

Mu Alpha Theta National Convention Guidelines

I. Mission Statement

The Mu Alpha Theta Educational Foundation runs the MAΘ annual convention to provide student members of Mu Alpha Theta with an opportunity to meet in a mathematically rich environment to study, observe, and learn more about mathematics. The convention should foster student growth through:

- * Presentations about mathematics--its growth, its nature, and its applications,
- * Social interaction among students and with faculty advisors and speakers,
- * Competitions that allow students to engage in doing mathematics,
- * Projects that allow student chapters to showcase their school-based activities,
- * Meetings for chapter advisors to enrich their guidance of local chapters, and opportunities for student leadership of MAΘ at the national level.

II. Role of Parties

A. Convention host(s) and/or host chapter(s)

Chapter(s) intending to sponsor the annual national convention should, through its faculty advisor(s), submit a notice of intent to sponsor a convention at a site at least three years in advance of the proposed time, if possible. The **“Application to Host a Convention” Form** must be submitted declaring the hosts, site (if known), and year of the proposed event. The form, available in the appendices, may be submitted to the National Office and will be acted on by the Governing Council at their next meeting. When the application is approved, the host(s) will work with the National MAΘ Office to carry out the proposed annual convention according to approved plans.

The convention host(s) shall have the responsibility of planning the MAΘ annual convention within the guidelines established by the MAΘ Convention Committee. **(See the Advanced Planning Timeline below and Convention Jobs in the appendix.)**

Two years or more before the convention, the MAΘ office will aid in contract negotiations. Hosts should plan to visit the site of the convention after selecting a number of possible hotels/convention centers in the proposed city. The Mu Alpha Theta Educational Foundation can usually reimburse reasonable site visit expenses up to two years prior to the planned convention, if the trip was approved ahead of time by the National Office. These funds will be refunded to the Foundation after registration fees are paid for the convention. **Site visit expenses should be reflected as a line item in the budget.**

Two years before the proposed convention, a set of plans, a tentative schedule and budget must be provided to the Governing Council for approval.

Mu Alpha Theta provides up to a \$12,000 honorarium for the planning of a convention. If a convention co-host is appointed by the MAΘ Governing Council, that person will receive part of the honorarium and the convention host(s) will share the remainder of the honorarium. These amounts are paid by Mu Alpha Theta and are not a line item in the budget. If no convention co-host is appointed, the convention host(s) will share the \$12,000 honorarium.

B. Convention Consultant

The MAΘ Governing Council has the right to enter into contract with a former MAΘ national convention host, who will act as a convention consultant, to assist the organization in planning the annual convention or other activities associated with the convention. The details and scope of such assistance will be detailed in the contract between MAΘ and the convention consultant.

C. National Office (National Governors & Officers)

The executive director and/or secretary/treasurer will help with final contract negotiations on all large expense items, such as the hotel, food, transportation, or other line items above \$10,000.

The MAΘ Governing Council will have the ultimate decision authority on the structure, budget, and format for the Mu Alpha Theta annual convention. The council will review all planned activities and events scheduled during the National Convention. The council will hold its semiannual meetings prior to and during the National Convention. During these meetings, council members will be in attendance at the annual convention and serve, as needed, in making the convention a success. The president and regional governors assist at student delegate meetings, Committee meetings and with other events as needed. The executive director and the president of Mu Alpha Theta will be available throughout the convention to provide guidance when needed and help with last minute financial decisions should they arise.

D. National Secretary/Treasurer

All registration monies will be sent to the National Office in Norman, Oklahoma. All expenses will be paid from the National Office following the approved convention budget. The National Office can provide up to \$750 to the host(s) in advance of the convention to pay for petty cash items and supplies, if requested. A full accounting spreadsheet and receipts must be turned in at the end of the convention with the remaining cash from this fund. Any expenses paid for with advanced funds but not covered by receipts cannot be reimbursed. Use of the advanced funds should be in accordance with line items approved in the budget.

E. Student Delegates

Each school attending the annual convention should designate one of their students as their student delegate. Student delegates are responsible for attending all the student delegate meetings on the program at the annual convention. As such, they are charged with representing their chapter in voting on any issues of business to come before the Student Delegate Assembly. Each school is permitted a single vote on any issue brought up at the annual convention during the student delegate meetings. **Usually, three student delegate meetings are scheduled during lunch on Monday, Tuesday, and Thursday of the convention.**

Student delegate officers are responsible for conducting the meetings of student delegates, preparing ballots for votes, and arranging for the Sister Scholastica Award selection. The national president and the regional governors will attend these meetings. The student delegate officers are responsible for setting up trophies and may be assigned other tasks at the convention by the host(s). They are often asked to hand out trophies at the award ceremonies. They are also required to meet speakers for the speaker sessions, escort them to their assigned room, and give them a gift as determined by the convention host(s). In addition, they are to write thank you letters to donors, convention host(s), and speakers. Mu Alpha Theta pays the registration fee for new national student delegate officers to attend the convention following their election.

