



MAA MathFest Invited Paper Session Proposal Instructions

The submission deadline for Invited Paper Session proposals is October 31 in the year preceding MAA MathFest. Proposals should be emailed directly to ipschair@maa.org

Organizers of accepted Invited Paper Sessions will be expected to confirm speakers, titles, and abstracts by mid-February in the year of MAA MathFest. **Please note: all speakers invited to present will be expected to register and pay to attend MAA MathFest**, unless otherwise specified.

MAA Invited Paper Sessions (IPS) are designed to provide "substantial mathematical content in the MAA program at each national meeting." With this goal in mind, the MAA's Committee on Invited Paper Sessions solicits sessions devoted to exposition in the mathematical sciences. Sessions covering recent research are especially encouraged. Speakers in IPS sessions should be experts in their field committed to giving presentations accessible to a broad, non-expert audience.

The MAA Committee on Invited Paper Sessions recruits organizers for sessions and often suggests topics linked to invited talks at national meetings or other topics of broad interest. The committee also accepts proposals from MAA members to organize an IPS, as described below.

To propose an IPS, email the information described below to the chair of the MAA Invited Paper Session Committee at ipschair@maa.org. You can also send your questions to the committee chair at the same email address if you would like to discuss a potential proposal with the chair before proceeding to a formal submission.

IPS organizers are responsible for determining the overarching theme of their session, inviting speakers, communicating with speakers, scheduling, and chairing the session program at the national meeting. IPS session presentations are typically 20 minutes in length with 10 minutes for questions. A session should contain at least four (4) talks on the subject so that the minimum timeframe for an IPS is two (2) hours. IPS sessions typically include no more than six (6) talks, but can include as many as eight (8). *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.

An IPS proposal should include the following required components:

- A proposed title (title should clearly and succinctly indicate the general subject matter or field discussed)
 - We are also now requiring a shortened session title (100 characters maximum) for chronological and print listings, as well as visual/sign displays
- 1-2 paragraphs with
 - A description of the topic that will serve as the theme of the session
 - An explanation of the current research to be presented in the session
 - A specific explanation of the substantial mathematical content of the session



- Please also provide a 60-word session description that may be published in the chronological schedule and printed publications
- A diverse, broad list of potential speakers and their affiliations; speakers should be experts in their field, good expositors, and from multiple institutions, unless detailed justification is included
- Organizer information (for each organizer), including:
 - Name
 - Affiliation
 - Email address

Once received, the proposal will be reviewed by the Invited Paper Session Committee and a decision to accept or deny the proposal will be made in a timely fashion.

Questions? Contact Eric Marland, Chair of the Committee on Invited Paper Sessions at ipschair@maa.org.

Audio-Visual Equipment: 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.

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.