

# FLORIDA COUNCIL OF TEACHERS OF MATHEMATICS

## Annual Conference Guidelines

### 1. INVITATION AND GENERAL PLANNING

- 1.1. An invitation to host the annual conference should be presented to the President and Board of Directors of FCTM at least three years in advance of the conference.
- 1.2. The invitation should contain:
  - Name of host group.
  - Name, address and telephone number(s) of a contact person(s) from the host group.
  - Name of person(s) willing to serve as the General Chair and the Program Chair of the meeting.
  - A formal written communication of support from the host district superintendent or district administrator.
- 1.3. The FCTM President will send formal communication acknowledging receipt of the invitation.
- 1.4. The FCTM President will direct the FCTM Conference Assistance Chair to contact and meet with the host group or its representatives to determine the feasibility of the group's hosting an FCTM Annual Conference. Potential meeting sites would be considered and/or visited at this time. The Conference Assistance Chair may work in coordination with a meeting space representative and/or company.
- 1.5. The FCTM Conference Assistance Chair will report back to the FCTM President. Assuming the site meets the requirements for an FCTM Annual Meeting, the President will ask the Board to consider approval of the site.
- 1.6. The FCTM President will bring the potential host group invitation to the FCTM Board of Directors for approval.
- 1.7. The host group will be notified by the President of the action of the Board. Assuming a favorable vote, the host group will be directed to the Annual Conference Guidelines available on the FCTM Website and requested to officially submit names of potential program chair (or co-chairs). Those names should be sent to the FCTM President as soon as possible.
- 1.8. The FCTM President will bring the names of the potential General Chair (or co-chair) and Program Chair (or co-chairs) to the FCTM Board of Directors for approval. The host group will be notified by the President of the action of the Board.
- 1.9. The net profit will be split 30% for the host group and 70% for FCTM up to the first \$25,000 and any profit beyond \$25,000 will be split 50/50.
- 1.10. The host group for the Annual Conference will provide up to 12 hotel room nights, if needed, at no cost to FCTM in order to provide both the Florida Association of Mathematics Supervisors (FAMS) President and the FCTM President complimentary hotel rooms for three nights each. The additional room nights will be distributed by the FCTM Executive Board to positions on the Board of Directors that provide required services for FCTM during the annual conference. These 12 hotel room nights, if needed by FCTM, may be either hotel complimentary rooms at no cost to the host group or reduced rate rooms given by the hotel for conference committee use or a combination thereof.
- 1.11. If an affiliate is not identified to host a conference within two years of the anticipated conference date the FCTM Board of Directors will host the conference. When the FCTM Board is the host group for the Annual Conference, all affiliates in good standing will be notified at the FCTM Leadership Conference and through formal communication by the President through the Regional Directors that FCTM will host the Annual Conference and will be asked to submit a letter of intent to chair a specific committee or committees. An affiliate will submit for three possible committees, in priority order, to the General Chair(s) within an established deadline. If needed a random drawing will take place to choose which affiliate will chair each committee. The goal is to award each affiliate no more than one committee. If a conference committee has no volunteers, then the General Chair(s) will solicit affiliates for these committees.

- 1.12. When the FCTM Board is the host group for the Annual Conference, the following are the distribution of shares for the host group net profit for each of the conference committees:

General Chair - 2 shares  
Program - 1.5 shares  
Registration - 1.5 shares  
Treasurer - 1 share  
Hospitality - 1 share  
Exhibits - 1.5 shares  
Special Events - 1.5 shares  
Signs - 1 share  
A/V Equipment - 1 share  
Volunteers - 1 share  
Web Page and Networking Support - 1 share  
TOTAL: 14 shares

If two affiliates co-chair a committee then they would split the allocated share.

- 1.13. It is suggested that if the host group decides to include other affiliates for different committees then the shared distribution described in 1.12 be utilized.
- 1.14. All valid financial obligations in support of the conference are the responsibility of FCTM and not the local host organization. In the event of any unforeseen financial emergencies, FCTM and the local organization will cooperate to hold any losses to a minimum. Financial records are subject to informal audit by the FCTM Board of Directors.

