



The **SIAM** Student Conference White Papers

This document is a result of the 2012 SIAM annual meeting which occurred July 9th-13th in Minneapolis, Minnesota. During the Student Chapter meeting with SIAM Leadership, it was made apparent that there were multiple chapters hosting conferences (both in North America and internationally). As a result, a group of student officers who had hosted conferences came together, shared common experiences, and agreed to generate a document to aid Student Chapters in hosting their own local conferences. The Student Chapter Officers responsible are listed below.

SIAM Student Officers:

Federico Antico	Purdue University, USA
Ingrid Von Glehn	The University of Oxford, United Kingdom
Burak Gozluklu	Middle Eastern Technical University, Turkey
Marc Kjerland	University of Illinois at Chicago, USA
Barrett Leslie	Illinois Institute Of Technology, USA

1. Introduction

This document is to be used as a guide for hosting SIAM Student Chapter Conferences. It is not intended to be strictly followed, rather it should serve as a means of comprehending the process which your chapter is about to undertake. Please take the time to read through the document carefully, but feel free to improvise as needed.

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2. Timeline

These are very rough ideas of times to do things, but in general it's a good idea to get things sorted early!

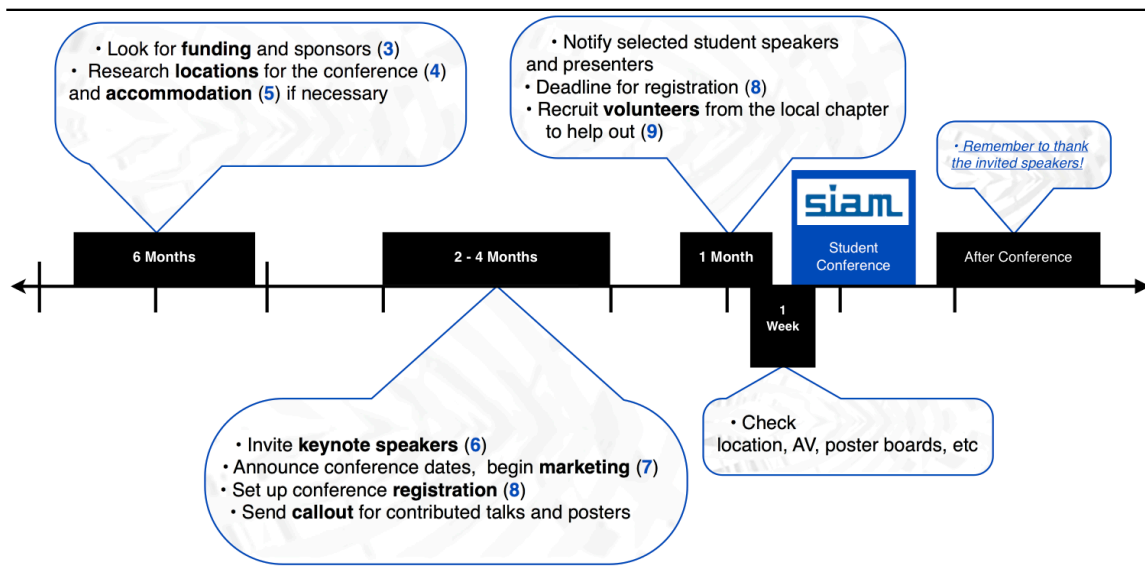


Figure 1: **SIAM** Student Conference Timeline (Whole)

2.1. 6 months in advance

- 2.1.1. Look for funding and sponsors (3)
- 2.1.2. Research locations for the conference (4) and accommodation (5) if necessary

2.2. 2-4 months in advance

- 2.2.1. Invite keynote speakers (6)
- 2.2.2. Announce conference dates, begin marketing (7)
- 2.2.3. Set up conference registration (8)
- 2.2.4. Send callout for contributed talks and posters
- 2.2.5. Secure Location for Conference

2.3. 1 month in advance

- 2.3.1. Notify selected student speakers and presenters
- 2.3.2. Deadline for registration (8)
- 2.3.3. Recruit volunteers from the local chapter to help out (9)

2.4. 1 week before

- 2.4.1. Check location, AV, poster boards, etc.

2.5. After the conference

- 2.5.1. Remember to thank the invited speakers!