F. Chapter Sponsors and Chaperones

Each chapter attending the annual convention will be accompanied by at least one of its chapter sponsors and a number of other chaperones depending on the number of students attending. It is **strongly recommended** that there be 1 adult member of a school's party for every 15 students attending. A sponsor may bring students from another chapter with approval from the convention host and by completing the **Transfer of Sponsorship Form**, as long as it does not exceed the 1 adult for every 15-student rule. It is the responsibility of the chapter sponsors and chaperones to assure their students' compliance with all convention rules and regulations. This includes behavior, attendance at convention events, and curfew.

Sponsors and chaperones will be assigned duties, such as proctoring examinations, grading and entering scores, and other convention activities. As such, they are expected to display appropriate leadership behavior and serve as responsible adult role models for the students attending any activity. A sponsor from each attending school is **required** to be in attendance at each sponsor's meeting unless extenuating circumstances are present and the convention host is notified in advance.

G. Attendees

Any full or associate member of a Mu Alpha Theta chapter, who is registered with the National Office, shall be eligible to participate in the annual convention. **A student who is entered online by a current school to attend the National Convention by May 1st should be allowed to attend with his former school, even if he moves during the summer and his records are no longer at that school. Any variation from this policy must be approved by the National Office, on a case-by-case basis. All attendees must stay at the hotel or dorm of the convention.** Any other registered student must attend with the school where he/she is currently a student, unless a **Transfer of Sponsorship Form** has been filled out and sent to the National Office.

Attendees at the MAΘ annual convention must be registered for the convention through the registration process established for each annual convention. The registration fees of participating students, sponsors, and chaperones solely support the annual convention of Mu Alpha Theta. ALL participants (students, sponsors, chaperones) MUST be a paid registrant of the convention. All participants MUST be **PAID IN FULL by the postmark deadline.** Any student, sponsor, chaperone NOT registered for the convention found participating in ANY convention activity (room, board, competitions, trips, etc.) will be excluded from all convention activities and a representative from the school involved will have to meet with the Mu Alpha Theta Governing Council for possible exclusion of all participants from that school from the remainder of the convention activities.

All registered attendees at the MAΘ annual convention are expected to follow the convention rules contained in the registration materials (i.e. wearing name badges, curfew...) and display appropriate behavior at all times, respecting the rights of others and the property of the host site. Attendees found in violation of these rules may be excluded from all convention activities and a representative from the school involved will have to meet with the Mu Alpha Theta Governing Council for possible exclusion of all participants from that school from the remainder of the convention activities.

III. General Convention Information

A. Other Convention Workers

In addition to the hosts of a convention and convention coordinator, each convention requires a test coordinator, scoring staff (includes scorer and one helper), dispute center personnel, and host helpers, etc. Any student attending to help a host must be over 18 and a high school graduate.

At the current time, the scoring room staff and scoring machines are provided and paid for by the National Office.

The test coordinator is paid a \$6,000 stipend, and this amount is to be a line item in the convention budget. The test coordinator will be responsible for getting all tests written, proofed, and copied.

Each will have correct answers and an answer key ready at the start of the convention. They will work with the hosts or convention coordinator to take care of the dispute center. They will provide the National Office with a list of all test writers, what test each wrote or proofed, the amount to be paid to each, and their email address. Payments will be mailed after the convention. All test writers and editors will provide a signed W9 Form and will be sent a 1099 for tax reporting purposes if \$600 or more was paid. At the conclusion of the convention and after the exams, solutions, and answer keys are provided to the National Office, the test coordinator will be paid. The test coordinator should not write or proof tests for more than \$1000 in addition to their stipend, and preferably they would not earn any money for writing or proofing tests.

Typically, the convention host(s) or the convention coordinator knows someone to act as test coordinator. The name of this person must be approved by the National Office and/or the Governing Council. This is typically an experienced person that has helped and attended at least two prior Mu Alpha Theta national or state conventions. There has been discussion about gathering applications for qualified applicants so that the Governing Council has a choice of different test coordinators from around the country. This process has not yet been established, however. Anyone wishing to host a convention, however, who cannot find an appropriate test coordinator, should contact the National Office for a list of qualified candidates.

B. Length of convention/dates

1. The convention is at least six days in length. The first day is the arrival day with dinner being the first activity followed by opening ceremonies later in the evening. The convention itself will run the next four days, and schools leave on the sixth day. It is often possible to arrange grab-and-go breakfasts for those leaving earlier paid for by the schools.
2. The dates of the convention should be the last week of June or any time in July.
3. Usually, the convention runs from Sunday afternoon through Thursday night, to avoid religious conflicts.