## **2. APPOINTMENTS**

- 2.1. The General Chair and host group will establish necessary conference committees and appoint their chairs. When the FCTM Board of Directors is the host group see section 1.11.
- 2.2. The Program Chair will, in conjunction with the General Chair, and the FCTM President appoint the Program Committee.

## **3. GENERAL CHAIR** (The General Chairperson is responsible for the planning and coordination of the conference at the local level and for the activities of all the committees.)

- 3.1. Work with a representative of the FAMS to coordinate activities and arrangements during the conference week.
- 3.2. Arrange for appropriate facilities to house the Conference. All contracts are to be signed by the General Chair and the FAMS President. Initial operating funds should be requested from the President and the FCTM Board.
- 3.3. Oversee the work of all committees and is an ex-officio member of all committees.
- 3.4. Establish the registration fee and the exhibit booth fee in coordination with the Conference Committee. The General Chair will bring the proposed fees to the FCTM Board for approval. Factors to consider are:
- 3.4.1. Speakers receive complimentary registration. There will be one complimentary registration given per session scheduled. Non-exhibitors must be current FCTM members.
  - 3.4.2. The current FCTM President and past Presidents of FCTM receive complimentary registration.
  - 3.4.3. Complimentary registrations will also be provided for positions on the Board of Directors that provide required services for FCTM during the annual conference.
  - 3.4.4. Full-time undergraduate students, who are members of FCTM, receive complimentary registration with documentation showing current enrollment of at least 12 credit hours.
  - 3.4.5. Full registration and possible one day registration fees should be established based upon the cost for putting on the conference.

- 3.4.6. The General Chair will coordinate with the Treasurer, Registration Chair, Exhibit Chair, and the Webmaster to establish online payment options.
  - 3.5. Oversee the publicity for the conference.
    - 3.5.1. Coordinate the creation of the logo and the theme.
    - 3.5.2. Coordinate the advertisements/publicity of the conference for FCTM publications, FCTM functions, schools (through the FCTM Regional Directors), and state publications and media outlets.
    - 3.5.3. Be available for questions/interviews from media personnel who may attend the conference.
  - 3.6. Contact the necessary organizations to obtain funds and assistance to meet the needs of participants and speakers with special needs.
  - 3.7. Prepare a final report for the FCTM Board. It is advisable to have each Committee Chair submit a report of that committee's activities with a summary and overview report that would be compiled for the report to the FCTM Board.
- 4. ALL COMMITTEE CHAIRS** (All committee chairs share these responsibilities in common, which are listed below and NOT listed individually for each committee.)
- 4.1. Review guidelines for specific committee tasks and address questions and comments to the General Chair. This includes reviewing reports from prior years.
  - 4.2. Submit a budget to the Conference Treasurer to cover all expected expenses for the committee.
  - 4.3. Recruit committee members as needed. This effort should be coordinated with the General Chair and all other Committee Chairs to avoid asking individuals to serve on more than one committee.
  - 4.4. Inform committee member of their duties.
  - 4.5. Provide input to the General Chair.
  - 4.6. Request necessary signs.
  - 4.7. Request necessary equipment.
  - 4.8. Request necessary volunteers/assistants.
  - 4.9. Work with the General Chair, Program Chair and venue to prepare a list of physical needs.
  - 4.10. Inform the Program Chair of any information that should be included in the announcements portion of the program booklet or summer mailer.
  - 4.11. Attend pre-conference planning meetings.
  - 4.12. Assume on-site responsibility for the duties and scheduling of committee members. All Chairs should be available throughout the conference.
  - 4.13. Send thank-you letters to all members of the committee and their supervisor, if requested.
  - 4.14. Prepare a final report of committee activities and submit it, along with copies of all correspondence forms, etc., to the General Chair to be included as a part of the final conference report.
  - 4.15. Obtain cash boxes and change as needed for on-site committee requirements.
  - 4.16. Coordinate food needs through the Special Events Committee.
  - 4.17. Committee Chairs must be current members of FCTM and will receive complimentary registration.
  - 4.18. Ensure that all necessary materials are provided or ordered (lanyards, badge holders, goodie bags, volunteer shirts, etc.)
- 5. TREASURER** (The Treasurer is responsible for all financial activities related to the conference.)
- 5.1. Manage all funds and necessary forms in addition to deposits, payments, expense reimbursements, and distribution of net profits.
  - 5.2. Establish a checking account at a local banking facility to handle conference finances.
  - 5.3. Establish online payment options in coordination with the General Chair, Registration Chair, Exhibit Chair, and the Webmaster.
  - 5.4. Manage the online payment options for conference finances.

