

# Conference Planning: Mathematics

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**Faculty members planning conferences should anticipate staff guidance as explained below. If more extensive assistance is required, we recommend you contact Conference & Event Services ([conferences.web.illinois.edu](http://conferences.web.illinois.edu))**

## **6-9 months prior to conference:**

- Lead faculty member meets with Brock Martin regarding:
  - Source(s) of funds
  - Budget (may be limited by funding agency, allowable expenditures, limitations imposed by campus rules)
  - Anticipated expenses
  - Reserving a block of hotel rooms
    - Illini Union preferred; consider Hendricks House if in summer
  - Identifying and reserving necessary equipment
  - Developing a reimbursement form to be placed online
  - Food and beverage needs/estimates
- Lead faculty member meets with Aaron Brewer to request space for meetings, break out rooms, meals, displays, and receptions. Time should also be reserved to set up these areas prior to the event.
  - Note: The Commons Room (321 Altgeld) is NOT recommended for events serving food and/or large groups since it is not accessible by elevator. 239 Altgeld Hall may be available
- Lead faculty member meets with Peggy Currid to establish website and be trained on how to develop it
- Business office confirms other funding sources

## **2 months prior to conference:**

- Lead faculty member works with Brock Martin regarding:
  - Finalizing food and beverage needs/estimates
  - Placing a supplies order
- Lead faculty member prepares handouts not available online (ie. schedule of events)
- Lead faculty member works directly with other related agencies, ie. Convention and Visitor's Bureau

## **1 month prior to conference:**

- Lead faculty member determines who will assist with check-in
- Lead faculty members shares hiring plans with Emily Lange
- Lead faculty member works with Brock Martin to release unused hotel rooms
- Lead faculty member contacts IT staff ([math-it@illinois.edu](mailto:math-it@illinois.edu)) for computer logon information

## **2 weeks prior to conference:**

- Lead faculty should confirm plated meal or buffet plans with caterer, if appropriate

## **Week of conference:**

- Lead faculty member should:
  - Confirm final number of attendees
  - Complete all copying for packets (note, mailroom workers are available).
  - Collate folders (note, mailroom workers are available).
  - Gather supplies
  - Provide instructions to check-in staff and other assistants

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- Establish who will be contact for caterers “day-of” the event
  - Give schedule of events to Main Office along with a cell phone number
- Lead faculty member works with Aaron Brewer to confirm room reservations
- Lead faculty member works with Peggy Currid to:
  - Have her print name tags
  - Have her prepare arrows for signage
- Lead faculty member contacts Brock Martin to:
  - Request cleaning of Altgeld Hall meeting spaces (if necessary)
  - Obtain access to stanchions and accompanying letters

### **Just prior to conference:**

- Post signage
  - DO NOT post signs on paint or wood; glass only
- Provide nametags, folders, supplies, etc. to those working event

### **After conference:**

- Lead faculty member:
  - Assures rooms utilized are cleaned up of trash, wiped down, and returned to original arrangement
  - Prepares notes of any changes for the next time
  - Assure all bills received by Business Office