

Guide for Hosting Meetings of the MAA Seaway Section

March 28, 2025

If you are considering hosting a meeting of the Seaway Section of the MAA, the most important thing is to be sure your institution has the necessary resources such as rooms, technology, and food services as well as an agreement to cover specific costs. This guide can help you see what is involved and what the host institution is committed to providing. Remember that every meeting is going to be different in some aspects and these are general guidelines to assist in the initial decisions.

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1 Outline of a Typical Meeting

The exact times can vary for sessions as well as starting and ending of the entire meeting, these are part of the planning process that takes place in consultations between the local host and program chair. Generally, a local host can anticipate the following list of events.

- The Executive Committee meets on Friday from 3 to 5/6 pm, and there is usually a workshop or minicourse that begins around 2pm.
- The general meeting begins on Friday evening with a social hour at 5:30/6pm. The banquet runs from 7 to 8pm. A speaker then talks for about an hour. Often there is a student game after the speaker which may run until 11pm.
- The Saturday morning session starts between 8:30 and 9am and ends at 12noon. Lunch typically is from 12noon to 1:30pm. The afternoon session runs from 1:30pm to about 3pm. The meeting typically ends with an hour-long keynote address.

2 Planning Responsibilities of the Host Institution

For the meeting to run smoothly, it is essential that a local committee be appointed to carry out the tasks below. The head of this committee is referred to as the local host and works closely with the program chair during the planning process. In addition, several volunteers are needed to staff registration tables on Friday evening and Saturday morning, and it might be important to have a number of volunteers to direct participants to venues on campus during the day Saturday. It's common to ask students to take on or help with both of these roles.

- Choose and invite banquet speaker for Friday night.
- Determine an official welcomer at the start of Saturday's program, often a dean, president, or department chair.
- Arrange for refreshments at registration on Saturday morning, as well as beverages (and possibly snacks) during the afternoon sessions;
- Arrange for setup and troubleshooting of any needed technology for talks or meetings.
- Arrange the social hour, banquet, and lunch with appropriate dining services.

- Reserve rooms in advance for all of the sessions on Saturday as well as the Friday afternoon meetings and workshops.
- Arrange for local session moderators and communicate with program chair about sessions that need non-local moderators.
- Reserve blocks of rooms in local hotels, totalling approximately 40-50 rooms in 2-3 hotels as the area allows.
- Collect any checks mailed to campus for pre-registration and meals.
- Make and place appropriate signs on campus to direct participants to necessary buildings and rooms;
- Issue a meeting packet to each registrant upon arrival, including any meal tickets, name tag, receipt, meeting program, and campus map;
- Provide information about the banquet speaker, hotel blocks, classroom and lecture hall reservations, meeting and workshop locations, banquet location, a campus map, travel and parking instructions, and deadlines for participants to register for the banquet and/or lunch to the program chair.

3 Financial Responsibilities of the Host Institution

It is critical that the host institution agree to financially assist with the meeting in very specific ways. Administrations are often persuaded that hosting a state-wide group of educators, concerned with questions of mathematics education, is a worthy activity to support. Local hosts should consult with the chair or program chair of the Section early in the planning process in order to discuss the costs which will be incurred by the meeting.

- The host institution is responsible for any costs associated with the Friday night banquet speaker. This includes transportation, banquet, lunch, and hotel expenses as well as any honorarium. The section waives the registration fee for the banquet speaker. An honorarium of \$100 is common.
- The host institution is responsible for refreshments during registration Saturday morning and beverages (and possibly snacks) on Saturday afternoon.
- The host institution agrees to the use of reserved classroom space during meetings, workshops, and sessions at no cost to the section.
- There may be an additional cost for student helpers, supplies, and technology setup. It is common to include a service charge of \$1 or more in setting the prices for the banquet and lunch as long as the costs are still reasonable.

Note that textbook publishers interested in displaying their wares may be willing to pay rental fees for space., which could help defray costs for the host institution.

Typically the local host meets with the treasurer of the section to hand over any checks that have been mailed to the local host, and also settle the finances. This meeting usually happens during the conference. Typically campus dining services and conference facilities are willing to send an invoice to the local host after the meeting has concluded with a final bill, but if invoices or deposits are required then the local host should communicate with the treasurer in advance of signing agreements with vendors.

4 Dining Facility Requirements

- The Social Hour and Banquet Friday evening are generally either on campus as a catered event in an isolated space or at a local restaurants or banquet facilities.
- It is especially convenient for travelers to have the Friday banquet at the hotel where many of them are staying, such as one where a block of rooms has been reserved.
- The space should be isolated from others so that the banquet speaker can be heard without distraction, and have technology capabilities most speakers have come to expect.
- If a projector and screen must be set up in the room, be sure there is someone available for the setup.
- Friday evening there is often a game for students immediately after the speaker, so be sure the room can continue to be used until at least 11pm.
- During registration Saturday morning there should be refreshments available, including both hot and cold beverages. These should be available throughout the morning sessions.
- Lunch should be in an on-campus facility, preferably near the buildings the sessions are held in.
- During the Saturday afternoon session there should be hot and cold beverages available, and possibly small snacks.

5 Classroom and Conference Room Requirements

A variety of rooms will be needed for the different sessions over the course of the meeting.

- **Friday:** A conference room and one other meeting room are needed on Friday afternoon. Technology availability is important in those rooms.

Time:	Capacity	Function
2 - 5pm	25	Workshop
3 - 5:30/6pm	15	Executive and Ext. Exec. Committee

- **Saturday:** The morning plenary session is all in one room, while the afternoon sessions are parallel, including student sessions, and are generally smaller.

Time:	Capacity	Function	Number to Reserve
8:30am - 11am	150	Morning Plenary Session	1
11am - 12pm	25-50	Morning Parallel Sessions	5
1:30 - 3pm	25-50	Parallel Sessions	5
3pm - 4:30pm	150	Afternoon Plenary Session	1

6 Program Planning and Attendance

- Expect from 50 - 100 on Friday evening, most likely 75, and from 100-150 on Saturday. Anticipate approximately 75 cars may require parking on Saturday.
- Attendance is generally higher for spring meetings.

The section officers plan the Saturday program. By tradition, the host arranges only one event: the banquet speaker on Friday. The section officers update the meeting website, and post session information to the website. The program chair will provide speaker information to the local host to be printed and included in the participant registration materials.