C. Advanced Planning Timeline

The following is a recommended timeline that can help with planning a convention. It may be altered as needed by the convention host(s) and/or National Office, if necessary.

1. At least three years prior to the convention
 - a. read the convention guidelines in their entirety
 - b. fill out an "Intent to Host Form" with possible sites to the Governing Council
 - c. search for sites and possible facilities (hotels/convention centers) asking for room rates and meeting room costs *Convention bureaus and visitor bureaus can supply helpful information.*
 - d. after finding a location with reasonable rates and good facilities, visit the hotels. Hotels usually provide comp nights for this visit. Be sure to make arrangements with the sales manager.
 - e. present a proposal to the Governing Council at the convention meeting (form included in appendices)
 - f. negotiate a contract with the hotel(s) for the room rates, convention space and food (There are sample contracts available for previous conventions which can be used as a guide.) The Mu Alpha Theta office will review all contracts, make suggestions and will take an active role during negotiations. Most contracts include 1 free room for each 40

room nights rented, a free one-bedroom suite, which often includes 10 staff rooms at highly reduced rates, possibly a free weekend hotel package to give away to the sponsors as a door prize, reduced AV costs, and other concessions. Convention coordinator will help with this. Working with a convention center planner for the city often gets us better hotel and rental space costs.

- g. get approval for the convention site from the Governing Council
 - h. sign a convention host(s) contract with Mu Alpha Theta for hosting the national convention
 - i. by signing the contract to host a convention, you agree to follow the convention guidelines
 - j. The executive director will sign contracts with the hotel and/or the convention facility for rooms, meeting space, and food.
2. At least three years prior to the convention
- a. begin determining competitions and Topic Test topics
 - b. recruit test writers and editors. Set test due date deadlines.
 - c. review your budget to make sure everything needed is included
 - d. determine who will produce the trophies. For the trophies, if you don't have a trophy company already, you want to shop around for price in addition to small size and different types of small size for variety. Discuss ideas and your budget max. Determine number of months needed for them to produce a large order like this.
 - e. Corporate Casuals will print and provide t shirts
 - f. contact speakers for both opening and speaker sessions
 - g. determine the logo and main design for the t-shirts, test covers, program cover.
 - h. finalize schedule (It may change during the next year, but a good outline should be completed.)
 - i. coordinate work on the official program with the National Office (See samples in Appendices.)
 - j. start work on the registration packet, using previous years with changes needed
 - k. decide on chalk talk topics
 - l. produce and copy handouts with location, dates, chalk talk topics, approximate cost and tentative schedule (very rough) to hand out at the convention prior to yours
 - m. coordinate with scoring person, the names of tests for the awards ceremony presentation.
3. One year prior to the convention
- a. submit budget, location and facilities and present to the Governing Council
 - b. make arrangements for activities including transportation
 - c. arrange for speakers
 - d. finalize tests and initiate editing process
 - e. hand out your condensed informational packet at the National Convention This can be a condensed 2 pages that contains the following: site, dates, topic tests, chalk talk topics, approximate cost, area attractions
 - f. provide the actual convention registration to the National Office to be posted online at www.mualphatheta.com no later than September 15
 - g. work with hotel on scheduling rooms for attendees and convention rooms for testing
4. Six months prior to the convention
- a. order trophies (decide where to store prior to convention)

5. In March of the convention year
 - a. have test coordinator make answer PowerPoint presentations
 - b. finalize speakers
 - c. plan the opening night activity
 - d. finalize schedule and room arrangements for testing and speakers with hotel

6. In May of the convention year
 - a. download all information from online registration package
 - b. assign rooms for schools if needed, board members, etc. with hotel assistance using schools list
 - c. confirm menus and numbers of meals (special meals?)
 - d. get final data for program to the National Office, finish program, and send to printer
 - e. confirm excursion trips and finalize numbers and pay invoice(s)
 - f. set up chalk talk schedule for online preliminaries, finalist to be announced prior to convention
 - g. order name pouches (office will do this) and print name badges and print tests
 - h. do sponsor duty roster (and someone in charge of A/V presentation at ceremonies)
 - i. National Office will provide MAO A/V equipment – is more needed?
 - j. make bus pickup and departure lists and send to bus company (confirm times)
 - k. order copy machine to rent
 - l. order t-shirts
 - m. prepare opening ceremony list of events and who does what
 - n. select a poster topic
 - o. prepare items to be covered at each sponsor meeting
 - p. determine how registration will be handled and by whom
 - q. finalize opening night activities
 - r. make a list of supplies and door prizes to buy during early arrival at the convention site
 - s. office will arrange for a rental vehicle for National Office
 - t. confirm dispute center staff, finalize planning with test coordinator, and scoring room staff.
 - u. confirm shipping of needed items from the National Office.
 - v. Security guard for outside rooms if necessary

D. Registration and Registration packet

The National Office has an online registration program that can be utilized. Contact the assistant executive director at the National Office. Final registration is May 1.

