

CUMC Bid Guidelines

Canadian Mathematical Society Student Committee ([CMS Studc](#))

chair-studc@cms.math.ca

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Preamble

History

The Canadian Undergraduate Mathematics Conference (CUMC) is a unique conference organised each year by and for undergraduate math students. The core of the gathering consists of a series of talks given by the participants complemented by keynote lectures from established researchers.

Since the 1994 inaugural event hosted by McGill University in Montreal, the conference has been held every summer by a different university across Canada. It has grown in popularity and now brings together more than 150 students from various academic backgrounds each year. The CUMC is now a strong tradition in the Canadian mathematical community and is the largest event of its kind in North America.

Aims and Scope

The CUMC is an opportunity for students to explore mathematics outside their usual surroundings and spark their interest in areas that they may not yet have been exposed to. The conference also provides a unique chance for students to present research and math-related topics they find exciting, as well as to practise their expository skills in a friendly and non-competitive environment. The CUMC creates the perfect atmosphere for attendees to socialize with their fellow math colleagues and to develop their network within the mathematics community.

As a national conference, the CUMC is a bilingual event. Moreover, the event seeks to promote diversity within the field of mathematics itself, by offering keynote lectures in both pure and

applied fields.

Organisational Structure

The CUMC is planned primarily by the local organising committee. Students involved in the committee must be very reliable and have a strong sense of responsibility. The president must be a natural leader with excellent management skills.

The local organising committee works under the aegis of the Canadian Mathematical Society (CMS) through its Student Committee (Studc). Studc is the best resource to answer questions or concerns when running the CUMC. Its members are not only familiar with the most recent CUMCs but they have also organised sizable events and can help you throughout the year. Studc also ensures that the transition between former and current CUMC organising teams goes smoothly and is in charge of the CUMC bid process. Through Studc, the CMS provides CUMC with web hosting, conference registration services, and maintains control over the bank account from year to year. The local organising committee reports on planning progress to Studc during the two semi-annual CMS meetings at a minimum (and more often if deemed necessary).

Studc is committed to ensuring that the CUMC is truly a national conference. Thus, as part of the bidding process, certain regions will be given preference on a regular schedule. In particular, locations in Central Canada (defined to be Ontario and Québec) will be given preference in even years, and locations outside of Central Canada (as defined) will be given preference in odd years.

CUMC Transition Manual

Studc has compiled a CUMC transition manual based on feedback from previous organisers of the conference. This invaluable resource is available on [the Studc website](#). *Please read the CUMC transition manual before putting together your bid.* This document contains all the information related to planning and organising the CUMC, and has been updated regularly to include new advice from past organisers.

Planning the CUMC is no small feat. The manual will give you a good overview of the process necessary to organise a successful event, as well as an idea of the level of commitment required of each organising committee member. Please ensure that you are fully aware of these responsibilities before deciding to bid for the conference.

Bidding Process

The local organising committee for the next CUMC will ultimately be chosen by Studc. However, Canadian math students will be given the opportunity to privately provide their own feedback on the bids — feedback that will be taken into account in Studc's final decision.

Bid Format

A complete bid will be comprised of three parts:

- I. Part I of the Application Form (available only to Studc)
- II. Part II of the Application Form (available to the public)
- III. A poster advertising your bid

The questions featured on the Application Form and more detailed instructions for the poster are available as an [appendix](#) to this document. The Application Form is also available as a fillable PDF document on [the Studc website](#).

Please note that Part I of the Application Form will only be available to Studc members, while Part II and your poster will be publicly available on the Studc website for Canadian math students to consider. While Studc is committed to ensuring that the CUMC remains a bilingual event, we ask that Part II of the Application form be written in English (to make it accessible to the majority of Canadian math students). To showcase your commitment to a bilingual conference, we ask that you submit two versions of the poster: English and French. If this poses a problem for your committee in the bidding stage, please contact the Studc chair(s) <chair-studc@cms.math.ca>.

Timeline

Studc will solicit bids for the next CUMC immediately following the conclusion of the current one. Bids will be accepted during the **two weeks following the conclusion of that year's conference**. Exactly two weeks after the conclusion of the conference, Part II of the Application Form and the poster from each bid will be made available on the Studc website and advertised via email and social media to Canadian math students. A feedback form will be set up for students to be able to privately submit their comments on the bids to Studc. This form will be available for **two weeks after the bids have been made available online**, after which Studc will consider the comments, all three parts of the bids, and come to a final decision. All those who submitted bids will be individually contacted about the outcome of their application and the result will be publicly announced no later than **five weeks following the conclusion of that**

year's conference. Transition documents from the last organisers will then be transferred to the new organisers.

In brief, the timeline for this process is as follows:

- **Last day of that year's CUMC:**
 - Studc begins accepting bids.
- **Two weeks after the last day of that year's conference:**
 - Studc stops accepting bids.
 - Parts II and III of each bid are made publicly available on [the Studc website](#).
 - A feedback form to collect comments on the bids is made available.
 - The availability of the bids and the feedback form are both advertised via email and social media to Canadian math students.
- **Four weeks after the last day of that year's conference:**
 - The feedback form is closed.
 - Studc begins to consider the bids, as well as public feedback on them.
- **Five weeks after the last day of that year's conference:**
 - Applicants are notified of the outcome of their bid.
 - Transition documents are transferred from the last organisers to the new ones.
 - Next year's conference location is publicly announced.

Any questions about the bidding process or the application forms should be directed to the Studc chair(s) <chair-studc@cms.math.ca>.

Appendix

Application Form Bid to Host the Next CUMC

Completed applications should be sent to chair-studc@cms.math.ca.

Part I

(viewable only by Studc)

Basic Information

1. Institution Name:
2. President/Main Contact
3. Email:
4. Additional Organising Committee Contacts
5. Emails:
6. Have you approached the administration of your department to ensure that you have their support in hosting this conference? If so, describe the support your department is offering.
7. Have you attended previous CUMCs? If so, which ones?
8. Do you have any experience organising events with similar aspects to the CUMC? If so, please elaborate.

Part II

(viewable by the public)

Basic Information

1. Institution Name:

Conference Vision

1. What is your vision for the conference?
2. Which aspects of the CUMC do you think work particularly well and would continue to be included in your iteration of the conference?
3. Which aspects of the CUMC would you improve upon and how? Are there any new ideas that you would like to bring to the conference?

Logistics

4. What are your proposed dates for the conference and why?
5. What are the unique aspects of your proposed conference location (institution, city, etc), that would add to the conference experience and why?
6. How will you do your best to ensure the conference attracts as many attendees as in the past or more?

Part III

Poster

Please attach an 8.5 x 11" poster (landscape) as an advertisement for your bid. This poster, along with Part II of the above Application Form will be publicly available on the Studc website for Canadian math students to consider. Students will be given the opportunity to provide Studc with their comments on all bids. These comments will be taken into account by the committee when choosing next year's conference location.

Studc is committed to ensuring that the CUMC remains a bilingual event and so we ask that you provide two versions of your poster: English and French. If this poses a problem for your committee in the bidding stage, please contact the Studc chair(s) <chair-studc@cms.math.ca>.