- 5.5. Provide monthly written reports to the General Chair beginning three months prior to the conference
  - 5.6. Forward a complete financial report to the General Chair and the FCTM President in conjunction with the final report of the conference.
- 6. PROGRAM COMMITTEE** (This committee is responsible for the development of the program, prepares the final manuscript for the printer and prepares the online program.)
- 6.1. Work with the Florida Association of Mathematics Teacher Educators (FAMTE), the Florida Mathematics Presidential Awardees Association (FMPAA), and the Florida Two-Year College Mathematics Association in planning sessions for their members. This includes coordinating sessions, board and business meetings during the conference. Begin compiling a list of potential speakers and topics. Forms should be distributed requesting nominations of speakers.
  - 6.2. Conduct the initial meeting of the program committee and in conjunction with the General Chair makes decisions concerning aspects of the Program which include:
    - Length of conference
    - Time schedule for each day
    - Number and type of sessions
    - Topics to be emphasized and/or theme
    - Speaker application deadlines
  - 6.3. Develop a form to include space for the potential speaker's address, email, phone, affiliation, title of presentation, audience, and brief description of the presentation. Forms should be sent to the nominated speakers and submitted to the Webmaster to post online.
  - 6.4. Conduct later meeting(s) for the purpose of selecting program speakers.
  - 6.5. Provide program status to the FCTM Board at its regular meetings, to the Conference Committee, and upon request to the General Chair and/or the FCTM President.
  - 6.6. Enforce financial considerations with regard to speakers.
    - 6.6.1. No member of FCTM shall receive any remuneration for presenting at the conference from conference funds.
    - 6.6.2. There will be one complimentary registration given per session scheduled.
    - 6.6.3. A Keynote, featured session, banquet, luncheon or closing speaker may be paid an honorarium and/or travel expenses. However, the Program Chair or the General Chair will seek sponsors for these speakers.
  - 6.7. Send a letters to each selected speaker stating the time, date, FCTM provided equipment, and location of session(s) to be presented. Include a notification that products for purchase can only be sold at a booth in the exhibit area and not at sessions.
  - 6.8. Prepare the final draft of the program and makes arrangements for the printing and/or publication of the program.
  - 6.9. Prepare an overview of the conference which includes the framework of each conference day, the theme, and highlights of any featured speakers. This overview will be posted to the FCTM Website at least three months prior to the conference.
  - 6.10. Compile and print "Sessions-At-A-Glance" for each day of the conference.
  - 6.11. On-site responsibilities include:
    - 6.11.1. Monitor all sessions.
    - 6.11.2. Provide daily updates/changes to General Chair and Sign Committee.
    - 6.11.3. Provide revised session information to conference attendees.
- 7. REGISTRATION COMMITTEE** (This committee is responsible for all registration duties of the conference. Secretarial assistance is an asset for the chair of this committee.)
- 7.1. Prepare the conference registration form for participants.

