

Guide for Host Institutions in Preparation for North Central Section Meetings

(revised May 2009)

TIMELINE

- Form a Local Arrangements Committee. As soon as possible, send the name of the chair of this committee to the Section Secretary.
- By early September for a Fall Meeting or late February for a Spring Meeting, send the following information to be included in the Call-for-Papers to the Section Secretary:
 - Hotel/Motel Information (see below)
 - Reception Information
 - Area Map (or web links to a map) showing highways and exits, meeting site and hotel/motel locations
 - The cost of the luncheon, the deadline for reservations, and the name of the person to whom reservations are to be sent.
- Six weeks prior to the meeting, send any information that should be included in the program. This includes the following:
 - The names of:
 - the person who will welcome the MAA-NCS,
 - the person who will preside at the Friday evening session, and
 - the persons who will preside at the Saturday morning and afternoon sessions. (Usually one presider is needed in the morning and two in the afternoon.)
 - The names of the buildings and room numbers for registration, book sales, meetings and the luncheon. With each room number used for a session, also include the number of people the room will seat.
 - A web site for a campus map with parking lots and buildings to be used clearly indicated.

Local Arrangements Committee

There is much planning necessary for the successful operation of a section meeting. A local arrangements committee should be formed as early as possible and there should be a division of the responsibilities (indicated in the following paragraphs) among the members of the committee. The chair of the committee will coordinate the work of the members of the committee and handle correspondence with the Section Secretary. The involvement of students can be valuable for them as well as for the Section.

MAA Book Display and Sale

- Identify a secure space for the MAA Book Sale. This space should have ample tables for the display books. Arrange to have someone present at the Book Sale at all times when talks are not being given and for at least fifteen minutes after the last talk on Saturday.
- Display books from the preceding meeting will be given to a representative from your institution at that meeting (or mailed, if necessary).
- The Section Treasurer will bring the current price lists and new display books to the meeting. Price lists will reflect the meeting and member discount(s). All orders must be processed online by the purchaser. The discount coupon code(s) can be applied to online orders during and for several days after the meeting.
- Books should be packed and sent with a representative from the host institution for the next meeting.

Photographs

The host institution should designate a faculty or student to be responsible for taking a several digital photographs during the meeting. This collection of photographs should provide some reflection of the people and activities that were part of the section meeting. (Think in terms of a representative sample, not a census.)

Shortly after the meeting, these photographs should be forwarded electronically to the North Central Section Information Officer, so that these images may be shared publicly on the section website.

Publicity

To quote from a letter from Alfred Willcox, "Publicity is something that mathematicians have too long neglected. Section meetings ought to generate at least some local publicity, and we have learned that even national meetings do not generate publicity unless someone takes vigorous steps to inform the media."

Notify the newspaper, radio and TV stations, and campus media of the meeting and program at least a week prior to the meeting. After the meeting, send an article in layperson's terms describing the meetings and the topics discussed to the media contacted earlier.

Exhibits

If there are to be exhibits, the Section Secretary will send invitations to publishers or other groups. If exhibitors are contacted, check with the Section Secretary as to registration fees. Space near the registration area and meeting room should be provided.

Principal Speaker

The invited speaker for the Saturday morning session is usually from outside the section. The President of the section will make the initial contact and arrangements with the invited speakers.

- Correspond with the principal speaker to offer assistance and to determine arrival and departure plans.
- If the speaker will arrive via public transportation, arrange transportation to and from the terminal.
- If lodging reservations are desired, reserve a suitable room at a motel or hotel. The Section will cover lodging costs for invited speakers who otherwise would probably not be attending the meeting, if the cost is not covered by the national MAA organization.
- If needed, arrange transportation between the hotel and meeting site.
- Ask the speaker to provide information that can be used in the introduction of the speaker.

Lodging

By the dates indicated above, the following should be sent to the Secretary of the Section:

- A list of hotels and motels including:
 - Name, address, phone number (include 800 number if available), and distance from meeting site.
 - Rates (indicate if special rates for MAA members or institutions are available)
 - Special features - pool, dining facilities, etc.
- Campus housing for students, if available
 - Rates
 - Person to contact for reservations
 - If bedding and/or towels are not included, so indicate.

Physical Arrangements

A room that will seat 100-150 persons, two small rooms suitable for a second contributed paper session (if there are a large number of such papers), an area that can be secured for the MAA book sale, and a room or foyer for registration and refreshments are required. These rooms should be reserved as much in advance as is necessary to obtain the best possible facility. Do so as early as possible.

The lecture rooms should be selected on the criteria of size, comfort, ease of location, availability of white boards, computer access, audiovisual equipment, adequate lighting, air conditioning and public address system. Markers and erasers should be provided. Speakers will have the ability to request special needs via the submission form and will notify the local arrangements chair of any additional requests of the speakers.

Maps and Signs

By the dates indicated above, provide (web links containing) an area map showing hotel/locations and the meeting site, and a campus map showing the meeting location, parking and luncheon site.

Registration

- The Friday evening registration should begin at least one-half hour before the evening session, which usually begins at 8:00 p.m.
- The Saturday morning registration should begin at least 45 minutes before the morning session, which usually begins at 9:00 a.m.
- The registration fee is \$25.00 per person, including exhibitors. Students (graduate and undergraduate), and all invited speakers are not charged. The Section Treasurer will provide a cash box with seed money and registration receipts. Volunteers working the registration table should be prepared to provide receipts for registration and the luncheon when requested. Change should be available from the cash box.
- The Section Secretary will provide a registration sheet for about 100 registrants. Included will be spaces for name, affiliation, student status, and payments. Please have the receptionists fill out all items on these sheets to assure accuracy and readability. Section records of attendance are taken from these forms. The registration sheets are to be collected by the Section Secretary.
- Name tags and pens should be available. Medium size black tip felt pens are excellent.

Reception/Refreshments/Luncheon/Officers' Meeting

- It is recommended that there be an informal get-together following the Friday evening session. Refreshments should be simple (punch, vegetables and dip, fruit, cheese and crackers; beer and wine are optional). The expense of this reception is usually borne by the host Institution. If funds cannot be found, advise the Section Secretary at least six weeks before the meeting. Advise the Section Secretary of the location of the reception for inclusion in the program.
- During Saturday morning registration, have refreshments available including coffee, tea, juice, and rolls or donuts. The expense of these refreshments is borne by the Section. Check with the Section Secretary as to probable amounts needed.
- Arrange for the Saturday luncheon. A moderate lunch in the \$9 to \$13 range is appropriate. The location, menu, deadline for reservations and reservation contact person should be communicated to the section secretary at least six weeks prior to the meeting.
- Arrange for a Section Officers' meeting. Typically, this meeting is Friday before the meetings, but may be a Saturday breakfast meeting. Reservations should be for 10-12 people. This works best as a catered event in a quiet room on campus. The section covers this expense.