordinator will contact you to secure a room for their meeting (either Friday morning or Saturday afternoon) and to arrange for a luncheon and refreshments. Make sure there are vegetarian options.
5. If the UW Colleges Mathematics Department decides to have their department meeting in conjunction with the MAA meeting, the Chair of the Mathematics Department will contact you about securing a room for their meeting (either Friday morning or Saturday afternoon). The chair will also need to be put in touch with Food Services so that he/she can order a luncheon and refreshments. Or you might arrange that for the Chair, but make sure that price and times are agreeable to the Chair. Make sure there are vegetarian options.
6. Determine a menu for the banquet (try to stay around $17 per person as of 2011). If it will cost more, you will need to discuss with the treasurer. Make sure there are options for vegetarians. Make sure to discuss the reception that precedes the banquet as well. That should include a cash bar if possible.
7. Determine the items for the Saturday reception, if there is one. That total should be kept to around $600 (as of 2011). Suggestions: cheese and crackers, fruit, sausage, and/or some kind of pastries. Make sure to include some kind of beverages, though they need not be expensive. Coffee and water are fine.
8. Order the Friday afternoon and Saturday morning refreshments for the registration area. Keep it simple; not everyone partakes. The total should be under $150 (as of 2011) and can simply consist of coffee/tea and water or other simple beverages. Try to get 4 or 5 gallons of liquid refreshments. But cookies on Friday or some pastries on Saturday morning are possibilities if your budget allows.
9. If you need to, notify your instructional technology staff to make sure rooms are equipped as needed and equipment will be in good working order. If you will need an IT person on duty, inform them. Notify those who do room set-ups (perhaps maintenance staff) of your needs and also notify them in case they may need to have an extra person on duty Thursday or Friday night or Saturday morning (ie, to open/lock rooms, doors, set-ups, etc).
10. Arrange for people to work the registration desk and to serve as session presiders. Please note that the Section is unable to provide banquet tickets for workers.
11. Contact your computer services department about obtaining guest wireless Internet access for the duration of the meeting.
12. Keep in touch with program chair and treasurer, as needed. If the treasurer needs to mail parking permits to those preregistered, get them to the treasurer.

One month to two weeks prior to meeting:

1. Order nametag materials (about 250).
2. Find out the flight arrangements for guest speakers and make arrangements for them to be picked up and delivered to the airport (local host’s expense). Perhaps, arrange to have dinner or lunch with them. Also, make sure they have a ride (if necessary) to and from the campus for the meeting. The program chair may do this or, of course, there will be several participants who could chauffeur. But, it is hospitable to make these arrangements for them.
3. Design and have either plaques or certificates made (this is the expense of the local host) for the area math teachers’ awards.
4. Keep food services appraised of numbers for the banquet; usually you will have to commit for a minimum number during this time. This can be tricky and work with the MAA treasurer to determine the number. There are always those who register late and would like dinner; but there are usually no shows as well.
5. Make maps of the campus to either be in program or to insert in the program. In particular, highlight the registration, book sales and publisher’s display area, hall for plenary speakers, reception area, dinner area and area for contributed talks.

Two weeks to a few days prior to conference:

1. The treasurer will be giving you names of those who have pre-registered and you can start making nametags. (Perhaps, you can arrange to have a secretary help). Every few days, you will be receiving more names.
2. Obtain from the program chair the list of talks, with the times and speakers, for each room. Make individual room schedules to put outside each room listing the talks for that room.
3. Make signs to put up around campus to direct people.
4. Keep food services apprised of the numbers for dinner and the times and locations for food.
5. Inform publishers and MAA books person where to unload their wares.
6. Do anything from the above that hasn’t been done.
7. Double check with everyone (room reservations, IT, food) to make sure that what you’ve asked for will be there.
8. Prepare a sheet with the banquet menu so registration workers can inform people who ask “What’s for dinner?”
9. Obtain from the Public Information Officer an on-site registration form, for those working registration.
10. Make arrangements to meet program chair to get programs.

Day before the meeting:

1. The treasurer brings a cash box, order forms for the MAA book sale, a receipt

book for registration and dinner, tickets for the dinner, a list of pre-registrants and seed money. However, I would advise having some seed money handy (for change)—a few fives, tens, and twenties along with some coins for the book sales and late registrants and have a list of the pre-registrants. Twenty $5 bills as seed money has been adequate in the past.

1. Pick up invited speakers from airport and arrange for dinners, lunches,

transportation, if arriving today.

1. Make sure rooms will be set up and equipped for the next day.
2. Make more nametags if needed, and alphabetize.
3. Check again with food services on timing.

Friday, first day of the Meeting:

1. Put up signs outside rooms for talks; put up direction signs.
2. Get programs, if you do not have them already, and arrange them in registration area. Insert maps of campus, if not in program.
3. Pick up invited speaker from airport if necessary.
4. Arrange nametags in alphabetical order for registration. (Do not leave nametags unattended—even preregistrants need to sign in). If parking permits are required, have those handy.
5. Be available to handle emergencies as they arise.
6. Make sure speakers arriving by air have transportation to and from meeting.
7. Communicate with food services on timing.
8. Make sure rooms that need to be locked are.

Saturday, second day of Meeting:

1) Make sure doors are unlocked.

2) Put up signs outside door for Saturday talks.

3) After meeting, clean up.

4) Make sure transportation to airport for speakers is arranged.

After the Meeting:

1. Congratulate yourself and your colleagues on a job well done.
2. Look forward to enjoying the next meeting, when you won’t have to deal with all this stuff.