

# SIAM Student Chapter To-Do List

Timothy Vis

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## 1. January

- Elect at least one new officer.
- Contact Anne Dougherty (UCB Applied Math) ([anne.dougherty@colorado.edu](mailto:anne.dougherty@colorado.edu)) and Radu Cascaval (UCCS) ([rcascava@uccs.edu](mailto:rcascava@uccs.edu)) to determine a date for the Student Conference.
- Reserve rooms if possible. Rooms in the 1500 hallway of North Classroom are preferred for their proximity to the parking lot and for the ease with which they may be found.
- Publicize conference to other schools:
  - CSU (Simon Tavener: [tavener@math.colostate.edu](mailto:tavener@math.colostate.edu)),
  - Wyoming (Hakima Bessaih: [bessaih@uwyo.edu](mailto:bessaih@uwyo.edu), Bryan Shader: [bshader@uwyo.edu](mailto:bshader@uwyo.edu)),
  - MSCD (Linda Sundbye [sundbyel@mscd.edu](mailto:sundbyel@mscd.edu)),
  - Mines (Graeme Fairweather: [gfairwea@mines.edu](mailto:gfairwea@mines.edu)),
  - CC (Steven Janke: [sjanke@coloradocollege.edu](mailto:sjanke@coloradocollege.edu), Mike Siddoway: [msiddoway@coloradocollege.edu](mailto:msiddoway@coloradocollege.edu)),
  - CSU-Pueblo (Paul Chacon: [paul.chacon@colostate-pueblo.edu](mailto:paul.chacon@colostate-pueblo.edu), Janet Barnett: [janet.barnett@colostate-pueblo.edu](mailto:janet.barnett@colostate-pueblo.edu)),
  - Regis (Linda Duchrow: [lduchrow@regis.edu](mailto:lduchrow@regis.edu)),
  - DU (James Hagler: [jhagler@math.du.edu](mailto:jhagler@math.du.edu)),
  - UNC (Dean Allison: [dean.allison@unco.edu](mailto:dean.allison@unco.edu)),
  - USAFA (Mike Brilleslyper: [mike.brilleslyper@usafa.edu](mailto:mike.brilleslyper@usafa.edu)),
  - UCB Math (Eric Stade: [eric.stade@colorado.edu](mailto:eric.stade@colorado.edu)).
- Request funding from SIAM.

## 2. February

- Reserve rooms for conference.
- Determine responsibilities.

## 3. 2 Weeks Prior to Conference

- Order food.
- Check rooms and technology for conference.

## 4. 1 Week Prior to Conference

- Reserve projectors and at least one laptop per room.
- Prepare nametags.
- Prepare registration materials.
- Arrange for and train session chairs.

- Copy programs.
- Make signs.

#### 5. Day Before Conference

- Set up tables (label which room tables are taken from) and chairs.
- Gather necessary supplies:
  - Extra garbage bags,
  - Markers,
  - Nametags,
  - Registration list (name affiliation, email, payment),
  - Pens,
  - Signs,
  - Cashbox of some sort (used locking computer disk box from Dawn),
  - Tape.
- Load student talks onto laptops.
- Confirm food order with caterer.
- Obtain change for registration.

#### 6. Day Of Conference

- Bring over projectors and laptops.
- Bring over supplies from above.
- Finish any setup.
- Tape signs on doors.
- Leave copy of food order with registration table.
- Verify lunch order when breakfast is delivered.
- Register attendees.
- Clean up everything.

#### 7. Week After Conference

- Debrief from conference.
- Amend this list as necessary.