- 7.2. Prepare a separate registration form for conference speakers and other non-paying participants such as committee chairs and volunteers.
- 7.3. Work with the Program Chair to ensure that all accepted speakers receive forms and are registered.
- 7.4. Work with the FCTM Membership Chair to check current FCTM memberships of conference attendees. Also, the Registration Chair and FCTM Membership Chair will work together to develop the reporting process for FCTM memberships that are paid through the conference registration form.
- 7.5. Coordinate both the advanced registration and onsite registration. It is suggested that these responsibilities be separated within the committee.
- 7.6. Publicize and utilize the online payment method.
- 7.7. Provide monthly written reports on registration to the General Chair beginning three months prior to the conference and weekly written reports beginning eight weeks prior to the beginning of the conference.
- 7.8. Submit weekly, all checks received to the Conference Treasurer along with documentation of registration.
- 7.9. Oversee the arrangement of the registration area and should plan to have the area open and well staffed during all registration times. The registration area should be completely set up and organized at least a half-hour prior to opening. Signs for registration lines should be prominent. Special attention should be given to needed supplies and equipment such as but not limited to sufficient change, computers, printers, ink, and badge forms.
- 7.10. There is a large registration demand during the opening 2 or 3 hours as well as the morning of the second day of the conference. Extra personnel should be scheduled during these times. It is advisable to have a shift overlap so new workers can be oriented to procedures.
- 7.11. Oversee all pre-registration duties that include ordering and preparing the nametags, and ribbons (Speaker, Conference Committee, Past President, President, Board Member). There should be additional registration forms and/or membership forms available at onsite registration.
- 7.12. Work closely with the FCTM Membership Chair so that new members can be included in the FCTM database within one month after the close of the annual conference.
- 7.13. Print tickets that may be needed for any workshops, meals, or receptions, and distribute them at the registration table. If possible, these tickets will be included on the name badge print out. Tickets will be available through on-site registration on a space available basis at the discretion of the Registration Chair.
- 7.14. Ensure that all Registration Committee members are familiar with all registration procedures.
- 7.15. Prepare a final registration report that will include a total number conference registrants, either as paid or as-complementary.
- 7.16. Confirm advanced registration with participants. Registration materials will be prepared prior to the conference for participants, speakers, and volunteers.
- 7.17. Complimentary registrations see Sections 3.4.1, 3.4.2, 3.4.3, and 3.4.4. Registration of these individuals must be prior to the preregistration deadline; otherwise each person must pay a late registration fee.
- 7.18. Determine the deadline date for preregistration. The deadline for preregistration should be planned so the committee has time to process materials and plan for the projected number of attendees.
- 7.19. Arrange for sufficient registration space with access to electrical outlets and an internet connection.
- 7.20. Prepare to accept electronic payments onsite
- 7.21. Ensure in coordination with the General Chair that all conference participants and speakers with special needs are accommodated. A request for assistance must be made two months prior to the beginning of the conference. The Registration Chair needs to contact known educational organizations that may need assistance for participants with special needs.

- 8. HOSPITALITY COMMITTEE** (This committee provides support to conference attendees as needed. The committee's "welcome desk" functions include providing information about the local area as well as answers questions regarding sessions and events. This committee may provide materials from the local area and vendors.)
- 8.1. Advance conference responsibilities include:
    - 8.1.1. Collect materials for and creating "goodie" bags for conference participants. Arrange for storage of goodie bags until distribution.
    - 8.1.2. Solicit donations (baskets) and door prizes from exhibitors, affiliates and area businesses.
    - 8.1.3. Contact the local Convention Bureau, Chamber of Commerce, etc., for brochures, services and assistance.
    - 8.1.4. Acquire menus from local restaurants.
  - 8.2. On-site conference responsibilities include:
    - 8.2.1. Distribute "goodie bags", and any other additional information/materials requested by the Chairs.
    - 8.2.2. Post a map of the local area and hotel.
    - 8.2.3. Ensure the hospitality table is staffed during registration hours. Provide volunteers as needed for door prize and/or basket displays.
    - 8.2.4. Facilitate the distribution of door prizes throughout the conference through means decided by the Conference Chair.
- 9. EXHIBITS/VENDORS COMMITTEE** (This committee is responsible for arrangements involving commercial exhibits, FCTM promotional materials, free and inexpensive materials, and if applicable NCTM materials, and school/student displays. Secretarial assistance is an asset for the chair of this committee.)
- 9.1. Create and disseminate a formal written communication inviting companies to exhibit at the upcoming conference. This communication should include the date of the conference, cost for exhibit space and deadline for exhibitor applications. Assuming the exhibit area is sold out maintain a list of other applicants in case of cancellations. Guidelines should be clearly established to include any financial responsibility for late registration and cancellation. Notify all potential exhibitors that products for purchase can only be sold in the exhibit area and not at sessions.
  - 9.2. Special considerations should be given to the Chairs of the Annual Conference to be held in the year following this conference so they can display their logo, theme, and materials to the attendees to advertise their meeting.
  - 9.3. Utilize and publicize the online payment method.
  - 9.4. Create and send formal communication for procurement of sponsorship of donations for events, shirts, hospitality bags, door prize items, lanyards, program advertisements, etc.
  - 9.5. Provide monthly written reports on registration to the General Chair beginning three months prior to the conference and weekly written reports beginning eight weeks prior to the beginning of the conference.
  - 9.6. Submit weekly all checks received to the Conference Treasurer along with documentation of registration.
  - 9.7. Work with the decorator/pipe and drape company in the planning and setup of the exhibit area. All planning should be in coordination with the venue. Local facility responsibilities for the display of materials should be clearly defined (number of tables, space, location, etc.). This would include a floor plan of the exhibit area as well as other spaces where display tables may be used. Any special limitations of the local facility will be clearly defined (may signs be taped on walls, doors, etc.).
  - 9.8. Advance conference responsibilities consist of:
    - 9.8.1. Send a copy of the general floor plan and specific location of each exhibitor to all exhibitors as soon as reasonably possible.
    - 9.8.2. Assure that adequate power facilities will be available for all exhibitors, particularly for