The following should be in the registration packet:

1. short description of the convention, site, cost, deadlines, events, accommodations, airport shuttle service
2. online registration – what will be needed to do this
3. competition information and descriptions/calculator usage
4. topic tests and descriptions/calculator usage
5. tentative schedule
6. registration form
7. parent information release and indemnity agreement
8. student participation form/rules of conduct, video/photo/media release form, code of conduct
9. notarized medical release form with copies of medical card, front and back

10. chalk talk topics and scoring sheet
11. poster information and scoring sheet
12. scrapbook information and scoring sheet if host wants this.
13. sweepstakes matrix
14. where to find applications for National Office awards given at the convention
15. transportation information
16. due dates check list
17. transfer of sponsorship form/principal support form
18. sponsor/chaperone duty preference... done online
19. the student delegate by-law [mualphatheta.org/about us-governance and policies](http://mualphatheta.org/about-us/governance-and-policies)-Student Delegate Assembly
20. Student Delegate Form

E. General Program/Format of convention activities

The convention should have competitions, speaker/activity sessions, and social activities.

Students and sponsors will be expected to participate in all phases of the convention. This needs to be stressed at the first sponsor meeting.

1. There should be no more than three (3) types of tests given on a single day.
2. The first test should not be the Individual Test.
3. Student delegate, Governing Council and sponsors meetings should be scheduled in the program. **Student delegate meetings should be during lunch, when possible.** New sponsor breakfasts should be scheduled for the first two mornings. Often, governors will attend these breakfasts and offer advice.
4. Speakers can be for small groups or for general sessions, possibly lunch in between.
5. If a convention is in session on a Sunday, at least one of the following will be provided:
 - a. a nondenominational service will be held at the convention location,
 - b. a list of local churches and service times will be provided and students will be assisted with arrangements for transportation (Contact these churches prior to the convention to see if they will provide transportation to their services.
 - c. competitions or other activities will not be scheduled prior to noon on a Sunday

F. Budget

1. The host(s) of the convention will submit a proposed budget (balanced income/expenses in a spreadsheet format such as found in the appendix) to the Governing Council on or before the year prior to the convention. This should be done in a timely manner so the registration fee for the hosted convention can be presented at the convention prior to this one.
2. The Governing Council provides input and recommendations.
3. The Governing Council acts on the budget no later than October of the year before the convention.
4. The convention host(s), the coordinator and the executive director will work to keep the convention expenses within the budget. Items wanted but not in the budget or line items that will be over budgeted amounts need to be discussed with the National Office immediately.
5. The budget should be based on estimated expenses with no additional money from Mu Alpha Theta with the possible approved exception of the excursion(s).
6. See the document: CONVENTION BUDGET in the appendix for complete details.
Sample can be obtained from the National Office, which will help design your budget.
7. Mu Alpha Theta has tax free status in some states (FL, HI, MA, TN, TX, OK.) Once a hotel is selected for your convention, the National Office will attempt to file for tax free status in that state.

G. Liability Insurance

1. The National Office will arrange for extra liability insurance for the convention. Usually such a policy is required by the hotel(s) and/or the convention center where the convention occurs. **This should be listed as a line item in the budget for the convention by the hosts.**

H. Competitions

1. There will be three or four divisions. Any student may take a competition above their level, but never below their level. **It is important to specify in which contests, if any, that students may move up a level if there will be restrictions to this rule at your convention.**

Current Divisions:

Mu — for students who are currently taking a calculus course

Alpha — for students who are currently taking math courses above Algebra II but have not taken calculus

Theta — for students who are currently taking Algebra II and/or geometry and who have not yet taken trigonometry.

The students' placement in one of these divisions will be determined by the course they are in as of May 1 of the convention year.

Each convention may have the following types of competitions. In addition, a chapter sponsoring the convention may include a competition distinctive to local area like relays, Gemini, etc.

Interschool-- open-ended written test, with questions of varying difficulty, in which all students from a particular school may work, individually or in groups, to determine the solutions. Each school will submit one set of answers. Time for this could be several days and/or a scheduled time when only students may work on the test.

Individual -- A written exam on which an individual works to determine his/her solutions. A different test, covering a variety of topics appropriate for the level, will be used for each division of competition. This is a multiple-choice test. At least one-third ($1/3$) of the content of the individual tests for Mu, Alpha, and Theta should be targeted for the appropriate level. The number of items per test should be 30 with a 2-minute time limit per question. Test writers have suggested 30 questions because beyond that the questions become repetitive.

Ciphering -- These will be open-ended timed questions. Questions will vary in difficulty and will be written separately for each division. Students will work alone on the questions one at a time. Suggested time limit is 3 minutes per question.

