



NEMATYC

**Conference Chair
Duties and Guidelines**

NEMATYC Conference Chair Duties and Guidelines

Consult the Policy Manual for Additional Information

General Considerations

- **The Annual Conference is the main fundraising activity of the organization.** So, in addition to organizing a conference agenda filled with a variety of stimulating, interesting sessions, you will want to minimize costs in order to maximize profit.
- The meeting must be self-funding. The registration fee, publishers' fee, exhibitors' fee, and commercial presentation fees must cover meeting expenses.
- Provide clear contact information about yourself on all mailings.
- You choose and invite a keynote speaker.

Subchairs

Sub chairpersons would be helpful to coordinate:

1. Publishers and their requirements. A big job. You need a persistent competent person for this one.
2. Speakers, presidors, and the sharing of biographical sketches.
3. Local arrangements (catering, room reservations)
4. Mailing of confirmations.
5. Printing of labels
 - A. Name Tags
 - B. Envelopes for Confirmations
 - C. Labels for Packets
6. Physical Plant
Signs, directions, registration.

Also, appoint a Photographer for the conference. Note that registrants may be photographed. Their name and photo may appear on the website or in the newsletter.

DATABASE TO CREATE FOR A MEETING

REGISTRANTS

Name
College
Home or college address
Email
Amount paid, by category (adjunct, Fri Night, lunch, etc.)

PUBLISHERS

List of publishers and the representatives at the meeting, and company contacts.
Also, any donations they make, and any tables they rent.

COLLEGE

Significant in-kind or cash contributions by the college.
Significant costs paid to the college for services.

NEMATYC Conference Chair Duties and Guidelines

Time Line

August

Choose a conference theme.

Choose a meeting date: check that the date doesn't conflict with Easter, Passover, NCTM, NYSMATYC, or the MAA spring workshop.

Prepare a Call for Presenters.

Checklist:

meeting theme

date

location

presenter contact information

title of presentation

abstract of presentation

length of presentation

preferred time and day

equipment requirements

where to mail/email the proposal

contact information for yourself

deadline for submission (late December or early January would work).

Submit the Call for Presenters to the NEMATYC newsletter.

Prepare a Conference Chair's Message for the fall newsletter and submit it to the NEMATYC newsletter editor.

Notify your appropriate institution officials about the meeting, date, and site requirements, which are:

8 or so classrooms for presentations

a room where up to 150 people can hear the keynote speaker and have a business meeting

a large area, preferably highly exposed to meeting participants, for publishers' displays

a registration area

September

Write a cover letter and mail it with the Call for Presenters to NEMATYC members, department chairs, anyone else you can think of.

Ask the NEMATYC membership coordinator to send/email the Call for Presenters to campus reps.

Coordinate with the Publishers' Coordinator (if you have one) concerning number of tables available, size of tables, number of commercial presentations, possible ads in conference program, donations of door prizes, and opportunities for sponsorship of breakfast, snacks, etc.

Firm up reservations for facilities use on the conference day.

Create a plan for obtaining: door prizes, conference materials (evaluation forms, registration forms, name tags). Your institution may pay for copying of forms.

Work on finding a speaker, if a speaker is desired. You could have a speaker at the Friday night dinner, at breakfast on Saturday, or at lunch on Saturday.

Invite your college president, academic dean or whoever seems appropriate to welcome the participants.

NEMATYC Conference Chair Duties and Guidelines

Create registration forms for commercial presenters and publishers.

October/November

Begin contacting commercial presenters. The fees for a 50 minute and 90 minute sessions are to be established annually at the Fall Executive Committee meeting. Schedule only 1 commercial presenter per time slot.

Conference treasurer should set up a bank account.

As presentation proposals come in, record and acknowledge their receipt.

Investigate food catering services or campus catering. Get prices and contact names. You will need to provide Friday night dinner (about 50 people), Saturday lunch (about 130 people), and probably a light Saturday breakfast (about 100) and snacks at registration and on Saturday afternoon. The Saturday lunch includes book reps (free). Try to provide a vegetarian choice at each meal. Provide bottled water with the snacks.

Investigate local hotels/motels for special rates for participants. Reserve a block of rooms, if desired (about 25-30).

Although you won't need evaluation forms until the spring, you may want to create and make copies of these now.

December

Review presentation proposals.

Decide whether you want to offer a door prize to early registrants. Get the door prize.

Create certificates of appreciation for the presenters.

Create a registration form for the conference attendees.

Checklist:

Name

Address

School or other affiliation

Phone number

Fee schedule

Option for people to join NEMATYC if they can't attend the conference

Check off for people who are willing to preside at the conference.

January

Put the program together. Schedule speakers (allow enough time in the program). You can look to old programs for guidance. Leave time for lunch. Leave a few short periods free so that people can visit publishers' displays. List the publishers' display times in the program.

Mail acceptances to presenters. Let them know the day and time of their presentations. Be sure to tell them that although *one* registration fee is waived for each presentation, all presenters **must** send in a registration form, just like everybody else.

Verify that all equipment needs of the speakers are covered and that this is communicated to the speakers. Arrange for technical support.

