

Now that you are hosting the BCcupms...

BCcupms Table Officers

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So it has finally happened! About 2 years ago you (or a colleague) volunteered your institution to host the BCcupms this year. Now it is your turn to organize things. This is a list of things which we consider to be important for the smooth running of the meeting.

The meeting usually takes place during the second full week in May. Based on this assumption, here is a list of things to do with approximate timelines:

**January:** Accomodation and Transportation

- Check out local hotels, motels, college dorms, bed and breakfasts for their names, rates and hopefully special deals for groups. In late February this information is posted on the BCcupms web page so participants can make appropriate arrangements.
- Transportation arrangements: airline conference rates usually require large numbers of participants. It is worth a try, but no need to spend too much time on it. Other transportation suggestions would be appreciated.

**January:** Room bookings.

- Note: large meeting rooms may need to be booked as much as a year in advance!

**Rooms needed for the whole meeting**

- A large room for the plenary sessions, math sessions, and the high school teachers' session. Ideally it has tables around the outside of the room in a large rectangle so everyone can see everyone else. It will be needed for the entire meeting and should seat approximately 45–50.
- A break room near the plenary room for coffee and pastries and where the publishers can set up their displays.

**Rooms needed for part of the meeting**

- A room for the high school teachers' reception after the meeting on Tuesday. Some place with a liquor licence where wine and cheese can be served.

- A smaller room for the statistics sessions on Wednesday, approximately 12–15 people.
- BC Secondary Schools Mathematics Contest planning session, a regular classroom suitable for about 32 students. We generally arrange the tables so two groups of six or eight each can work independently. It is needed for one day (or two half days.)

**March or April:** People to contact.

- Invite someone from your institution to welcome the delegates at the beginning of the meeting the first day. Often this is the president or a dean or...
- Is there someone who could act as a keynote speaker on one of the days? Some past examples are:
  - Columbia College (2016): Glen Van Brummelen gave a talk entitled *Triangles Before Logarithms: Trigonometry in the Lost Century*.
  - Vancouver Island University (2015): Dr. Jon Schnut gave a talk entitled *Mathematics: Angel or Dæmon?*
  - Kwantlen Polytechnical University (2014): Bevan Ferreira talked about *Motivating Calculus: Credit Derivatives and Counterparty Credit Risk*.
  - College of New Caledonia (2013): Bruce Allen talked about challenges which First Nations students face;
  - Vancouver Community College (2012): Bob Aiken talked about learning and the brain;
  - Okanagan College (2011): Deborah Davis and Lynn Grahame demonstrated the Transfer Credit Evaluation System; Gary MacGillivray and Lorraine Dame talked about Student Preparation vs Outcomes in Mathematics; and Javad Tavakoli talked about Aboriginal Perspectives in Mathematics Teaching;
- Invite the publishers. You will need to repeat the invitation more often than you think. Even when they say they will come they might change their mind. Also, it is customary to ask them to pay for the wine and cheese for the reception for the high school teachers on the first evening (about \$150 - \$200 per publisher, depending on how many are participating.)

- Invite local secondary school teachers and school boards officials to the session on Tuesday afternoon. If you supply me with a list of names and addresses I can write a letter to the various schools urging them to send someone. You should also make contact.

**April:** Technology.

- Arrange any computer supplies which might be needed, hook-ups in the meeting rooms, internet access in the meeting rooms, projection systems, and overhead projectors. Participants will want to have internet access. Note: This might take some time because of security concerns.

**April:** Food.

- Lunch of the first day is everyone's own expense, but please recommend nearby places which are reasonably fast.
- The hosting college provides one lunch, usually on the second day of conference.
- A continental breakfast is also provided together with 2 coffee breaks each day. What you supply for the PD session depends on how much money you have.
- Custom dictates that a Greek dinner will take place on the second day after the meeting. Hopefully you can find a nice place and book it for about 35 people. You can get a more precise number at the meeting.

**Miscellaneous:** Things which could be left to the last minute...

- Name tags
- Sometimes college brochures or other information about the region, pens, etc. are put together in a package.