School Bowl -- The questions will be open-ended. They will be written for each division. These may be individual questions or questions with several parts. Each team of 4 students (or less) will be chosen from the school's highest scoring students based on the sum of their scores on the Individual test and the Ciphering event.

Alternate bowl competition (offered at the same time as school bowl) -- This could be an individual competition, which shows math applications, for those students who are not on the school team. It will run simultaneously with the school bowl and be written for each division. Winners will be determined by bowl score only.

Topic Tests -- The questions will be written to cover a specific mathematical topic. They will be written for different levels. The students will work on the tests as an individual not as a team. Usually there are three rounds of topic tests with 2-3 tests for each division per round. Each round in the Theta division should include a geometry topic test. Suggested number of

questions is 30 with a 60-minute time limit. A list of suggested topics for these tests is in the appendix.

Chalk Talk -- an oral presentation on a given topic with a specific time limit of 7 minutes. Competition will be in each division.

Poster -- Chapters attending the annual convention may create a poster on the theme announced at the opening ceremonies. Only the poster boards supplied by the convention host may be used, and these materials will be marked for authenticity by the convention hosts prior to distribution. Posters will be judged on their layout, neatness, content, relation to the announced theme, artistic quality, and overall effect. See the score form for poster in the appendix.

Participating schools are responsible for bringing their own colored pencils, crayons, etc. No items can be attached. **Allow at least two full days to complete.**

Chapters submitting posters for judging shall, at the same time, waive their rights to the Mu Alpha Theta National Office for use of images of their poster in publicizing Mu Alpha Theta in print or electronic forms. (See Poster in the appendix) Be sure to specify a judging time in the program so sponsors will know when their duty is. Allow at least 2 or more hours for poster judging. If scrapbook and poster judging take place on the same day, it can be done in the same room – scrapbook in the morning, poster in the afternoon.

Scrapbook (determined by host if they want this or not) -- Each chapter is encouraged to bring a scrapbook to participate in the scrapbook competition. The scrapbook should have one theme that reflects the chapter's activities over the past academic year and could include last year's convention. Each scrapbook will be judged on originality, creativity, cover, content, organization, neatness, attractiveness, and overall effect. The scrapbook is to be no larger than 18" by 20". The scrapbook must be submitted upon the chapter's arrival at the convention. Each chapter is responsible for retrieving its own scrapbook at the end of the final awards ceremony of the convention. The convention hosts must provide a secure location for display of the scrapbooks to be judged and viewed. (See Scrapbook in the appendix) Be sure to schedule a judging time in the program so sponsors will know when their duty is. If scrapbook and poster judging take place on the same day, it can be done in the same room – scrapbook in the morning, poster in the afternoon. Allow at least 4 hours for scrapbook judging.

Sweepstakes—This is a combination of the scores as determined by the convention host.

Other types of competitions:

Relay - These will be open-ended questions. They could be written for each division or mixed with each question from a different level. Each student will have a different question. Each relay team will consist of 4 students from a school. Mixed teams will be created from schools whose number of students is not a multiple of 4.

Gemini - a 2-person test with multiple choice format. This competition will be offered during the school bowl for non-team, same school members. ONE trophy/medal per school

Hustle - A 4-person team event where students are given 125 questions in 5 categories with a 5-minutes to submit maximum of 5 of questions from each category. There can be no more than 2 students from any division. Students cannot move up in level. Competing teams must also bring 2 other people, one a sponsor and the 2nd either a sponsor or student to grade another

school.

School photos for opening ceremony-- Schools attending the national convention should e-mail a group photo from their chapter to be shown during the opening ceremonies.

2. Question Generation

The questions for each of the competitions should be written at least two years in advance of the convention and should be due to the test coordinator one year prior to the convention. Solutions are to be written for each of the questions. The test questions may be written by sponsor volunteers or paid test writers (see guidelines for paying test writers). **No test writer will write more than three tests. Test writers should be broad and geographically represented.** A copy of all competition questions, solutions, and answers will be compiled and posted online at www.mualphatheta.org. Any solution corrections determined from the disputes at the convention should be compiled and posted online as well.

Editors for the accuracy of tests can be high school teachers, graduated students or college professors; however, editors for appropriate content and level are to be high school teachers. **The test coordinator should emphasize that “borrowing” problems and solutions directly from a textbook is plagiarism and Mu Alpha Theta could be legally responsible after posting such problems online after the competition and test writer will not be paid.**

For each competition, 50% of the test questions should be able to be answered by all students competing. The next 25% of the test questions should be harder questions that only the top 40-50% of the competitors should be able to answer. The final 25% would be very difficult questions that you anticipate only the top 10% to be able to answer, and these are the questions that separate out the best students.