Send copy of the program, presentation descriptions, and registration form to the NEMATYC newsletter editor.

Ask the NEMATYC membership coordinator to send the registration form to campus reps.

Send directions to your campus to the newsletter editor, as well as information regarding hotels and reservations.

NEMATYC Conference Chair Duties and Guidelines

Finalize arrangements with the keynote speaker: length and time of presentation, any AV requirements, etc.

Contact exhibitors. Send a schedule, tell them when they can set up and where they can send books.

To help you keep track of expenses and incomes as they occur, create a spreadsheet for recording income and expenses. (See sample)



NEMATYC_Conferen
ce_Accounting_Sprea

February

Mail registration form to NEMATYC members, department chairs, anyone else you can think of.

Confirm information with caterers.

Confirm information with hotel.

As registration forms come in, record the name, address, phone number, email address, and institution of all registrants on a spreadsheet – this information has to go to the newsletter production editor.

Prepare the conference program. Make copies.

Prepare and print other conference materials: evaluation forms, blank registration forms, blank receipts, name tags, meal tickets, door prizes.

Submit work orders for setting up publishers' tables, tables for food, registration, etc.

Submit work orders for setting up any needed microphones, podiums, etc.

Make signs for directions to appropriate rooms, registration, etc.

March

Assemble conference packets.

Folders

Name tag

Program

Evaluation forms (one for each presentation and one for the conference and a cover form)

Plain paper for taking notes

Pen or pencil

Lunch and dinner tickets

Slips for door prize drawing

Schedule help for the conference. You will need two people to work at registration on both days, presiders and stand-by presiders.

April

Have boxes available for drawing of door prizes and collecting evaluations.

Give updated counts to caterer.

Make signs; get easels.

Make a plan for putting the publishers' names on the tables.

NEMATYC Conference Chair Duties and Guidelines

Day before conference

Prepare for raffling off the Affiliate Scholarship to the fall AMATYC conference. Make a list of all attendees and their college. Update that list on the day of the conference as needed. Any college present at the conference can win the affiliate scholarship. The number of times a college's name is put into the raffle should equal the number of conference attendees from that college. Do the raffle during the conference.

Check site preparations: AV equipment, tables, etc.

Put up signs, if possible.

Day of conference

Collect door prizes.

Have a list of attendees and their colleges ready to update and to use for raffling the AMATYC Affiliate Scholarship.

At the registration table, have: blank registration forms, blank receipts (be sure to get all registration information for walk-ins, as they will be on the mailing list the following year), a box for door prize slips, a box for evaluations, extra folders, tape, stapler, etc.

Have materials on hand to make signs if a room needs to be changed, etc.

Thank all appropriate personnel.

After the conference

Write a conference report, including a financial report.

After paying all bills, send a check to the NEMATYC treasurer.

Send the spreadsheet with attendees' names and addresses to the treasurer.

This manual was started by Helene Savicki, 1989. Additions and revisions: :

1990 John Jacobs

1992 Philip Mahler

2002 Judy Carter

2009 Carol Henry

2015 Denise Robichaud and Steve Zona

NEMATYC Conference Chair Duties and Guidelines

Sample Conference Accounting Spreadsheet

Location:					
Conference Chairs:					
Dates:					
Conference Income					
	Fee	Number	Total Amount Paid		
Membership paid by Non Attendees	\$10.00		\$0.00		
Total		0	\$0.00		
Conference Attendance					
	Fee	Number	Total Amount Paid		
Early Full Time Registration			\$0.00		
Basic Full Time Registration			\$0.00		
Early Adjunct Student Reg.			\$0.00		
Basic Adjunct Student Reg.			\$0.00		
Friday Evening Event			\$0.00		
Total		0	\$0.00		
Exhibit Tables	1 Table	Fee	2 Tables	Fee	
Publisher/Company	Number		Number		Amount Paid
				0.00	\$0.00
				0.00	\$0.00
					\$0.00
Total					\$0.00

NEMATYC Conference Chair Duties and Guidelines

Name or Event (describe)				Amount Paid
Donations				
Sponsors				
Commercial Presentations				
Other				
Math League Raffle				
Total				\$0.00
Total Income				\$0.00

Conference Expenses					Total
Stationary	Badges	Folders	Pens	Misc	
	Space Rental				
Friday Evening Event		Food	Entertainment	Equipment	
					\$0.00
Food	Breakfast	Lunch	Snacks	Drinks	
				\$0.00	\$0.00
Rental Costs	Rooms	Tables	Transportation	Other	
					0
Equipment	Computers	Projectors	Screens	Other	
					0
Staff Salaries	IT	Custodial	Security	Other	
					\$0.00
Luncheon Speaker					\$0.00
Decorations					0
Door Prizes					0
Favors					0

NEMATYC Conference Chair Duties and Guidelines

Other					0
TOTAL					\$0.00

Conference Summary

Total Income					\$0.00
Total Expenses					\$0.00
Difference	Profit/Loss				\$0.00
NEMATYC subsidy needed					\$0.00
Net to NEMATYC Treasury					\$0.00