



MAA MathFest Panel, Town Hall, Workshop, or Poster Session Proposal Instructions

**The submission deadline for all Panel, Town Hall, Workshop, or Poster Session proposals is
December 15th in the year preceding MAA MathFest.**

Panel Proposal Guidelines/Instructions

MAA panel discussions are typically scheduled for 80 minutes. A panel should include 3-5 panelists along with a moderator, and the proposal should include a list of planned or prospective panelists. Those submitting a proposal will be asked to provide the following information in sequential order (after identifying organizer and co-organizer details):

Title: Your proposed title should be clear and specific, and should make clear the intended audience for your panel. You will also be asked for a short (60-word maximum) title for chronological, print, and visual/signage listings.

Proposal: Please detail how the program will function, any audience engagement planned, and how the program fits into any current trends in mathematics, mathematics education, or other themes. The structure of a panel can include introductory remarks from each panelist, but there should be ample time for questions and discussion. Interactions between panelists, as well as interactions between the panel and the audience, are important parts of a successful panel session, and panels are encouraged to eschew sequential presentations in favor of dynamic interactivity.

Likely/Proposed Panelists: Please indicate the types and diversity for the panel members (small school, big school, government, location, etc.); listing confirmed or potential panelists is strongly recommended, and all participants will need to be identified/confirmed by April 1 of the year of MAA MathFest.

Full Description: Please include a description of your session for potential attendees; this will be included in web and app listings.

Short Listing/Abstract: Please provide a 60-word session description that may be published in the chronological schedule and printed publications

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. Panel set will include tabletop microphones and a head table with seats for panelists.

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.



Town Hall Meeting Proposals Information

MAA town hall sessions are typically scheduled for 50 minutes. They are similar to panel discussions but with a 'flipped' model. That is, the goal of a town hall is to gather suggestions and feedback from the audience rather than from the panelists, and ample time should be devoted to this goal. Town halls may have a full set of panelists to direct audience feedback or may feature more of an open microphone setting for more informal sharing of ideas. Those submitting a proposal will be asked to provide the following information in sequential order (after identifying organizer and co-organizer details):

Title: Your proposed title should be clear and specific, and should make clear the intended audience for your session. You will also be asked for a short (60-word maximum) title for chronological, print, and visual/signage listings.

Proposal: Please detail how the program will function, any audience engagement planned, and how the program fits into any current trends in mathematics, mathematics education, or other themes. Please specify which model or explain AV needs when proposing a town hall. Your proposal should also include specifics of the information you seek to gather from the audience. A list of potential panelists or facilitators is strongly recommended, and you will be asked to confirm all such participants by April 1 of the year of MAA MathFest.

Full Description: Please include a description of your session for potential attendees; this will be included in web and app listings.

Short Listing/Abstract: Please provide a 60-word session description that may be published in the chronological schedule and printed publications

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. Town Hall sessions are generally scheduled in Panel rooms, which include head tables with panelist microphones, but this may depend on your session's specific needs.

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.



Workshop Proposals Information

An MAA workshop is a hands-on, interactive session, and is also typically 80 minutes in length. Topics of past successful workshops include creating quality job applications, demonstrating an interactive pedagogy, or working on an activity like paper-folding. Your proposal should outline how you will use the 80 minutes, spend time engaging with attendees and having them do something, and leave attendees with concrete take-aways. That is, a workshop is not intended to be a long talk on a topic but rather interactive with attendees leaving the workshop with an action plan related to the topic. Those submitting a proposal will be asked to provide the following information in sequential order (after identifying organizer and co-organizer details):

Title: Your proposed title should be clear and specific, and should make clear the intended audience for your session. You will also be asked for a short (60-word maximum) title for chronological, print, and visual/signage listings.

Proposal: Please detail how the program will function, any audience engagement planned, and how the program fits into any current trends in mathematics, mathematics education, or other themes. Including co-organizers or potential helpers in your proposal is recommended.

Workshop structure: Please provide a sense of how long participants are listening versus actively working versus working in groups or engaging in other interactive activities.

Main Takeaways

Full Description: Please include a description of your session for potential attendees; this will be included in web and app listings.

Short Listing/Abstract: Please provide a 60-word session description that may be published in the chronological schedule and printed publications

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.

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.



Poster Session Proposals Information

An MAA poster session allows for many people with interest in a specific topic to share their work. Proposals should suggest a specific topic of interest to the community – please explain why you think your session will attract presenters. Organizers are then responsible for soliciting and selecting participants. An organizer's email address will be listed along with the title and description of the session in the meeting announcement in *MAAFOCUS*. The MAA provides cork boards and affixing materials for the posters presented at MAA poster sessions. An estimate on the number of posters your session is intended to accommodate is helpful for the Committee to know. Those submitting a proposal will be asked to provide the following information in sequential order (after identifying organizer and co-organizer details):

Session 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.

Proposal: Please detail how the program will function, any audience engagement planned, and how the program fits into any current trends in mathematics, mathematics education, or other themes.

Call for Submissions

- [Example 1](#)
- [Example 2](#)
- [Example 3](#)

Estimated number of posters in session

Full Description: Please include a description of your session for potential attendees; this will be included in web and app listings.

Short Listing/Abstract: Please provide a 60-word session description that may be published in the chronological schedule and printed publications

Audio-Visual Requirements: The posters space will include power strips for the organizing tables, and lighting for posters where needed; a PA/microphone will be available to make announcements in the space.

Please list any additional equipment or needs that you might anticipate for your session; note that we cannot accommodate all requests, but will do our best to honor them if the session is accepted.



Questions? Contact Carolyn Yackel, Chair of the MAA Committee on Panels, Poster Sessions, Workshops, and Town Halls at yackel_ca@mercer.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.