3. Calculator Policy

Calculator use will be determined by the convention hosts. However, when calculators are permitted, they will not be permitted during the following competitions:

- a. History of Mathematics
- b. Bowls
- c. CIPHERING
- d. Relays
- e. Individual tests

as these are competitions that stress mental computation.

A graphing calculator which **DOES NOT** have a typewriter keyboard or symbolic manipulation capabilities will be permitted on any other tests **as determined by the convention host(s)** for Mu, Alpha, and Theta levels. Be aware that infrared communication capabilities and/or wireless exist, and you may wish to prohibit them.

4. Scoring and the Scoring Room

Scoring rules for each type of competition, including tie-breaking methods, will be given with the registration packet. These rules are **not to be changed** unless there is sufficient time to notify attending chapters prior to their arrival at the convention.

After disputes are completed and scanned sheets are scored, verification sheets are to be available to all schools. There should be a specific place to handle problems with the verifications.

Mu Alpha Theta will pay a reasonable amount for 2 people to run the scoring room at each convention. The amount includes registration and room fees and airfare reimbursement. This will not be a line item in the budget. The head of the scoring room will generate ID numbers and send an excel file to use for printing name tags.

5. Test Scoring Machines

Mu Alpha Theta has two Scantron machines available for use in scoring, along with programs for some scoring routines. Each machine is in a specially made shipping container. Individuals using the machine(s) shall be responsible for shipping and any repairs, due to negligence, that are necessitated from its use. However, hosts who have access to a proven scoring program may use their own, if desired. Hosts will be responsible for ordering scan sheets to be used at the convention, and there should be a line item in the budget for these. A printer for the scoring room is available from the National Office, if needed.

Organizers of national and regional Mu Alpha Theta competitions can have access to the Scantron machines and the scoring programs, if they pay for shipping and any needed repairs after use.

6. Disputes Center

There should be a specific location at the convention where students can resolve questions and answers on a specific competition. The disputes center will be staffed by persons selected by the convention host(s) or the test coordinator. Those manning the disputes center will have the final say on all disputes. A form for submitting a request to resolve a dispute should be available to students and a specific time established and published for each competition. Corrected answers are to be posted for all to see in a timely manner.

A standard resolution policy should be provided ahead of time to help resolve disputes more quickly.

Rules for bubbling “E. NOTA”: These should be available to all who compete. Having them printed on the front cover of the tests or the test tickets would guarantee that all had availability to these rules. A copy of these rules are in the appendix.

7. Proctoring Assignments

Sponsors/chaperones attending the convention will be expected to help proctor and chaperone the various competitions and activities. Where possible, assignments should be made so that a person is not proctoring back-to-back activities. Sponsors should be given the opportunity to indicate preferences for proctoring on a form in the registration packet. (See Proctoring Form in appendix)

8. Awards

a. Awards should be presented for each of the areas of competition. Presentation of awards should be split up so not all are given at one ceremony. The presentation should be done as quickly as possible. Presentation software is available from the National Office. This software will project the winners on the screens at the award ceremonies. It will allow you add music and pictures. The scoring room will give you the file with the winners, and you can use the program to display them.

Remember that Gemini is a 2-person team and relays and bowls are 4 member teams.

Awards should be given to all members of the team. A minimum of awards should be given as follows:

Individual and ciphering – top 20 per division

School bowl – top 10 teams, 1 trophy for the school and awards for each of the 4 team

members/division

State Bowl – top 3 teams, trophies for the 4 team members/division

Topic tests – top 15 students

Interschool test – top 10 schools

Sweepstakes – top 15 schools

Scrapbook – top 10 schools

Poster – top 10 schools

Chalk talk – top 10 per division

Quizzle – top 3 schools, trophies for the 3 team members

Local bowl – depends on what the event is

- b. Student delegate officers are available to set up of trophies. They may also hand out and/or announce winners at the discretion of the host(s).
- c. Names of award winners, in alphabetical order, and alphabetized by school can be projected on a large screen or two in the front of the room. You will need to provide laptop computers and a projection unit to do this. A computer program has been written to put up the data. A copy can be obtained from the National Office.
- d. During the last award ceremony, the national president or executive director will present the following:
Huneke Teacher Award, Rubin Chapter Award, Kalin Award, ask scholarship winners and their sponsor to come up to be recognized. Ask other award winners to stand for recognition, such as summer grant or presentation contest winners. Retiring members of the Governing Council and newly elected members will also be recognized.

The student delegate president will announce the Sister Scholastica Award.

I. Speaker/Educational Sessions

There should be at least two speaker/educational sessions. The speakers or leaders should provide information related to mathematics. The speakers for these sessions could be professionals or students. Mathematical activities or interactive sessions are encouraged. Students from the host school(s) and national student officers may serve as presidors for the speaker sessions. These students should also greet the speakers, give them a gift from the host(s) and be taken to their specified room. It has been suggested that these sessions should be scheduled back-to-back, to increase attendance. It has also been suggested that you might include attendance at the speaker sessions in the sweepstakes. In the past, tickets for the sessions were printed and students turned these in when they attended. The number for each school was counted and used as part of the sweepstakes total. The National Office may have committed to having some speakers attend. Please check with them before filling all sessions. Speakers who need AV equipment can add significantly to the cost of your AV line item.