those who may have several computers as a part of their exhibit.

9.8.3. Determine the availability and cost for internet access and convey this information to the exhibitors.

9.9. On-site responsibilities consist of:

9.9.1. Work with the decorator/pipe and drape company and exhibitors as they set up their areas. Establish a check-in area and provide a welcome packet to include but not limited to scheduled events for participants and exhibitors, evaluation form, and a thank you letter/certificate.

9.9.2. Arrange for one or more committee members to be available during set-up, exhibit hours, end of day lock up, and breakdown hours to handle any special problems.

9.9.3. Arrange for extra security after exhibits are closed for the day, if needed.

**10. SPECIAL EVENTS/MEALS COMMITTEE** (This committee is responsible for all special events, meal and break functions in cooperation with other committee chairs, as necessary. This would include any of the following: opening session refreshments, evening party [entertainment and refreshments], closing breakfast/brunch/lunch food, and food for hospitality rooms, as needed [i.e. conference committee, vendors, and volunteers].)

10.1. Advance conference responsibilities include:

10.1.1. Work with the Conference Committee to set the different menus.

10.1.2. Obtain hotel contract information regarding minimal food purchase.

10.1.3. Obtain information about costs so that they can be set, in consultation with the General Chair and Conference Committee.

10.1.4. Arrange for lunch carts, buffet breakfast, breaks, etc. for the convenience of attendees.

10.1.5. Coordinate requested vendor sponsorships with General Chair and Exhibits Chair.

10.1.6. Coordinate special event/meal function ticket arrangements with the Registration Chair.

10.1.7. Determine, in conjunction with the General Chair and Program Chair, if there will be a head table, seating arrangements for special guests, flowers, and place cards at special events/meal functions.

10.1.8. Arrange for special entertainment as needed.

10.1.9. Coordinate food needs with the appropriate committee chairs.

10.1.10. Distribute refreshment information for exhibitors, volunteers and conference committee chairs as appropriate.

10.2. On-site responsibilities include:

10.2.1. Collect tickets at special event/meal functions.

10.2.2. Assist with set-up for meal functions, location of dignitaries and general host activities.

10.2.3. Arrange for one or more committee members to be available to monitor food areas.

**11. SIGNS/PRINTING COMMITTEE** (This committee is responsible to provide signs for other committees and conference events.)

11.1. Check with the facility on their policy regarding the posting of signs.

11.2. Distribute to all committee chairs a request form for signs. Include size and color options, if any, and a return date of at least two weeks prior to the conference.

11.3. Consideration should be given to using local school sign-making capabilities.

11.4. Coordinate equipment needs for easels and chart racks.

11.5. Advance conference responsibilities consist of:

11.5.1. Make as many signs as possible prior to conference time.

11.5.2. Assure that necessary materials (poster board, markers, tape, staples, computer and printer, etc.) will be available for sign production before and during the conference.