6 months in advance

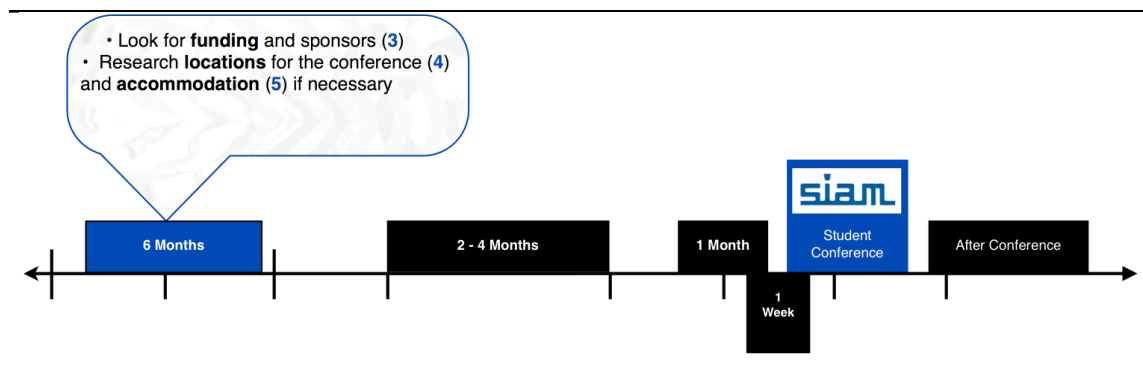


Figure 2: **SIAM** Student Conference Timeline (6 months)

3. Budget & Funding

3.5. **Look for funds inside the institution** offered for student activities:

- 3.5.1. Graduate government
- 3.5.2. Departments whose students are members of SIAM
- 3.5.3. Research centers
- 3.5.4. IT centers
- 3.5.5. Schools
- 3.5.6. Outside sponsors
- 3.5.7. Previous donors
- 3.5.8. Former students

3.6. **Contact Department/School representatives** to ask for funds

- 3.6.1. Make email and face-to-face contact if possible

3.7. **Plan these activities ahead**, they will determine what your chapter can and cannot do

3.8. **Designate one person of the organizing committee** responsible to look for funding

4. Location/Equipment

4.1. **Contact potential places** that might host the Conference

4.2. **Secure location** (check available dates, check policies, etc.)

4.3. **Get approval** from School and support

- 4.4. Make sure you have **access to the location before and on the day of the Conference**
- 4.5. **Check audio/video for presentations** (have technician involved in case of an emergency!)
- 4.6. **Prioritize locations** that have both open spaces (for poster session) and rooms for oral presentations

5. Accommodations (food, travel, lodging)

5.1. Travel

- 5.1.1. Outside of the US
- 5.1.2. In the US

5.2. Provide information (maps, events list, schedule, speaker index, etc.)

- 5.2.1. Smart phone applications, special maps and “what to do” guides for the city.
- 5.2.2. **Conference handout**
- 5.2.3. **Easy-to-use small versions; smaller.**
- 5.2.4. **Add signs** indicating speakers’ rooms, poster room, registration desk, etc... on the walls of location to orient participants during the conference

5.3. Grants

- 5.3.1. for students
- 5.3.2. for outside keynote speakers (if possible)

5.4. Food/Beverages

- 5.4.1. Specification of the special sessions:
 - 5.4.1.1. Menu for the welcome reception
 - 5.4.1.2. Menu for the invited special breakfast/lunch/dinner
 - 5.4.1.3. Arrangement of special meals: vegetarian, gluten-free, etc.
 - 5.4.1.4. All-the-time services: snacks, coffee, tea, water, etc. (plan for many coffee breaks!)
 - 5.4.1.5. Specification of alcoholic beverages: red wines, Merlot, Bordeaux, champagne, etc.

5.5. Lodging

- 5.5.1. Cross check with the budget section of the conference team that lodging is with special rate and payments are finished.

5.6. Logistics

- 5.6.1. Create a map to the venue and all designated areas of interest.

5.7. Get poster boards, tables, and illustrative structures (gates with conference names, sponsor firms, etc.) **in advance.**

2 - 4 months in advance

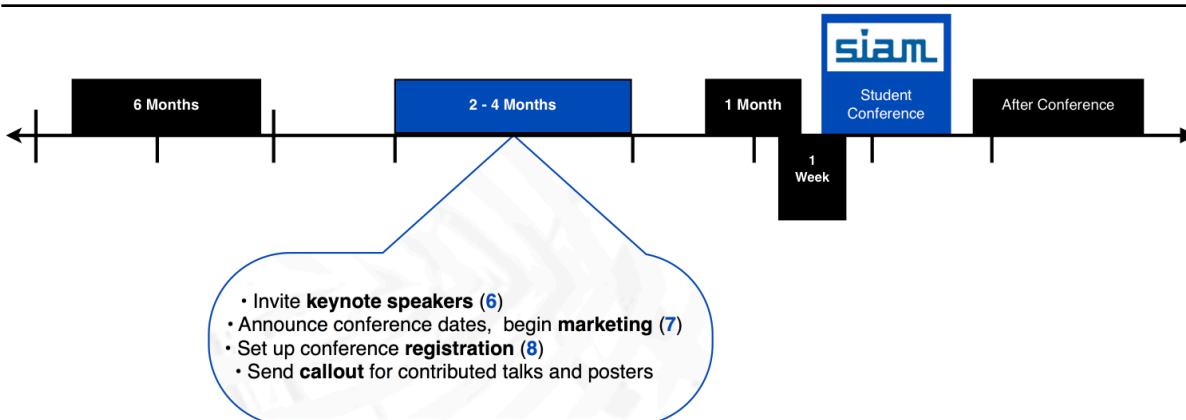


Figure 3: **SIAM** Student Conference Timeline (2 - 4 months)

