

## Indiana Section Local Arrangements Checklist – Fall Meeting (revised 9 April 2019)

Before planning to host, you may find the following information helpful.

- You will need space for:
  - The plenary talks and a business meeting. These talks need to hold about 90 people for the Fall meetings.
  - The Saturday lunch. This lunch will have 60 – 80 people.
  - Three rooms for parallel sessions, each seating 25 – 30 people.
  - An executive board meeting. This will only need to hold about 10 people.
  - Meeting registration: 1 eight-foot table, 2 chairs
  - Place near where the parallel talk rooms are for the book sale kiosk to be set up
    - Computer with internet access and a table large enough for ~15 books and the book catalogs for people to view
  - Place for refreshments during breaks.
  - Most talks assume that technology is available. Please inform the Chair if local computer systems, projectors, internet access, and sound systems are not available in all speaker rooms. In addition, the speaker rooms should be available during registration for speakers to test their talks with the local technology.
  
- You will need funding for:
  - Photocopies, registration materials, signs, snacks, and any social events.
    - Note: Any public viewing of material with a copyright will have associated fees.
  - The registration fees will cover meal costs.
  - Costs of non-meal food such as coffee, snacks, etc. are usually paid for by local organizers, often done via sponsorships (e.g. the host institution's graduate school, Wolfram, Cengage, etc.)
    - Note: Before thinking about the cost of snacks, check to see if your school has any policies about using on campus catering for snacks.
  - IN-MAA expects to reimburse about \$100 for the printing of programs, folders, etc. handed out during registration.
  - Check with your institution about whether you will need to hire people who specialize in events to staff the event.

### Getting Ready to Host

1 year to 6 months in advance:

- Ask the Section Chair for the contact information for: Student Affairs Coordinator, Treasurer, Public Information Officer (web site and registration), Secretary (registration).
- Optional: Write a grant for money if needed.
- Reserve meeting spaces on your campus.
- Let your events office know about the event.

- Get a copy of previous agendas so that you know what to expect.
- Send the Section Chair and Executive Board the name, email and phone number of a contact for general information.

6 months – 4 months in advance:

- Block off hotel rooms. Call to see if you can get a discount. If possible, book at a hotel with breakfast. Note: Make sure to get deadlines for hotel discounts.
- Ask your president or other administrator if they would be willing to give a brief (10 – 15 minute) welcome to the conference.
- Discuss meals and refreshments with your on-campus catering.
  - The host institution traditionally provides light breakfast refreshments on Saturday morning.
  - No refreshments are expected on Saturday afternoon.
- Determine parking arrangements.
- Decide if you want to do a social event (if you haven't already decided).
- Make a poster advertising the event and send to the organizing committee or send them a photo to use for their posters.

4 months – 2 months in advance:

- Inform the Section Chair of the tech capabilities of your building.
- Send hotel information to the Section Chair and Public Information Officer, including names (with locations and directions to campus), rates (with discounts), and deadlines for blocked rooms.
- Send directions to campus and campus map, including parking information, handicap-permit spaces, and accessible building entrances, to Public Information Officer.
- Send the Section Chair and Executive Board the name, email and phone number of an onsite contact.
- Send options for the meal menu(s), including any vegetarian/special diet options, to the Section Chair and Treasurer. Also notify them of any hard deadlines from the campus catering and how much advance notice is needed for vegetarian/special diet option numbers. Note: If the event is during your school's "break", check for any extra catering fees.
  - Since the section is obligated to provide meals for some meeting participants, prices charged for meals are usually somewhat higher than the price charged by the local caterer. Meal prices must therefore be set in consultation with the Section Chair and Treasurer.
  - These costs are typically around \$10 for lunches. Participants are usually charged the quoted catering price rounded up to the next dollar + \$1 (ex: quoted price = \$12.39, we charge participants \$14) to offset the costs of complimentary meals to speakers, etc. IN-MAA collects that money online (via Eventbrite) and in person at the registration desk at the meeting.
  - Verify the date by which the caterer needs final counts for the meals. The section Secretary must be informed of this date in order to provide accurate final

counts, and the Secretary should be informed of any flexibility in this date and/or final counts.

2 months – 1 month in advance:

- Send the Executive Board a list of rooms for the events
- Contact IT about wireless access for participants and speakers. Determine if IT will be able to help provide support during the event and how to contact them.
- Optional: Contact organizations such as SIAM to see if they have any swag they would be willing to contribute.

<1 month in advance:

- Reconfirm room bookings; notify board of any changes.
- Reconfirm that your administrator will still be able to give the welcome.
- Purchase folders and nametags for registration. Consider pens and scrap paper.
  - The Public Information Officer sets up the on-line registration and links all relevant information for the meeting.
  - The Secretary receives mailed registration forms and checks, prints receipts, and provides the host institution with meal registration figures and an Excel file with names and institutions of those who have registered for use in making name tags.
- Get the final schedule and abstracts from the Executive Board. (About 1 week in advance)
- Compile items for printing including: campus maps, meal tickets, schedules, and abstracts. Print all needed items.
- Create registration folders. Include printed items from above. Optional: Information about your institution, pens, scrap paper / notepads, swag from math organizations.
- Create name tags with names and schools. Also have blank nametags available.
- Print forms for on-site registration. Give to Treasurer the day of the conference.
- Solicit volunteers to help with directing, etc. Assign volunteers tasks and let them know.
- Solicit volunteers for the registration desk (two people for initial busy time and one person for other times the desk is open), and book sale set up and take down (a few people and a cart to easily transport boxes of books)
- Determine the technology needs of the speakers. Make sure the technology works in the rooms, including sound, and that all computers have the latest versions of both PowerPoint and Adobe Acrobat installed.
- Print registration list for checked in participants. You will need to keep track of who has picked up their materials.
- Check for any other needs with the Executive Board. For example, do they need prizes for a student event?
- Optional: Print an evaluation and include in the folders.
- Optional: Purchase school gifts for the plenary speakers.
- Optional: Purchase any needed snack items. Complete any tasks needed for your social events.

## Day of:

- Be prepared for last minute requests!
- Sign campus for guidance to different buildings. Add additional signs to restrooms.
- Set up registration tables and “kiosk” area for the MAA booksale.
- Make sure necessary tech supplies are in place (dongles, laptops, etc).
- Ensure water is available for speakers and for business meeting.
- After the conference:
  - Check all rooms for materials that were left behind.
  - Remove signs from campus rooms.
  - Return all tech supplies.
  - Thank those who helped this happen including administrative assistants.

## Afterwards:

- Send the final registration information to the Executive Board.
- Be in touch with the Treasurer about reimbursements. The Treasurer can write a check at the meeting to cover the meal costs or reimburse the local host's department afterwards, depending on the timing of the invoice from catering.
- Update the current list for section hosts and send to the Executive Board.
- Optional: Send the Executive Board any feedback from evaluations.
- Optional: If you have a grant, remember to do the requisite paperwork.