

Preparing Your Proposal

You should be prepared to answer the following questions, and provide the following information in the online proposal form. For your convenience we have provided the list of questions that you will see on the proposal form below.

For ALL submissions

1. Email address of main point of contact
2. Are you an MAA member?
 - **Note:** this will not affect whether your proposal is considered.
3. Virtual Program contact name(s) and email(s)
 - This is ALL persons that should be contacted to set up your event (i.e. scheduling, technical and advertising logistics), if your event is accepted. This is not typically individual speakers who may be participating in only one event in the series, or for a brief time in the session.
4. Contact job title(s) and their affiliated organizations (for those listed in #3).
5. Related MAA program/grant/committee
 - Not all programs will have a program/grant/committee affiliated with them. If that's the case, just put "n/a".
6. Co-Sponsors
 - Not all programs will have a co-sponsor. If that's the case, just select "No co-sponsor".
7. If you listed co-sponsor(s) in the previous question, please provide links to their organization logos. If you have files instead of links, please email those to programs@maa.org. Please be sure to obtain all appropriate permissions to use the organizations logo and affiliate them with the event.
8. Acknowledgement and agreement of MAA Virtual Event Recording Policy and Virtual Event Guidelines.

*Rapid Response Request

On average, it will take 3 months to launch your virtual program. We realize that sometimes addressing a pressing need in a timely manner lends urgency to planning and delivering a virtual workshop, training, or other events, as we experienced with the sudden need for technology training during the pandemic crisis.

Click "Next" to skip this question on the online form.

For One-Time Events

1. Program title
2. Which virtual program season are you applying for?

- Summer: May, June, July
- Fall: September, October, November
- Spring: February, March, April

Note the following proposal deadlines: February 1 for summer programs, May 1 for fall programs, and October 1 for spring programs.

3. Please select the months within the season you chose above that you are available to run your program.
 - This helps us to schedule your event, and to ensure that we have a good distribution of programs over the season. We do our best to accommodate preferences, but it is also dependent on how many proposals we have for a particular month.
4. Which of the following three categories does this programming fit into?
 - **Society & Profession:** Programs in this category should bring a thoughtful mathematical perspective to engaging issues that impact individuals, departments/institutions, and the broader community.
 - **Teaching & Learning:** These programs are designed to support the development of faculty in effective teaching within a changing environment.
 - **Expository Mathematics:** Akin to articles published in MAA periodicals, talks at MathFest Invited Paper Sessions, or Distinguished Lecture Series presentations, this category of virtual programming invites lively, engaging, and accessible expository presentations on mathematical topics.
5. What is your program type?
 - **Minicourse:** MAA virtual minicourses have a workshop format and focus on aspects of collegiate mathematics, the undergraduate curriculum, and mathematical pedagogy. Active involvement of participants will foster engagement and facilitate connections.
 - **Research Seminar:** MAA virtual research seminars are designed to provide substantial mathematical content. Speakers for these seminars will be experts in their field committed to giving presentations accessible to a broad, non-expert audience with Q&A time at the end of the presentation.
 - **Panel Discussion:** MAA panel discussions will typically feature 3-5 expert panelists along with a moderator, and will include both conversation between panelists and interactions between the panel and the participants.
6. Please provide a **brief** description of your program. This will be used on all **advertising materials**, if your program is selected. Please write 1-2 sentences to describe what your presentation is about. Why should they attend? What will they learn from your event? What problem will they be able to solve after attending? What's in it for them?

7. Have you confirmed panelists and speakers for your event yet? I.e. These individuals have committed to the event and need to be taken into account when scheduling.
8. If yes, please list the panelists/speakers for your event and their email addresses. When selecting your speakers, we request that your panel selection be inclusive of diverse perspectives, voices and cultural backgrounds. The MAA is committed to being a community for all.
9. If no, please elaborate further on how panelists and speakers will be chosen. **The MAA requests that all panelists be confirmed at least 1 week prior to your event rehearsal.** When selecting your speakers, we request that your panel selection be inclusive of diverse perspectives, voices and cultural backgrounds. The MAA is committed to being a community for all.
10. What is the purpose of your virtual program? (Please include how it aligns with [MAA goals and mission.](#))
11. **Full Program Description:** This should detail how the program will function - including planned activities - and how the program fits into any current trends in mathematics, mathematics education, or other themes.
12. Please describe how you plan to engage the audience in your programming. This could be with polls, breakout rooms, interaction in chat, using Google Jamboards (or another app), etc.
13. Who is the intended audience for your program? (Choose all that apply from the following.)