- 11.5.3. Have all signs needed for the first day of the conference in place at least two hours prior to the opening of registration and the conference.
- 11.6. On-site responsibilities consist of:
  - 11.6.1. Have the facilities to make signs of all types used in the conference.
  - 11.6.2. Arrange for at least one person to be available at all times during the conference to make signs as needed.
  - 11.6.3. Post and change signs, as necessary.

**12. EQUIPMENT COMMITTEE** (This committee is responsible for supplying and maintaining all equipment necessary for conducting the conference.)

- 12.1. Determine, in conjunction with the General Chair and Program Chair, based on the venue what equipment will be supplied in each meeting room/event venue. The appropriate information needs to be communicated to each speaker by the Program Chair In addition; this information should be shared with the hotel facility representative and decorator/pipe and drape company to assure no contract/code violations occur.
- 12.2. Advance conference responsibilities include:
  - 12.2.1. Coordinate with the General Chair as to the location of the equipment storage room within the facility.
  - 12.2.2. Work with the venue, an outside provider, or a school district to order necessary equipment.
  - 12.2.3. Arrange for all equipment to be in the equipment storage room at least the day before the conference. Responsibilities include cataloging, sorting, scheduling, and being ready to deliver all equipment for each session. This needs to be coordinated with the General Chair, and-Program Chair. It is advisable for the Equipment Chair to select trustworthy volunteers for this committee.
- 12.3. On-site responsibilities include:
  - 12.3.1. Arrange for at least 2 or 3 persons to be available during all conference hours.
  - 12.3.2. Arrange for secure overnight storage of all equipment.
  - 12.3.3. Assign a person to check with the speaker in each room prior to the session to be certain that all equipment has been delivered and is in working order.
  - 12.3.4. Arrange for the equipment to be shipped or delivered back to provider.

**13. VOLUNTEER COMMITTEE** (This committee provides volunteers throughout the conference. The volunteers serve as assistants to all committees.)

- 13.1. Advance conference responsibilities include:
  - 13.1.1. Contact colleges, universities, and affiliates as to the availability of volunteers to work during the conference. Volunteers are not charged a registration fee. All volunteers must be a current FCTM member and register as a volunteer. They are required to provide a minimum of 5 volunteer hours to have the registration fee waived.
  - 13.1.2. Arrange for shirts, hats, ribbons, or buttons, etc. for volunteers identification.
  - 13.1.3. Notify each volunteer as to the time to report for duty, assigned duties, appropriate dress, etc. Volunteers can be used to deliver equipment, operate equipment, assist with hospitality, assist with Exhibitor/Vendor area, distribute free materials, give directions, etc.
  - 13.1.4. Arrange with the General Chair for a meeting area for volunteers.
  - 13.1.5. Distribute to all committee chairs two forms: one to request volunteers and one to list volunteers of their choice to ensure proper ordering of food, shirts and registration forms.
- 13.2. On-site responsibilities include:



- 13.2.1. Assure that volunteers are in assigned places at assigned times.
- 13.2.2. Provide each volunteer with appropriate identification.
- 13.2.3. Obtain the name and address of each volunteer so appropriate thank-you notes can be sent and/or provide a certificate of appreciation.

**14. Webmaster Committee** (This committee is responsible for updating and maintaining the conference information on social media.)

