

REQUEST FOR PROPOSAL INFORMATION

Organization Name: Mu Alpha Theta (MAO)
 Event Name: Mu Alpha Theta (MAO) National Convention
 Organization Type/Industry/Market: High school and 2-year colleges mathematics students and coaches
 Organization Headquarter Location: Norman, Oklahoma USA
 Contract Signature Location: Norman, Oklahoma USA

CONTACT INFORMATION

<u>Contact Name:</u> Karen Kating Assistant Executive Director/ National MAO Convention Coordinator <u>Organization Name:</u> Mu Alpha Theta c/o University of Oklahoma 3200 Marshall Ave. Suite 150 Norman, OK 73019 A NON-PROFIT Organization for Mathematics "KIDS" Phone: Karen Office 405.325.0144 Fax: none Email: karen@mualphatheta.org	<u>Preferred Method of Communication</u> EMAIL first: Karen@mualphatheta.org PHONE: Office 405.325.0144
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EVENT PROFILE

High school top mathematics students compete. Math tests, team rounds, speakers, chalk talk, poster competition, mixer, speakers, etc.

EVENT HISTORY Late June or early to middle July

Hotel/Venue Name	City, State	Year	Dates	Attendance (Total)	Room Nights (Total)	F&B Spend (Total)
Alexis Park	Las Vegas, NV	2024		601		
University of Arkansas	Fayetteville, AR	2023		450		
Hilton Alexandria Mark Center	Alexandria, VA	2022		680		
		2021	Online			
		2020	Cancelled Covid			
Alexis Park	Las Vegas, NV	2019		840		
DoubleTree	Colorado Spgs, CO	2018		610		
Adam's Mark	Buffalo, NY	2017		801		
Washington University	St. Louis, MO	2016		750		
University of Utah	Salt Lake City, UT	2015		728		
DoubleTree	Orlando, FL	2014		825		

More can be viewed here https://mualphatheta.org/past_conventions_and_results

ATTENDEE PROFILE *High school mathematics students and their sponsor/coaches*

ORGANIZATION PROFILE *National high school mathematics students* MuAlphaTheta.org

EXPECTED ATTENDANCE We anticipate _____ attendees

LOCATIONS IN CONSIDERATION

Cities: _____ Many _____

Area: _____ safety and near major airport and a fun outing for everyone to attend

Hotels: _____ and Universities _____ (What specific locations are being sourced?)

DEADLINES (required)

-Proposals Due Date: _____ within 2 weeks of you receiving the RFP

-Decision Date: _____ depending on best price and wording and outing.

-Signature Date: _____ (MM/DD/YY) (date when a contract will be signed)

-Site Visit Date: _____ (MM/DD/YY) (if applicable)

EVENT DATES _____

Pattern is not flexible Convention is Arrive: Sunday Depart: Friday.

Hosts will arrive Wednesday or Thursday to set up.

Board arrives Friday for Saturday and Sunday meetings.

Some schools arrive early, some stay late.

ALL schools pay for their own rooms. They will expect to pay by school check or credit card and will want to "confirm" (NOT BE CHARGED) probably with a personal credit card.

Start	End	Pattern
First Choice		
		Sun-Mon-Tues-Wed-Thurs leave Fri
Board arrives	On Friday	Hosts arrive Wed or Thursday
Some schools	will arrive early	some will leave late
4 kids per room is the normal		

REQUESTED ROOM BLOCK

Day of Week	(Thurs)	(Fri-Sat)	(Sun-Thurs)	()	()	Total
Date	__/__/__	__/__/__	__/__/__	__/__/__	__/__/__	
Single/Double	____	____	____	____	____	
Single	____	____	____	____	____	
Double	____	____	____	____	____	____
Suites	____	____	____	____	____	____
Total	____	____	____	____	____	____

CONTRACT/BILLING PROCESS: (optional)

Karen Kating, National Office and National MAO Convention Coordinator, is the initial contact. When we are satisfied, then it goes to the Executive Director and Executive Board to be voted on.