6. Keynote speakers

6.6. **Get info from SIAM web page:**

http://www.siam.org/visiting/visit_guide.php

6.7. **Plan in advance**

7. Marketing

7.6. **Getting Speakers:**

7.6.1. Callouts

7.6.2. Announce via mailing lists

7.6.3. Network with regional chapters.

7.6.4. Email school representatives to distribute the information

7.7. **Once you have Speakers:**

7.7.1. Web Based Media:

7.7.1.1. Create a web page

7.7.1.2. Use online social portals (i.e., Facebook)

Table 1: Web Based Media Examples

Web Page	http://www.math.iit.edu/~siam/workshop/
Social Media	https://www.facebook.com/IITSIAM

7.7.2. Physical Media:

- 7.7.2.1. Brochure with list of Conference's activities
- 7.7.2.2. Flyer
- 7.7.2.3. Posters

Table 2: Physical Media Examples

Brochure	http://www.math.iit.edu/~siam/workshop/program.html
Flyer	http://www.math.iit.edu/~siam/workshop/siamstudentconference2011(small).pdf
Poster	http://www.math.iit.edu/~siam/workshop/siamstudentconference2011.pdf

8. Registration

- 8.2. **Set up a registration link on website** with a list of info needed, can either be an email or a web form
 - 8.2.2. Participant should submit: name, institution, contact info (e-mail), title & abstract
 - 8.2.3. Include option for talk or poster presentation
 - 8.2.4. Include clear deadline for applications
 - 8.2.5. Be clear about length of talks, max size of poster
 - 8.2.6. Eventually display list of participants

Example: <http://www.math.iit.edu/~siam/workshop/registration.html>

1 month in advance

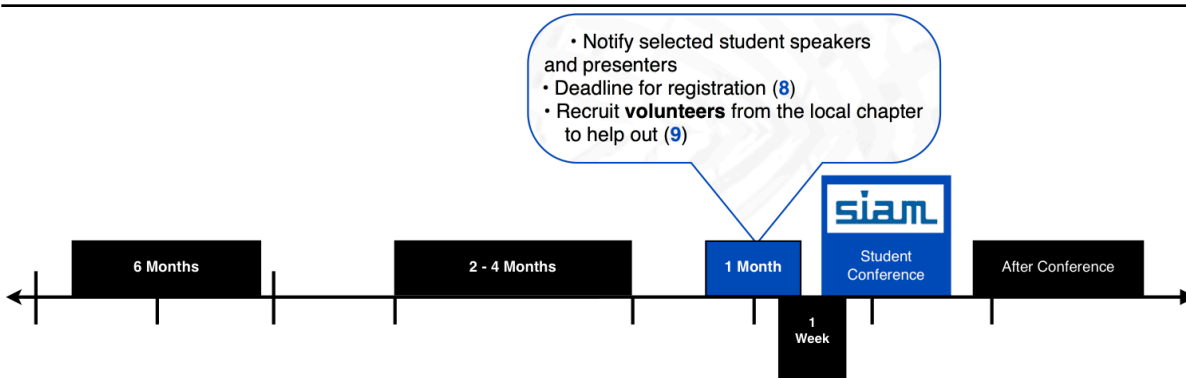


Figure 4: SIAM Student Conference Timeline (1 month)

9. Recruiting volunteers

9.2. What For?

- 9.2.2. Students (charing, judging, logistics...before, during and after the conference, etc.)
- 9.2.3. Faculties (judging, support, review abstracts, etc.)

9.3. How?

- 9.3.2. Set up a volunteers callout (~2 months before the conference). Bring food for them.
- 9.3.3. Explain what is the conference about
- 9.3.4. Explain the duties to the volunteers
- 9.3.5. Offer something back for the collaboration (merchandise, food, etc.)

10. Judging¹

- 10.2. **Get a panel together** from as many schools, government agencies, and companies as possible.
- 10.3. Make sure you **have judges relevant** to your conference topic.
- 10.4. **Example Judging Criteria:**
 - 10.4.2. Relevancy to current Mathematical topics
 - 10.4.3. Creativity of Topic chosen
 - 10.4.4. Explanation/ Audience engagement
 - 10.4.5. How effective was the presenter's idea communicated?
- 10.5. **Designated chairs** could fill out an evaluation form of the presenters. In this case, it would be nice to **have peers as chairs** (i.e., other students)

¹ There are no agreed upon terms for judging SIAM Student Conferences as of yet. This document lays basic ground rules and encourages other chapters to make a more standardized document for judging SIAM Student Conferences.