- 14.1. Advance conference responsibilities include:
  - 14.1.1. Post "save the date" announcement on FCTM home page.
  - 14.1.2. As a subpage of the events webpage, add a new event containing information for the conference. Add link to event to FCTM home page.
  - 14.1.3. The General Chair in coordination with the Treasurer, Registration Chair, Exhibit Chair, and the Webmaster will establish online payment options.
- 14.2. Add date and location information to the event, along with hotel registration information and any other information when it is provided by the conference committee.
- 14.3. Link information for speaker applications when it is provided by the conference committee.
- 14.4. Upload and link exhibitor information to the event, including the online payment method when it is provided.
- 14.5. Upload and link registration form, including the online payment method when it is provided.
- 14.6. Update payment information for exhibitors and participants as early registration deadline passes.
- 14.7. Remove the online payment link when the online registration closes.
- 14.8. Add conference information as it becomes available (agenda, program, etc.).
- 14.9. Add names of recipients of Kenneth Kidd, Tom Denmark, Don Bernard, and Lichtenberg Grants to an announcement on the FCTM home page.
- 14.10. At the conclusion of conference:
  - 14.10.1. Archive conference information and documents and remove any active payment information.
  - 14.10.2. Take or acquire photos/videos during conference to add to the website.
  - 14.10.3. Add photo/video and article regarding Kenneth Kidd Math Educator of the year (submitted by the FCTM President) to home
  - 14.10.4. Create Event and post "save the date" for the next conference.

**15. TRANSPORTATION RESPONSIBILITIES** (If needed - The basic responsibility is to provide transportation needs in conjunction with conference activities.)

- 15.1. Arrange with local transportation companies to provide busses or shuttles, as needed, to transport conference attendees between conference sites, parking facilities, and events. Convenient pick-up and drop-off locations should be arranged.
- 15.2. Post schedules of shuttle bus operation and provide copies to Hospitality.

**16. EVALUATION RESPONSIBILITIES** (The basic responsibility is to obtaining evaluation information that will assess the quality of the conference. This information will be used by future meeting planners.)

- 16.1. Consult with the General Chair to determine the items to be included on the evaluation form.
- 16.2. Work with the Webmaster to determine the method or methods to utilize for the participants to access the form and provide feedback
- 16.3. Collect and review the data to create a summary for the final report.

**17. NCTM MATERIALS COMMITTEE** (If Conference Committee decides to do. This committee is responsible for the sale of all NCTM Materials. All proceeds from the sales shall be retained by the sponsoring

affiliated group.)

17.1. Advance conference responsibilities include:

17.1.1. Arrange with the General Chair and Exhibits Chair for the NCTM Materials area.

17.1.2. Arrange with NCTM for shipping of the materials. These should be delivered to the conference site at least the day before the conference starts.

17.2. On-site conference responsibilities include:

17.2.1. Check the inventory of items sent by NCTM. This must be done prior to the opening of the conference and can take several hours.

17.2.2. Manage the NCTM sales area throughout the exhibit hours. Arrangements should be made for payment of items in coordination with the General Chair and Treasurer.

17.2.3. Take final inventory of the NCTM materials must be conducted when the exhibits close.

17.2.4. Arrange for the unsold NCTM materials to be shipped back to NCTM along with appropriate payment for the shipping and the materials sold. It is assumed that the unsold materials will be shipped from the convention site.

## TIME LINE FOR CONFERENCE PLANNING

NOTE: It is advisable to establish a time line for each committee. Experience shows that this helps tremendously in maintaining good communications and assuring details are not overlooked. It helps if each committee chair has a copy of all time lines.

<u>Time Until Conference</u>	<u>Event</u>	<u>Responsible Party</u>
At least 2 years	Invitation	Host Organization(s)
At least 2 years	Site visit	FCTM Conference Assistance Chair & host people
At least 2 years	Appoint General Chair	FCTM President and Board
At least 2 years	Appoint Program Chair	FCTM President and General Chair
At least 2 years	Facility selection and sign Contract	General Chair and FAMS President
18 months – 2 years	Secure appropriate insurance: Hurricane, Liability, etc.	General Chair
18 months – 2 years	Appoint Committee Chairs	General Chair
9 - 12 months	Submit speaker form to Webmaster	Program Chair
9 – 12months	Invite recommended Speakers	Program Chair & Committee
3 – 6 months	Notify all accepted speakers of time, date, & location of session(s)	Program Chair
2 – 3 months	Final program draft	Program Committee
3 months	Conference Overview published on the Website	Program Chair and Webmaster
1 – 2 months	Print program and publish on website	Program Chair and Webmaster
After Conference:		
2 weeks	Thank you letters	General Chair and Program Chair
2 – 4 months	Final Report to FCTM Board	General Chair

## FACILITY NEEDS GUIDELINES

NOTE: All these values are approximations. It is assumed that 75% of the attendees should be able to be seated at any given time during the meeting (excluding meal functions).