Proposals and contract will be negotiated and reviewed by Karen Kating. Final contract will be signed by Dana Wade, Executive Director in Norman, OK.

Example of rooming from 2019 in Las Vegas:

	7/11/2019	7/12/2019	7/13/2019	7/14/2019	7/15/2019	7/16/2019	7/17/2019	7/18/2019	7/19/2019	7/20/2019
Studio Queen	3	5	15	21	21	21	21	21	2	2
Studio Double (2)	0	0	5	10	10	10	10	10	10	1
Monarch Double (2)	2	7	61	175	175	175	175	175	52	3
Monarch King	2	5	10	10	10	10	10	10	5	1
Deluxe Double (2)	0	0	0	5	5	5	5	5	3	1
Majestic Regal	1	2	3	3	3	3	3	3	2	1
Regal	0	1	1	1	1	1	1	1	1	1
Total	10	20	95	225	225	225	225	225	75	10

TENTATIVE SCHEDULE OF EVENTS: (We attempt to stay consistent year-to-year)



TENTATIVE!!! Schedule of Events and Locations

	TIME	Sunday	ROOM
Sunday	SATURDAY 8:00 am – 6:00 pm	Governors' Meeting	15 people
	8:00 am – 2:00 pm	IF NEEDED Governors' Meeting	15 people
	3:00 am – 5:30 pm	Registration	
	5:30 pm – 7:00 pm	Dinner	Buffet 800
	7:30pm – 9:00 pm	Opening Ceremony (poster theme announced)	Classroom 800
	9:00pm – 10:30 pm	Mixer : TRIVIA contest	
	9:00 pm – 10:30 pm	Sponsor Meeting/Reception	Up to 120
	11:00 pm	Curfew	In your room
Monday			
Monday	6:30 am – 8:00 am	Breakfast New Sponsor Breakfast	
	8:00 am – 2:00 pm	Governors' Meeting	
	8:30 am – 10:00 am	Topic Test Round 1	Classroom 800
	Bring your ID and test ticket.	(T) #1 Geometry	(M) #6 Mu Apps
		(T) #2 Theta Apps	(M) #7 Limits & Derivatives
		(A) #3 Alpha Apps	(M) #8 BC Calculus
		(A) #4 Trigonometry	(O) #9 Codes & Ciphers
		(A) #5 Complex Numbers	(O) #10 Statistics
	8:45am – 10:00 am	TI Workshop for Teachers	50
	10:00 am- 10:15 am	Dispute Center Open	Table outside testing area
	10:30 am – noon	Individual Tests all levels	Classroom 800
	10:30 am – 11:45am	Art Benjamin: talks to sponsors	
	12:00 pm – 12:15 pm	Dispute Center Open	
	12:00 pm – 1:30 pm	Lunch	
		Delegate Meeting w lunch	
	1:45– pm 5:45 pm	Chalk Talk FINALS	3 separate rooms
		Mu	
		Alpha	
		Theta	
	4:00 pm – 5:00 pm	Hustle	
	5:30 pm – 7:30 pm	Governors' Meeting	
	5:00 pm – 7:00 pm	Dinner	
	6:00 pm – 6:20 pm	Mental Math, max 3 per school	
	6:30 pm – 7:00 pm	Speed math, max 3 per school	
	8:00 pm – 10:00 pm	Interscholar Test	

