

Preparation List for the 2004 YSU-PME Conference

Tuesday, February 10

1. PME meets to approve final arrangements and assignment list for the meeting.
2. Officers choose assignments for the meeting. Order of priority of assignments is:
 - (a) Present PME Officers,
 - (b) Past PME Officers,
 - (c) Past PME-MAA speakers,
 - (d) PME members,
 - (e) MAA Student Chapter Officers,
 - (f) MAA Student Chapter members,
 - (g) other interested students.

This order may be modified by the PME Executive Committee to take care of special circumstances.

3. Notice sent to all PME members reminding them of the Conference and encouraging them to submit their titles and abstracts early.
4. Students in the various categories are informed by e-mail of the assignment list and asked to sign up in Cushwa 1107 for an assignment. The earlier assignment dates for the various categories are (b) Tuesday, (c) Wednesday, (d) Thursday, and (e) Friday. With these restrictions, the assignments are on a first-come basis.
5. Notice sent to all faculty PME members reminding them about the meeting and asking for help their help. In particular, we would like a faculty host for each school we expect to have visiting.

Monday, February 16

1. All faculty contact people contacted and told that the deadline for abstracts is passed and the program is on the Web, but for a very short time we can still add a couple of speakers. Also tell them we need to know number of people coming from their school so that we do not run short of food.
2. Call parking about expected number of permits.

Thursday, February 19

1. Order the projectors (one more than the number of rooms from the Media Center.
2. Order the portable chalkboard from the Media Center.
3. Get money from PME treasury to cover Conference expenses.
4. Make out registration sheets and get name tags and pens.
5. Print name tags for all YSU students, outside speakers, and anyone else whose name we have.
6. Make out the list of items to buy based on 2003 expenditures:

Coke: per person

Caffeine Coke: per person

Diet Coke: per person

Sprite: per person

Juice: per person

Coffee: per person

Doughnuts: per person

Napkins: per person

Styrofoam cups: per person

Pizza with Cheese: per person

Pizza with Sausage: per person

Pizza with Mushrooms: per person

Pizza with Pepperoni: per person

Pizza with Anchovies: per person

Half and Half

Sugar

Friday, February 20

Meet at 3:30 P.M.

1. Get the projectors and chalkboard from the Media Center and place them in Math Major Study Room.
2. In each room, clean the chalk trays, the bulletin board, get rid of broken equipment,

place a note on the board for the cleaning staff to vacuum the room, explaining that there is a conference here on Saturday. Be courteous, of course.

3. Check all the projectors, the screens, the tables, and the podiums.
4. Get chairs from the Cushwa-ESB hall.
5. Get chairs from the atrium study rooms on the first and second floors.
6. Get 6 tables from the atrium study rooms on the first and second floors.
7. Arrange the tables in a capital I form so that coffee and juice can be placed on the ends and doughnuts in the middle.
8. Move all extraneous material from the atrium area and the corridor along which our visitors will enter.

Saturday, February 21

- 9:00 All students with food and equipment arrive.
- 9:00 Faires brings 2, 10-cup coffee machines and filters.
- 9:00 Spalsbury collects all receipts for purchases and change from any advances. Her assistance keeps a record of the expenditures.
- 9:15 Coffee started in 4 coffee machines so as to be ready for early arrives at 9:30.
- 9:15 The tablecloths are placed on the tables and the large drink containers set in place.
- 9:15 Trays for the doughnuts set out. Doughnuts placed on them and covered.
- 9:30 Coffee and juice placed in the containers on the tables.
- 9:30 Students arrive who are hosting students from visiting schools, and work in the atrium area until their school arrives.
- 9:30 Faculty arrive who are hosts for the faculty from visiting schools, and stay in the atrium area BSing.
- 9:30 PME alumni scheduled to arrive, Faires in charge of their hospitality. Coffee and juice offered. They are introduced to attending faculty, to further the BSing.
- 9:30 Three students be prepared for registration. One of these should be designated as a runner, in case problems arise. Each person should register giving their name, school, and e-mail address.
- 9:30 Three students report to the North-West door to escort visitors to the registration

area. When a group of visitors arrives, one student escorts them to the registration area, informs the faculty and student hosts for that school, and then returns to the North-West door area.

9:30 All present get coffee and juice.

9:45 The doughnuts are uncovered and guests given dibs for the first 5 minutes.

9:45 Another round of coffee prepared in the 4 machines and the container in the atrium refilled when this coffee is ready.

9:50 YSU students get doughnuts.

10:25 PME President gives the welcome and makes the opening remarks.

10:30 The first hour sessions begin.

11:30 The second hour sessions begin.

11:35 Doughnuts cleared from the table and remainders taken to Cushwa 1107.

11:45 Pizza delivery workers go for the pizza, so as to arrive back by 12:15.

12:15 Soda set up for lunch.

12:20 Pizza set out in boxes with the tops removed.

1:15 PME president thanks all for coming and presents certificates to all speakers.

1:20 Third hour session begins.

1:25 Any remaining pizza removed to Cushwa 1107.

1:30 Old coffee thrown out and new coffee made. Pots then cleaned and all extra supplies and equipment taken to Cushwa 1107.

3:30 Conference ends and we bid farewell to our visitors being sure that they know that we are anxious for them to return next year and, if possible, to go to the summer mathematics meetings.

3:35 Cleanup begins. Tables and chairs returned to their original places, projectors and chalkboard taken to BO93, trash taken to dumpster outside the South-West door of Cushwa.

3:45 Clean up is completed and the PME President thanks all YSU students for the fine job they have done, once again demonstrating that Ohio Xi is the Premiere Chapter of PME.

Monday after the Conference

The PME President:

Sends a letter to the Dean giving thanks for support.

Sends letters by e-mail to all participants asking for their suggestions on how we can improve the meeting in the future.

Sends a letter by e-mail thanking all the YSU faculty for their support, particularly, by name, those who directed students that gave talks.

Sends a letter to any other persons or groups giving support.

The PME Advisor:

Sends letters by e-mail to all non-participants expressing regret that they were not at the meeting and asking what we can do to make next year's meeting more attractive to them.

Sends a letter to the supervisor of the cleaning staff thanking the cleaning staff for doing such a nice job preparing the area for the conference.

The web page packed up, zipped and put away in gateway-math/pme to be brought up for the basis of the 2005 program.

A meeting is held to discuss positives and negatives of the Conference and receive suggestions for the 2005 meeting an even greater success.