

Local Arrangements Guidelines

These guidelines are provided a resource and a guide for the Local Arrangements Chair/Committee. Local Arrangements Chairs are also encouraged to consult programs from recent meetings, past Local Arrangements Chairs, members of the executive committee and long-time Section members. Certain details of the local arrangements will vary from site to site, but any major departure from Section traditions should be discussed with the Section Chair and the Executive Committee.

The Local Arrangements Chair/Committee is responsible for

- obtaining **approval and support** from appropriate campus administrators to hold the meeting and making sure that campus policies do not conflict with Section policies, e.g. that we are not going to be charged for the use of the facilities; (The Dean, Vice-President, and President, can be helpful, depending on the school. It is important to acknowledge all discussions with email correspondence, keep all email correspondence, and keep records of any special funding sources discussed for costs of the meeting.);
- being in contact with **campus facilities office** about any special considerations or arrangements that may arise or be needed;
- arranging for the **rooms** and the equipment needed for the talks, workshops, panel discussions, etc. on the program; reserve the rooms as early as possible, remembering that there may be other events on campus for which these rooms might be in use as well;
- arranging for the needs of the **Section NeXT** activities in conjunction with the meeting; the current coordinator for Section NeXT is Lisa Humphreys; these may include such things as refreshments at the beginning of the session, lunch, room(s), equipment (overhead projector, LCD, etc.), and parking arrangements and parking passes for speakers and those attending;
- arranging for parking for the meeting including parking for the elderly/handicapped; obtaining parking passes if required (which if at all possible should be distributed when people arrive rather than being sent);
- meeting with **campus security/police** to discuss any special arrangements that might need to be made for security concerns during the meeting; and provide them with a copy of the schedule for the meeting;
- making arrangements with campus security/police or the facilities office to ensure that **buildings and rooms will be unlocked/open** during the conference, especially Saturday morning, and not locked until all the activities are finished on Friday evening; checking to make sure that the buildings and the rooms are indeed open each day;
- planning the Friday evening reception and banquet, Saturday lunch, and in the spring Saturday breakfast, including location, menu, and cost; try to get the best deal that you can and beware of any hidden or extra costs such as table cloths, napkins, and wait staff; minimize these as best you can; if there are fees for catering for “outside organizations” or a discount for campus groups, try to have us considered a campus group through department sponsorship; get help from a chair or other administrator if you’re having problems with the **food services** people; being careful not to violate any contracts/agreements that the catering service may have with the college/university;
- checking the policies of the college/university if you are planning to have a (cash) bar during the **reception**, keeping in mind that the Section must not violate the policies of the college/university or the LAW;

- arranging for **refreshments** for Friday afternoon and Saturday morning; consider asking offices on campus to sponsor the refreshments, e.g., the department, dean, alumni association, career services office, or any special program or office that seems to have a lot of money—whatever seems appropriate; asking book/tech representatives to sponsor refreshments for a break or even for the reception is also a possibility;
- developing a list of **area hotels/motels** with addresses, phone numbers and prices, and in the spring arranging for **on-campus housing** in the residence halls; in some areas it may be necessary to make arrangements up to a year in advance: check the hotels/motels the college/university uses to see if they will give you an especially low price; the AAA guide for the state may be helpful since it provides information and pricing information about the hotels/motels in the area; use the price information listed as a starting point and ask for discounts based on the number of folks who you anticipate will need accommodations; some area hotels/motels can be quite competitive and may provide free breakfast or even offer transportation to the college/university for those staying at their hotel/motel;
- providing room locations, directions to the college from all directions, a campus map, a description of the college, room locations for program events, cost of meals and meal options for the banquet, if applicable, the list of area hotels/motels with addresses, phone numbers and prices, and in the spring the cost for on-campus housing in the residence halls to the **Newsletter Editor**, currently Frank Ford, (in the beginning of September for the fall meeting, in January for the spring meeting) and to the **Webmaster**, currently Ross Gingrich, (as soon as any of the information is available, it can be sent piece-meal);
- if your department or the college/university maintains a list of area **high schools**, consider sending out a letter inviting teachers in the area to attend the meeting;
- obtaining the titles, abstracts, biographical information of speakers and schedule for the meeting from the Program Committee and the coordinators of Student Paper, Contributed Paper, New Colleague and Future Colleague Sessions and then creating and printing copies of the **meeting program** for all the participants; this can be facilitated by discussing the format of the program with the Program Chair including what type of files will be sent; a special cover is not necessary;
- putting together **folders** for participants with the program, a badge with the person's name and affiliation, a campus map, a list of pre-registered participants with affiliation and e-mail, and possibly other materials such as paper, pen, information about the college; at some recent meetings there have been some nice little touches like pens and paper with the name of the meeting and site, but balance these extras with cost considerations; since this is an opportunity for campus publicity, the admissions office, print shop, college relations, Dean, VPAA or President may be helpful in providing or subsidizing these materials; compare the costs of obtaining materials such as badges through the college versus retail stores such as Staples; plastic hanging badges are a lot better than the "Hello! My name is" stick-on name badges;
- contacting **MAA** to arrange for books and sample copies of journals to be sent for the meeting; contacting **tech/book reps** to arrange for companies interested in having a book/tech display during the meeting – work with your publishers book representatives for book displays, and call makers of major software to see if these companies would like to have a display or give a demonstration during the meeting; when you speak with these representatives, consider asking for donations for raffles during the meeting – those attending the meeting will enjoy the give-aways;