<ul style="list-style-type: none"> ● Professors at 4 year institutions ● Professors at 2 year institutions ● VITAL faculty ● Graduate students ● Undergraduate students ● K-12 Math teachers 	<ul style="list-style-type: none"> ● Recent graduates (bachelor's degree and higher) ● High School students ● Business, Industry, or Government ● Retired ● Job Seekers ● Other
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14. Which of these MAA Connect Communities would your program likely interest? Please select all that apply. Not sure? To view community descriptions, please visit: <https://connect.maa.org/communities/allcommunities>
15. Have you done work on this particular topic/project in the past 5 years that you would like to share with us? Your answer to this question will not affect your acceptance/rejection by the committee. It is simply to give the committee additional context on your proposal.
16. Is there anything else you'd like us to know about the content of your program?

For Event Series

1. Series Title (individual session titles, if you have them, should be a part of your full program description)
2. Which virtual program season are you applying for?

- Summer: May, June, July
- Fall: September, October, November
- Spring: February, March, April

Note the following proposal deadlines: February 1 for summer programs, May 1 for fall programs, and October 1 for spring programs.

3. Please select the months within the season you chose above that you are available to run your program.
 - This helps us to schedule your event, and to ensure that we have a good distribution of programs over the season. We do our best to accommodate preferences, but it is also dependent on how many proposals we have for a particular month.
4. What is the intended frequency of your series? I.e. Two days in one week, 4 Mondays in 1 month, once per month over the season, etc.
5. Which of the following three categories does this programming fit into?
 - Society & Profession: Programs in this category should bring a thoughtful mathematical perspective to engaging issues that impact individuals, departments/institutions, and the broader community.
 - Teaching & Learning: These programs are designed to support the development of faculty in effective teaching within a changing environment.
 - Expository Mathematics: Akin to articles published in MAA periodicals, talks at MathFest Invited Paper Sessions, or Distinguished Lecture Series presentations, this category of virtual programming invites lively, engaging, and accessible expository presentations on mathematical topics.
6. What is your program type?
 - Minicourse: MAA virtual minicourses have a workshop format and focus on aspects of collegiate mathematics, the undergraduate curriculum, and mathematical pedagogy. Active involvement of participants will foster engagement and facilitate connections.
 - Research Seminar: MAA virtual research seminars are designed to provide substantial mathematical content. Speakers for these seminars will be experts in their field committed to giving presentations accessible to a broad, non-expert audience with Q&A time at the end of the presentation.
 - Panel Discussion: MAA panel discussions will typically feature 3-5 expert panelists along with a moderator, and will include both conversation between panelists and interactions between the panel and the participants.

7. Please provide a **brief** description of your series (as a whole). This will be used on all **advertising materials**, if your program is selected. Please write 1-2 sentences to describe what your presentation is about. Why should they attend? What will they learn from your event? What problem will they be able to solve after attending? What's in it for them?
8. Will you have the same panelists/speakers for each session in the series, or new ones each time?
9. Have you confirmed panelists and speakers for your event yet? I.e. These individuals have committed to the event and need to be taken into account when scheduling.
10. If yes, please list the panelists/speakers for your event and their email addresses. When selecting your speakers, we request that your panel selection be inclusive of diverse perspectives, voices and cultural backgrounds. The MAA is committed to being a community for all.
11. If no, please elaborate further on how panelists and speakers will be chosen. **The MAA requests that all panelists be confirmed at least 1 week prior to your event rehearsal.** When selecting your speakers, we request that your panel selection be inclusive of diverse perspectives, voices and cultural backgrounds. The MAA is committed to being a community for all.
12. What is the purpose of your virtual program? (Please include how it aligns with [MAA goals and mission.](#))
13. **Full Program Description:** This should detail how the program will function - including planned activities - and how the program fits into any current trends in mathematics, mathematics education, or other themes. *For multiple day events, please detail EACH DAY separately* and also explain why your program benefits from multiple days. Note that this information is primarily used by the Committee to evaluate your proposal.
14. Please describe how you plan to engage the audience in your programming. This could be with polls, breakout rooms, interaction in chat, using Google Jamboards (or another app), etc.
15. Who is the intended audience for your program? (Choose all that apply from the following.)

<ul style="list-style-type: none"> ● Professors at 4 year institutions ● Professors at 2 year institutions ● VITAL faculty ● Graduate students ● Undergraduate students ● K-12 Math teachers 	<ul style="list-style-type: none"> ● Recent graduates (bachelor's degree and higher) ● High School students ● Business, Industry, or Government ● Retired ● Job Seekers ● Other
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17. Have you done work on this particular topic/project in the past 5 years that you would like to share with us? Your answer to this question will not affect your acceptance/rejection by the committee. It is simply to give the committee additional context on your proposal.
18. Is there anything else you'd like us to know about the content of your program?