

Program Guidelines

These guidelines are provided a resource and a guide for Program Committees. For additional information, Program Committees are encouraged to consult programs from recent meetings, past program chairs, members of the executive committee, and long-time Section members. Program Committees have a certain amount of freedom in determining the program, but any major departure from Section traditions should be discussed with the Section Chair and the Executive Committee.

Program Committees will usually consist of from three to five members representing a wide variety of members and possible meeting participants including women and men, junior and senior faculty, two-year college faculty, and high school teachers. The Local Arrangements Chair is an ex officio member of the Program Committee.

The Program Committee is responsible for

- **the program:** the talks, workshops, panel discussions, etc, and determining the schedule for the meeting;
- inviting the main **speakers/presenters** for talks, workshops, and/or panel discussions;
- obtaining titles, abstracts, biographical information, and equipment needs from the **speakers/presenters**; maintaining communication with speakers/presenters to confirm the date and time for their presentations, that they have or will register for the meeting, and that they have directions to and parking for the meeting;
- providing the titles, abstracts, biographical information and program schedule for the meeting 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 you choose to make the meeting web page yourself, send the URL to Ross Gingrich; in addition to the program schedule and speaker information, the web page should, ideally, include all local arrangements information such as directions to the campus, parking information, and a campus map, but at least the location for on-campus registration, lodging (hotel/motel/dorm) information and costs, and the registration form;
- providing all program information, the titles, abstracts, biographical information and schedule, for the meeting to the **Local Arrangements Chair**, who is responsible for creating and copying the meeting program; discussing with the Local Arrangements Chair in what form the information should be sent to facilitate the creation of the program; maintaining frequent communication with the Local Arrangements Chair, particularly as to the room and equipment needs for the meeting so that (s)he can make the necessary arrangements as soon as possible; coordinating with the Local Arrangements Chair to ensure that the local needs, if any, for the speakers/presenters, such as local transportation, and lodging are arranged;
- sending a note of thanks to all invited speakers and presenters after the meeting.

The typical format of a Section Meeting is two time slots on Friday afternoon, an after-dinner speaker on Friday, two or three slots on Saturday morning and one or two slots on Saturday afternoon. The Program Committee plans the activities for those time slots. During some of

those times there may be concurrent talks or workshops; at other times there should be only one activity. Do not have concurrent sessions during the presentations for any major speaker. These time slots are in addition to time slots late Friday afternoon, early Saturday morning and Saturday afternoon that can be used for student papers, new or future colleague and contributed paper sessions; these are discussed below.

a) **Student Paper Sessions:** Publicizing and organizing these sessions is the responsibility of the Student Papers coordinators, currently Lisa Humphreys and Mike Cullinane. The program committee needs to schedule these in the program. The student paper sessions should not compete with any other talks or workshops Friday afternoon before the reception is the ideal time. (Saturday morning (not too early) is another option, but less desirable.)

b) **Contributed Paper Sessions:** Publicizing and organizing these sessions is the responsibility of the Contributed Papers coordinators, currently Tommy Ratliff. These sessions are the last sessions of the program on Saturday afternoon.

c) **New Colleagues Sessions:** These sessions occur at the fall meeting for new members of the Section. Publicizing and organizing these sessions is the responsibility of the New Colleague coordinators, currently Phil Hotchkiss and Chris Aubuchon. These sessions have not yet found a standard time in the program, but scheduling them as the first sessions on Saturday morning is a good option.

d) **Future Colleagues Sessions:** These sessions occur at the spring meeting for those who are finishing graduate school and expect to be looking for jobs in the following year (or two). We have not yet named a coordinator for those sessions and there is no standard time for them in the program. Scheduling these as the first sessions on Saturday morning is a good option .

e) **The Christie Lecture:** This is the featured lecture of the fall meeting. The Christie Lecturer, a well-known, excellent speaker who will appeal to a wide audience of mathematicians, will be invited by the Section Chair or a committee appointed by the Section's Executive Committee. The customary times for the Christie Lecture are the middle of Saturday morning or Friday evening after the banquet. There should be no competing talk or workshop.

f) **The Battles Lecture:** This is the featured lecture of the spring meeting. The Battles Lecturer, a well-known, excellent speaker who will appeal to a wide audience of mathematicians, will be invited by the Section Chair or a committee appointed by the Section's Executive Committee. The customary time for the Battles Lecture is Friday evening after the banquet. There should be no competing talk or workshop.

g) **The Distinguished Teacher Lecture:** At the fall meeting, the Section's Distinguished Teaching Award winner gives a talk. This could be scheduled at a variety of times: late Friday afternoon, Friday evening, Saturday morning and the Distinguished Teacher should be consulted for his or her preference. There should be no competing talk or workshop.

h) **Student Chapters Workshop:** Usually at the fall meeting, there has been a special workshop/presentation designed for students. Generally, others are also welcome to attend, but something should be scheduled simultaneously. The presenter has sometimes also given a general talk. The student workshop has been less of a fixture in fall programs recently, but it would be a good tradition to maintain.

i) **Social opportunities:** In addition to the reception and banquet on Friday and lunch on Saturday, there is a break on Saturday morning to socialize and view exhibits, and there is sometimes a break on Friday afternoon.

j) **The Business Meeting:** The Business Meeting is scheduled for the half hour before lunch on Saturday.

k) **The Executive Committee Meeting:** The Executive Committee Meeting is scheduled for the hour before the first presentation of the meeting.

In designing the program, the committee should be mindful of costs. Speakers from within the Section generally cover their own travel and lodging costs. If speakers from outside the Section can cover their travel and lodging costs, that's great; if not, the Section covers them. When contacting speakers from outside the Section, the issue of travel expenses should be directly addressed and there should be an explicit agreement in writing before the meeting on what the Section is covering. The **combined total costs** for speakers' travel expenses should be less than \$600 per meeting. So, depending on the amount of travel expenses of each speaker, we are generally limited to at most one or two speakers from outside the Section. Invited speakers are not charged for registration, meals, or a dorm room in the spring. The Section does not pay honoraria for speakers at Section Meetings.

The following provide some additional suggestions, ideas and parameters for Section Meeting programs.

1. The most important goal for a Program Committee is to find good speakers and presenters who will talk on subjects of interest to a wide variety of members of the Section, including two year college faculty, undergraduate and graduate students and possibly high school teachers.
2. A good program will have healthy balance between mathematical and pedagogical presentations. A mixture of presentations and workshops is also desirable. A mix of speakers, male and female, junior and senior, established and unestablished, is important.
3. Most program committees have found it helpful to organize the program around some theme, but each program committee can decide whether or not to do that. Remember that it is important for the theme to appeal to a wide audience. If the theme is too narrow, the

number of speakers few, and the speaker's topics too specialized, then attendance during the meeting will most likely be low.

4. One excellent source of speakers (that we have not taken much advantage of recently) is our list of national MAA officers. Each year we can have one of the national officers come to speak at one of our Section meetings, with all travel expenses paid by the national MAA, not the Section. The list of speakers and their possible topics can be found on the MAA website, <http://www.maa.org/sections/nationalofficersspeakers.htm>. In addition, on a rotating basis, Sections can apply to have an MAA Pólya Lecturer speak at a meeting; the Northeastern Section will be eligible to request Pólya Lecturer during the 2004-2005 academic year. The expenses for Pólya Lecturers are also covered by the MAA.