



MAA MathFest Minicourse Proposal Instructions

The submission deadline for Minicourse proposals is October 31 in the year preceding MAA MathFest.

[Click here to submit an abstract!](#)

An MAA minicourse has a workshop format and focuses on some aspect of collegiate mathematics, the undergraduate mathematics curriculum, or mathematical pedagogy. Minicourse participants expect to be involved actively throughout the minicourse, participating in small group discussions, working hands-on activities, etc. Depending on the desires of the organizers, minicourses may include up to 80 participants.

Each minicourse is four hours in length, with the time usually divided into two, two-hour sessions on different days. For example, a minicourse might be scheduled for Thursday, 2:15 p.m. - 4:15 p.m., and Saturday, 1:00 p.m. - 3:00 p.m. Other formats and schedules can be accommodated.

All organizers are expected to attend the meeting, or prepare a backup plan in case any organizer/facilitator cannot attend.

Reimbursement of up to \$600 (total, not per organizer) is available to help offset travel/preparation costs for each minicourse

Please note: When submitting your proposal, please make sure to enter information in the following steps:

- 1) Please enter all the requested information for the minicourse organizer(s)
- 2) Please include the following information in your proposal:

Minicourse Title: A descriptive session title should succinctly convey the topic or content involved

Detailed Description: Please include a list of topics to be covered and the approximate time spent on each topic. Also, indicate how the participants will be involved. (Note: Minicourses are scheduled for two 2-hour sessions, on two different days; e.g., Monday and Wednesday, 9:00 - 11:00.)

Biographical Sketches: For each presenter, provide a brief bio, including information concerning the presenter's experience related to the proposed minicourse

Special Logistical Requests: Generally, rooms for minicourses are set up with tables and chairs facing the front. List any special needs for the course, in terms of furniture set-up.