J. General Sessions

There should be one general session with speakers, programs, announcements and/or awards. One should be a general opening session. The length and content of this session should be upbeat because it will set the tone for the convention. It can include a parade of banners for the chapters represented at the convention. More recently, each school has emailed a digital picture from their school or Mu Alpha Theta chapter to present electronically. The convention chair(s) will determine the presentation for this opening session.

Generic agendas for the opening session and 1st sponsor meeting are in the appendices.

K. Housing

1. For a hotels sponsors oversee making reservations and room assignments.

Once the hotel places participants into specific rooms, the host or National Office should check floors to make sure adults and students from the same school are as close as possible. It is often possible to interchange a few rooms to ensure this.

For a college dorm, rooming cost is based on 2 students to a room or 2 sponsors to a room. When rooms from different schools must be used, students from different schools may not sleep in the same beds.

2. Students and sponsors will not be allowed to share a room, even when the sponsor is the student's parent. It is highly suggested that students and sponsors do not share bathrooms.
3. No student will be assigned to share a bed with a student from another school.

L. Outings

Each convention should provide "outings" for the participants to enjoy. The outing should be "fun" such as an amusement park or show. Transportation must be arranged for this activity. Mu Alpha Theta pays for outings up to \$130.00 per person.

M. Transportation

1. Transportation to and from designated airports, train stations, and bus depots shall be provided by the convention the day the convention begins and the day the convention ends. Sponsors must provide arrival and departure information prior to the start of the convention by the deadline required in the registration packet. **Attendees whose transportation has them arriving after the convention begins are responsible for their own transportation costs.**
2. The convention or a sponsoring company shall provide transportation to and from activities away from the convention location.
3. The National Office vehicle should be available for emergencies throughout the convention. This vehicle's usage would be two-fold. First, it would be available to transport a convention attendee to a doctor's office, dentist, or emergency room. Second, if a convention attendee, speaker, or guest needed to leave the convention early, this vehicle would provide transportation to the bus depot, train station, or airport.
4. Schools arriving early or leaving late will be responsible for their own transportation to and from the convention site.

N. Food

The convention food should be tasty, provide a variety of items to meet all dietary needs, and be in sufficient quantity to satisfy the "biggest" appetite. Each meal should be served in an appealing manner. The following are **recommendations**:

- Prior to the opening ceremony the first meal will be served. A back-up plan should be in place for participants who miss the meal because of travel delays.
- There should be three meals per day planned in the convention schedule.
- If there is an outing away from the convention site meals do not have to be provided.

However, the hosts should try to keep the number of meals at the student's cost to one or two for the length of the convention.

- Allow at least 1 ½ hours for each serving time.
- Plan fewer servings for breakfast because all participants may not attend it.
- The last evening may be a formal banquet.
- The final meal of the convention should be a quick pick up breakfast. Plan to arrange for those with very early departures.
- Menus should provide items that will meet special diets (medical or ethnic).

O. Sponsors attending first convention

Each sponsor attending the convention for the first time will be paired with a veteran sponsor to answer questions that they may have about any phase of the convention, and a new sponsors breakfast will be scheduled for the first two mornings of the convention in a separate area. If appropriate, these pairs of sponsors could have room assignments near each other. There will be a meeting held by the governors for all new sponsors after the first sponsors' meeting so please schedule it into the program.

P. Hospitality Room

A room should be provided for sponsors to gather when they are not helping during the convention. If possible, some type of refreshments should be available.

Q. Program booklets

The National Office will make program with assistance from host. It should include:

- welcome letter from MAΘ president
- welcome letter from the student president
- the convention schedule of events
- map if applicable
- information about speakers and special sessions
- list of National MAΘ officers
- list of attending schools
- other information as determined by the convention host(s).
- purpose and history of MAΘ
- past convention host(s)
- past Andree, Scholarship, Huneke, Sister Scholastica and Kalin Award winners

R. Name Tags

Each participant (student, *sponsor, and chaperone) shall be provided with a nametag that must be worn and visible at all times during the convention. Student name tags should include student name, school name, level, and ID#. When possible, this nametag can also serve as a meal ticket. *Different color name tags for new sponsors would be helpful. A pocket-size schedule should be placed in the back of the name tag. Usually, the head of the scoring room will run the name tags and assign numbers once registration is complete.

