

# 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 Online and Continuing Education's Conference Coordination Office at <http://oce.illinois.edu/Services/ConferenceCoordination> or 333-2880.

## 6-9 months prior to conference:

- Lead faculty member meets with Business Office 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
  - Identify and reserve necessary equipment
  - Development reimbursement form to be placed online
  - Lead faculty member meets with Lori to request space for meetings, break out rooms, meals, displays, and receptions
    - Note: Commons is NOT recommended for events serving food and/or large groups
  - Lead faculty member meets with Tori 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 Business Office regarding:
  - Food and beverage needs/estimates (this should be done at least 6 months in advance if conference conflicts with another major campus event)
  - 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 Carolyn Thomas
  - Lead faculty member works with the Business Office to release unused hotel rooms
  - Lead faculty member contacts IT staff 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
  - Establish who will be contact for caterers "day-of" the event
  - Give schedule of events to Main Office along with a cell phone number

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- Lead faculty member works with Lori to confirm room reservations
- Lead faculty member works with Tori to:
  - Have her print name tags
  - Have per prepare arrows for signage
- Lead faculty member contacts Business Office 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:**

- 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