- making sure that there will be enough **tables** to accommodate all of the exhibitors;
- arranging for a person to sit at the **MAA book table**;
- arranging for someone from the college such as the **President, VPAA or Dean** to welcome us to the campus; if possible, get the President; it is nice to invite the President, VPAA, or the Dean to attend the reception, banquet, and luncheon as well;
- administering **pre-registration** and **on-site registration**; organizing a group of students and faculty to assist with registration; you may get many e-mails and phone calls about registrations as the deadline draws near – keep careful records of who has paid and who has not paid and encourage people to send in their registration and check immediately; setting up a spreadsheet with all of the information can be helpful;
- keep all **registration forms** and record on the form when you received/processed the registration; consider recording the check number of all checks before you forward them to the Secretary/Treasurer;
- another mailing should be avoided if possible, except for the parking pass all of the information should be available in the Newsletter and on the website;
- putting up **signs** leading from the edge of campus to the parking lots and from the parking lots to the registration site;
- forwarding all **registration funds and all receipts for expenses** to the Section Secretary/Treasurer, currently Ann Kizanis;
- attending to any **local travel arrangements of any speakers** from outside the section; these may include obtaining information on transportation from the airport, rental cars, or finding a volunteer to transport the person to or from the airport.
- dealing with any local arrangements issues that arise in the course of the meeting;
- make sure that you have **faculty and students** to help with on-site registration, set up and clean up of book/tech displays, monitor workshops and sessions for possible problems and provide other help as needed;
- make sure that there are people available who are knowledgeable about any technology that will be used; arrange for technology help from your department or the IT department; consider possible alternatives if insurmountable technology problems arise.
- consider arranging for **publicity** with local media and campus publications; the college relations and alumni/ae offices may be helpful;
- maintaining communication with the Program Committee (the Local Arrangements Chair is an ex officio member of the Program Committee), particularly as to the room and equipment needs for the meeting.
- contacting the national MAA office to deal with any insurance matters if the local institution requires insurance from us for the meeting.

A key issue for the Local Arrangements Chair/Committee is the costs of the conference. We expect that the host institution will offer us the use of its facilities without charges, either direct or indirect, such as for custodial staff. The host institution usually absorbs costs for secretarial work, printing the program, folders, and any postage. Sometimes the institution has also provided for Friday afternoon and Saturday morning refreshments. The institution as a result gets exposure and publicity and provides a service to the larger academic community.

Fees:

- The registration fees are set by the Executive Committee and are currently \$25 for MAA members, \$30 for non-members and \$10 for students and the retired/unemployed.
- The costs of the banquet and lunch will depend on the prices set by the local food service providers. These have been growing recently as a review of recent Newsletters shows. A reasonable target is \$25 for the banquet and \$12 for the lunch. If you can do better than that great! But if the cost of lunch, in particular, is too high, some participants will find lunch elsewhere. The prices are usually padded a little to cover those, such as speakers, who are not being charged.
- The cost of a room in the Residence Halls (for spring meetings) is set by the local institution and there is usually no control or choice in the matter. If there is a choice, generally the more economical option should be chosen. Those who are looking for more amenities will typically stay at a hotel.
- Fees for registration, meals, and, in the spring, a room in the residence halls are waived for invited speakers and student speakers.
- Publishers and Software companies are charged \$100 for a table and \$150 for two tables to display their products. If they sign up early enough they are listed in the Newsletter as well as the program.

Attendance will vary from meeting to meeting depending on location, program, competing conferences, etc., but in the fall figure on 150-200 and in the spring 75-100.

Room needs:

- a large lecture hall to accommodate all the participants of the meeting;
- several classrooms for concurrent sessions including the various types of contributed paper sessions; these rooms should ideally be located close together
- a computer classroom (depending on the program);
- a registration area, frequently a lobby area;
- a place for Friday and Saturday refreshments, preferably near the registration and exhibits areas;
- an exhibit area with tables for the publishers and software companies; this should be near the registration and refreshments so that folks can easily find them;
- a dining area for meals.

It is assumed that all rooms for talks and workshops would have an overhead projector and a chalkboard or whiteboard. Increasingly there are requests for computers, projection capability, and access to MS PowerPoint, mathematical software, and the Internet. Local Arrangements chairs should work with the Program Committee and the speakers to provide such resources when they are available. Different campuses have different levels of technology resources. More limited resources should not be an impediment to hosting a Section meeting. As program elements become more reliant on technology, it is increasingly important to have people with technical expertise from the department or the college accessible in case of glitches.

“Go with the flow” – remember that “stuff happens”. Plan ahead and make sure that you have enough back up equipment and back up rooms. **Just do your best.**