



## MAA MathFest Minicourse Proposal Instructions

**The submission deadline for Minicourse proposals is October 31 in the year preceding MAA MathFest.**

An MAA minicourse has a workshop format and focuses on some aspect of collegiate mathematics, the undergraduate mathematics curriculum, or mathematical pedagogy. Minicourse participants expect to be involved actively throughout the minicourse, participating in small group discussions, working hands-on activities, etc. Depending on the desires of the organizers, minicourses may include up to 80 participants.

Each minicourse is four hours in length, with the time usually divided into two, two-hour sessions on different days. For example, a minicourse might be scheduled for Thursday, 2:15 p.m. - 4:15 p.m., and Saturday, 1:00 p.m. - 3:00 p.m. Other formats and schedules can be accommodated. *Please note that sessions will be scheduled to run from Thursday morning through Saturday afternoon of the meeting, 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.

**Reimbursement of up to \$600 (total, not per organizer) is available to help offset travel/preparation costs for each minicourse**

**Please note:** When submitting your proposal, please make sure to enter information in the following steps:

- 1) Please enter all the requested information for the minicourse organizer(s)
- 2) Minicourse Title: A descriptive session title should succinctly convey the topic or content involved; you will also be asked for a short (60-word maximum) title for chronological, print, and visual/signage listings.
- 3) Please include the following information in your proposal:
  - Detailed session outline: Please include a list of topics to be covered and the approximate time spent on each topic. Also, indicate how the participants will be involved. (Note: Minicourses are scheduled for two 2-hour sessions, on two different days; e.g., Monday and Wednesday, 9:00 - 11:00.)
  - Biographical Sketches: For each presenter, provide a brief bio, including information concerning the presenter's experience related to the proposed minicourse
  - Special Logistical Requests: Generally, rooms for minicourses are set up with tables and chairs facing the front. List any special needs for the course, in terms of furniture set-up.
- 3) Enter your session description in **Long Description/Short Listing**. Note: This is the only information prospective participants will see. Thus, it should clearly articulate the content and goals for the



minicourse, the format of the course, and any necessary prerequisite knowledge. Given space limitations, the short listing abstract should not be more than 60 words in length.

4) Under AV Needs Request, list any special equipment needs. 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 presentations onto that device before the meeting. All device connections are HDMI, and all organizers are encouraged to bring their own HDMI device adapter. Please also indicate whether minicourse participants will be expected to bring their own laptops, as well as whether power strips or access may be necessary.

5) Under **Additional Questions**, please indicate that you have read and agree to the following two MAA policies:

- Policy on Commercial Promotion: Whereas some minicourses will relate to commercially-available products, such as books or software, the promotion of such products in a minicourse is not appropriate. Participants in a successful minicourse naturally will want to know more about the materials used in the course, but the minicourse may not be used to promote any particular product
- 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.

Sample Proposals:

[Sample 1](#)

[Sample 2](#)

[Sample 3](#)

Questions? Contact Thomas W. Polaski, Chair of the MAA Committee on Minicourses, at [polaskit@winthrop.edu](mailto:polaskit@winthrop.edu).

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