S. Printing and Copying

The test coordinator will determine the most cost effect way to have the following printed: competition materials - tests, questions and answer forms for ciphering, relays, and bowls; answers

and solutions; dispute forms; and other items for use at the convention. All tests are numbered and these numbers should be used from year to year. Arrangements will need to be made for a copy machine to be available during the convention, or arrangements for off-site copying of results. The National Office will provide a small laser printer that may be used for the convention office or the scoring room.

T. Shipping

The National Office can provide a UPS account number to ship boxes and supplies to the convention site. National Office will send office supplies, AV equipment and any other items needed from the National Office prior to the convention. Office will make these arrangements with the convention site. \$2,000 line item for shipping should be on the budget for this shipping.

U. Security

A security guard, as required by the site, may be necessary to patrol the dorm(s) or hotel each evening to ensure that the curfew is being followed. Security is needed when the hotel opens to the outside. Sponsors may also be asked to patrol hallways to be sure students meet curfew.

V. Headquarters

There should be a designated location for the “Headquarters”. This location should be staffed by a person connected with the convention, from breakfast until curfew. The headquarters should be easily accessible to any person attending the convention. It must contain an accurate list of people attending the convention, their room assignment, and emergency information. From curfew until breakfast, sponsors should have access to contacting the convention host(s) or the Governing Council if a need arises.

W. Parents

Local parents can be a great help in preparing for and running a National Convention if it is held in a sponsoring school’s hometown. Some suggestions for areas in which they can assist are:

- Provide food and run a hospitality room for sponsors.
- Provide printing of materials (many work for corporations that have equipment to make booklets, programs, etc.)
- Provide souvenirs and gifts to students and sponsors. Let the parents approach businesses and ask for donations.
- Provide assistance in an emergency for students or sponsors who need rides to the airport, hospital, etc.
- Help to raise funding for the convention to hold costs down to attendees

Parents attending the National Convention as chaperones shall pay the same fee as all others attending the convention. Parents will be assigned duties to help with running the competition, just as other sponsors or chaperones are assigned. The duties for parents should not involve knowledge of the convention workings or necessitate an advanced knowledge of mathematics. Parents staying during the convention or accompanying their child to convention shall pay the same convention fee as all other attendees, as the fee covers hotel rooms and food for the week. Parents CANNOT act as the sole sponsor from a school, unless they are the chapter sponsor or a teacher at the school. Parents may not room with students during the convention and will share a room with other adults, unless they pay for a single room. If a parent is the only adult attending with a school, the school must fill out a **Transfer of Sponsorship Form** for the student and another teacher at the convention will be responsible for the student’s behavior,

X. Convention Announcements

The Remind app will be used for convention information. It should be the duty of the host to get those messages out. The convention coordinator and the executive director must have the log in to also make these announcements.

IV. Mu Alpha Theta Foundation

The Mu Alpha Theta Educational Foundation, Inc., was formed for the purpose of soliciting and accepting funds or other donations, which shall be used to support, in whole or in part, expenses or activities associated with certain activities of Mu Alpha Theta, The National High School and Two-Year College Mathematics Honor Society. Such expenses must only be "educational" in nature as this term is defined by the Internal Revenue Code and generally will be limited to the expenses of or donations to state, regional and national mathematics competitions and conferences supported or sponsored by Mu Alpha Theta, including its annual national convention.

APPENDIX

Files are available which contain the following.

A. Bowls

- cover sheet
- question cover
- score sheet template
- sliding scale
- writing guide

B. Ciphering

- answer sheet
- cover
- writing guide

C. Convention Program

- sample program
- pocket program
- Opening Ceremony Agenda
- First Sponsor's Meeting Agenda
- Closing Ceremonies Agenda

D. Forms

- application to host
- due dates
- registration forms
- participation policies/rules of conduct/liability
- medical release forms
- transfer of sponsorship
- chapter delegate form
- sponsor duty preference form
- transportation information
- resolution form
- poster description/judging
- scrapbook description/judging
- chalk talk description/judging
- head scrapbook judging responsibilities and rules
- awards list for trophy company

E. Instructions

- bowl recording
- ciphering recording
- ciphering recording directions
- Gemini
- individual proctoring
- relays
- topic round 1

- topic round 2, 3, and individual

F. Complete registration packet including:

- convention description
- important general information
- due dates
- online registration package instructions
- competition information and test descriptions
- sweepstakes matrix
- preliminary schedule
- registration forms
- parent information sheet
- participation policies/rules of conduct/liability
- medical release forms
- chalk talk rules and scoring form
- poster description/judging form
- scrapbook description/judging form
- transportation information

G. Test writing

- bowl
- ciphering
- general letter to writers
- individual
- test coordinator job description
- test cover with rules

H. Sample budgets and budget information

- convention budget items
- Sample budgets

I. Vendors

- letters of solicitation
- thank you letters
- vendor addresses

J. List of convention jobs

K. Sample supply list

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