Registration	1,000	1,500	2,000
Large meeting room should hold	400	500	600
Number of Large Rooms needed	1	1	2
Rooms seating 75 – 100 people	4	6	8
Rooms seating 25 – 75 people	2	3	4
Session rooms (20-30 seats)	5	6	7
Meal function	250	300	400
8x10 or 10x10 commercial booths (gross sq. ft./booth 180)	45	55	60
Linear ft. of tables for non-commercial displays	120	120	120
Linear ft. of tables for registration, etc.	50	50	50
Sleeping rooms needed	250	400	700

### POINTS TO CONSIDER:

1. Meeting facilities should be under one roof, if possible.
2. All agreements for space, services, dates, and related matters should be clearly expressed in writing by the hotel or host institution.
3. Hotel information should include the following:
  - a. Available dates
  - b. Number of committable sleeping rooms
  - c. Earliest date on which room rates can be established
  - d. Room rates for single, double, triple, quad occupancy
  - e. Public space dimensions and any related charges
  - f. Charges for commercial exhibit space
  - g. Number of complimentary rooms that can be guaranteed
  - h. Parking arrangements and costs for hotel guests and conference attendees
  - i. Internet capabilities and costs in guest rooms, common areas, and conference rooms
  - j. Number of suites available
  - k. Is airport transportation available?

## FCTM CONFERENCE SPECIFICATIONS

The Florida Council of Teachers of Mathematics (FCTM) Annual Conference usually runs from Thursday morning through noon on Saturday during the fall with the decorating company setting up around noon on Wednesday. The actual Fall dates have varied in the last few years from the end of September to the end of October. Our dates are flexible but we need to avoid religious holidays. For the actual FCTM conference around 800 Mathematics Teachers usually attend.

The Florida Association of Mathematics Supervisors (FAMS) meets at the same site on Monday –Wednesday of the same week with various vendors sponsoring their meal events. There are usually around 120 Mathematics Supervisors attending the FAMS meetings. FAMS usually needs 4-6 breakout rooms M-W and a large meeting room, plus somewhere that they can have meal functions.

Below are the sleeping room needs that we specified in our contract for this year's conference. I expect that the nights for M-W will be higher and hope they will also be higher for the rest of the week.

	Sun	Mon	Tues	Wed	Thurs	Fri	Sat
Rooms	0	50	50	215	300	225	0

(minimum of 672 guest room nights;  $840 \times 80\% = 672$ )

Some people will check in on Sunday and some will stay at the end of the week on Saturday night. These rooms will be counted in our room count.

We would like to have a room rate around the \$129-\$139 range. We keep the numbers on the low side for the contract but would like the option to expand the block as needed. With the economy the way it is, we need some wiggle room.

The first three days (Mon – Wed) there will be the supervisors attending and then the rest of the week starting with Wednesday night, the teachers will start arriving. Many teachers and even supervisors have to pay their own way so anything you can do to help with the expense would be greatly appreciated.

As for meeting room space,

- A large exhibit area to hold at least 70-90, 8x10 booths
- A ballroom that can be used for the Opening Session to seat 300
- A ballroom for the Closing Session that usually for 130-150 people which will include breakfast, brunch, or lunch
- A room to use for the Friday night party where we usually have a band or DJ, dance floor, and tables and heavy hors d'oeuvres will be served
- At least 15-25 rooms for break-out sessions on Thursday and Friday; less rooms on Saturday morning
- Room set ups for break-outs would be classroom style with round or rectangular tables and room space for a screen and cart with power strip for projectors, etc., as well as a small table for the presenter; we need to seat 25 – 50/room. We always like to be able to sit between 500-600 teachers at any one time slot in sessions during the day on Thursday and Friday while the rest of the teachers are visiting the exhibits or eating.
- 2 smaller rooms for student helpers and conference committee members to work
- A room for vendors to take breaks and eat refreshments that is near the exhibits if possible