	11:00 pm	Curfew	In your room
Tuesday			
Tuesday	6:30 am – 8:00 am	Breakfast New Sponsor Breakfast	
	8:30 am – 10:00 am	Topic Test Round 2	
	Bring your ID and test ticket	(T) #11 Functions	(M) #16 Integration
		(T) #12 CPAV	(M) #17 Sequences & Series
		(T) #13 Eqs & Inequalities	(M) #18 Multi Var Calculus
		(A) #14 Logs & Expos	(O) #19 Probability
		(A) #15 Analytic Geometry	(O) #20 ** History of Math ** Erie B
	9:00 am –10:00 am	Sponsors' Meeting	
	10:00 am –10:15am	Dispute Center Open	
	10:30 am–11:30 am	Speaker Session #1 Mandatory... NO exceptions.	
	*All students attend one speaker in each session (see details in program)		
	11:30 am – 1:00 pm	Lunch Delegate Meeting	
	1:15 pm – 2:15 pm	Speaker Session #2 Mandatory... NO exceptions.	
	2:45 pm - 4:30 pm	Ciphering	
	4:30 pm – 4:45 pm	Dispute Center Open	
	5:00 pm – 7:00 pm	Dinner	
	5:15 pm – 8:15 pm	Chalk Talk Finals	
		Mu	
		Alpha	
		Theta	
	7:00 pm -7:30 pm	Poster Due	
	8:10 pm -	Poster Judging	
	8:30 pm – 9:45 pm	Mystery Test	
	9:45 pm-10:00 pm	Dispute Center Open	
	10 pm - 11:15 pm	Awards	
	11:30 pm	Curfew	In your room
Wednesday			
Wednesday	6:30 am – 8:00 am	Breakfast	
	8:15 am – 9:45 am Bring your ID and test ticket.	Topic Test Round 3	
		(T) #21 Triangles	
		(T) #22 Logs & Exps	
		(T) #23 Conics	
		(A) #24 Alpha Seq & Ser	
		(A) #25 Matrices & Vectors	
	9:45 am – 10:00 am	Dispute Center Open	
	10 am –5pm OR 5p-11p outing	OUTING	(lunch on your own) (dinner on your own)
		Lunch OR Dinner	
Wednesday	???	Awards Ceremony am or pm depending on outing	
	10 pm – 11:15pm	College Night For Seniors ????	
	11:30 pm	Curfew	In your room
Thursday			
Thursday	6:30 am – 8:00 am	Breakfast	
	8:30 am – 9:45 am	School Bowl	
	8:30 am – 9:45 am	Gemini (for everyone not in bowl)	
	9:45 am – 10 am	Dispute Center Open	
	11:30 am – 1:00 pm	Delegate Meeting	
	11:30 am – 1:30 pm	Lunch	
	1:30 pm – 4:30 pm	Free time	
	5:30 pm – 7:00 pm	Dinner	
	7:30 pm – 10:00 pm	Final Awards *Dressy Affair*	
	11:30 pm	Curfew	In your room

Friday
Bus shuttle to airport until 11:00 am. Breakfast on your own. See you next year in _____

FOOD & BEVERAGE (optional, but **recommended**)

Sunday dinner is the first convention meal

Monday, Tuesday, Thursday 3 meals, Wednesday 2 meals Breakfast and Lunch OR Dinner

SIMPLE kid friendly meals

Proposed food and beverage minimum:

For breakfast \$18-25/per, lunch \$18-27/per, and dinner \$18-30/per, **all including taxes and fees.**

Function Type	Pricing per person

F&B Tax _____% F&B Service Charge _____% Is F&B gratuity taxed? ☐ Yes ☐ No

Any other F&B Service Charges? NO ALCOHOL

CONCESSIONS: all buffets

- Food Sunday, Dinner:
- Sunday Sponsors/Coaches reception (no alcohol at any time)
- Monday, Tuesday, Thursday - 3 meals
- Wednesday breakfast and either lunch or dinner, depending on when the outing is scheduled
- Friday grab and go breakfasts paid by individual schools. (Ordered and paid for in ADVANCE!)

ADDITIONAL COMMENTS:

- Classroom set up for most rooms until Thursday nights awards
- AV, minimum, projectors, screens, microphones, speakers, easels or whiteboards
- Schools pay for their OWN rooms. They may arrive early or stay late.

This is a WELL-OILED machine. The students and coaches/sponsors KNOW what is expected of them.
We keep the students busy. They do not have time to get into trouble.
We hope to hear from you soon.

Karen Kating Assistant Executive Director
MAO Convention Coordinator