

GPOTS TO-DO LIST

At the 2019 GPOTS I was asked to create a to-do list for the conference. The result is below. This list is aimed primarily at people who are thinking of hosting GPOTS but have limited experience of conference organization. I thank prior GPOTS organizers David Blecher and Gary Weiss for their valuable comments on an earlier draft.

It will probably need augmenting/updating down the road and I leave that to some future GPOTS organizer.

1. Apply to NSF in October the previous year for funds. There seems to be a magic number below which it can be handled by the Analysis Program. In 2018 it was \$50K, and we asked for and got \$49,999. Check with the current Program Director. Get the previous year's proposal from the last organizers and modify it appropriately – no need to reinvent the wheel.
2. Around November of the previous year choose your plenary speakers and invite them. Tell them that, to be reimbursed from the grant, they must use US carriers whenever possible. Plenary speakers are usually accommodated in a nice local hotel. This is not a rule, but we usually avoid plenary speakers of the previous two years to ensure a good turnover.
3. Ask your department chair and dean for some financial support. This is important because NSF does not pay for coffee, refreshments or a banquet. If these funds are not forthcoming you will need to charge a conference fee. Talk to them as early as possible and give them (if necessary) a history of the conference and selling points like the stellar places that have previously hosted.
4. As soon as possible try to secure dorm rooms on campus. The 2019 conference drew 150 participants so you will probably need on the order of 100 dorm rooms. This will mean that you have to choose dates outside your semester/term. If possible, get a commitment from the dorms before setting dates of GPOTS.
5. Create a website and automate registration. Give dates for registering and submitting titles and abstracts. Also for requesting dorm rooms if appropriate.
6. Get the GPOTS mailing list from the previous organizers and send out announcements.
7. Reserve a block of hotel rooms for plenary speakers. Try to get good deals on blocks of rooms in local hotels for others. Post any date restrictions on these.

8. Coordinate with the organizers of COSy. Ideally GPOTS and COSy should be back to back.
9. Reserve lecture rooms. You will probably need one large one to seat 150–200 people for the plenary talks, and 3-4 smaller rooms for parallel 20 minute sessions.
10. Investigate local parking, maybe preferential rates. Also get transportation details from local airport(s).
11. Organize the GPOTS Steering Committee lunch for past organizers, potential future organizers and plenary speakers. Try to get commitments to organize at least the next two years. Also arrange a banquet, usually on the day of the free afternoon.
12. Create a local restaurant guide with some indication of expense level, type of food, etc.
13. Contact previous organizers if you need further advice on anything.

If you're willing to volunteer to run a GPOTS, thanks in advance!

Roger Smith