



## MAA MathFest Contributed Paper Session Proposal Instructions

**The submission deadline for Contributed Paper Session proposals is October 15 in the year preceding MAA MathFest.**

***Please note:** This is for session proposals only; the portal for individual paper and poster abstract submissions will open in early 2026. The deadline for contributed papers and posters will be April 15, and the deadline for all other poster abstract submissions will be June 8.*

An MAA Contributed Paper Session (CPS) may focus on any aspect of mathematics. Examples include expository mathematics, connections within mathematics or between mathematics and other disciplines, the undergraduate mathematics curriculum, or mathematical pedagogy. The Committee on Contributed Papers and Posters seeks and encourages proposals that will contribute toward a well-balanced and scholarly program that represents the MAA's mission.

CPS organizers will be responsible for reviewing abstracts submitted for consideration, deciding which abstracts to accept, communicating with speakers, scheduling and chairing the session program. Organizers must be available to review abstracts and schedule talks during the two weeks immediately following the abstract submission deadline: April 15. CPS session presentations are 15 minutes in length with 5 minutes for questions and transition to the next presentation. A single session is generally 3 to 4 hours (9 to 12 talks). *Please note that sessions will be scheduled to run from Thursday morning through Saturday afternoon of the meeting, with a few additional sessions on Wednesday afternoon, so be sure to plan your summer accordingly.* All organizers are expected to attend the meeting, or prepare a backup plan in case any organizer/facilitator cannot attend.

The title and abstract/session description are the only information seen in the public call for papers. A descriptive session title should succinctly convey the topic or content involved. The abstract should:

- Define and describe the topic of the session clearly in the first three to five sentences. This introduction is meant to succinctly describe what the session is about in order to attract potential audience members and speakers. You may also briefly mention why this topic is timely, recent changes in this field, or other reasons this session would be of interest to meeting participants.
- Specifically describe the types of presentations sought for the session (e.g., original research, expositions, innovative ideas, demonstrations, problems, applications, projects, curricular materials, single class descriptions, whole course outlines, assessment methods, accessible to certain groups of people).
- Emphasize (either explicitly or implicitly) that presentations are expected to be scholarly in nature.
- Include sponsoring organizations if any (e.g., MAA committees, SIGMAAs).



In **Additional Notes**, please include any additional information that may be relevant to session selection. This can include justification for why the session should be run and any other information you wish the committee to consider (e.g., rationale, intended audience, reasons why the topic is timely, dissemination plans). You can also list any anticipated time/scheduling conflicts at the meeting (if applicable).

**Audio-Visual Requirements:** The standard set-up for most session rooms is an LCD projector and screen; projectors will default to 16:9 aspect ratio unless otherwise specified. Organizers of accepted sessions are expected to bring a presentation laptop and collect all session's presentation onto that device before the meeting. All device connections are HDMI, and all presenters are encouraged to bring their own HDMI device adapter, if needing to use their own device.

Questions? Contact Jeff Johannes, Chair of the MAA Committee on Sessions of Contributed Papers at [johannes@geneseo.edu](mailto:johannes@geneseo.edu).

#### **Commercial Promotion Policy**

While the purpose of scientific sessions cannot be primarily the promotion of commercial products (such as software, calculators, or proprietary tools), reference to such products that are relevant to the work presented is acceptable. This ensures that the focus of scientific sessions remains on advancing knowledge within the community, while allowing authors to highlight tools that support these goals.

#### **Policy on Recording or Broadcasting**

The recording or broadcasting of any MAA sponsored event, including but not limited to proceedings at sectional and national meetings, workshops, minicourses, short-courses, and colloquia, is strictly forbidden without the explicit permission of the Mathematical Association of America