Abstract

The following is meant to serve as a resource for organizers of future GSCL conferences. It assumes a conference date at the end of April. The timeline should be adjusted as appropriate to accommodate a different conference date.

The suggestions specific to UW-Madison are italicized.

Suggested Timeline

October 1: Talk to the conference coordinator and logic faculty in the department for general guideline and help.

Find a contact from each of the major universities in the Midwest (IU, ND, UofC, UIC, UIUC, UW). Sometimes we might also get people coming from CMU, New York, or California.

Set a date for the conference. Verify that the date does not conflict with any local events, other logic / large conferences, or events at any of the major universities. Note that the later the conference, the better the expected weather. Also note that the earlier the conference, the less it interferes with end of the semester activities (finals, thesis defenses, etc.).

Reserve the appropriate facilities for the conference. *Remember to get the password for the multimedia equipment and keys to any spaces that may need to be utilized.*

Assign conference planning responsibilities (see below) amongst the local logic graduate students.

Determine funding opportunities and associated application deadlines.

Confirm a keynote speaker.

October 15: Create a conference website.

November 1: Send a first announcement about the conference to everyone and anyone that might be interested in participating. Do not forget about non-logic, but logic-adjacent students who may be interested in attending and/or contributing.

January 15: Send a second announcement about the conference to everyone and anyone that might be interested in participating.

February 1: Registration deadline (soft) and speaker interest deadline (soft).

Hotel accomodations investigated and publicized.

March 1: Speaker interest deadline (hard) and abstract / title deadline (soft).

March 15: Abstract / title deadline (hard).

April 1: Visitors / local hosts are paired.

Rough draft of the conference program is announced. A template for the program and book of abstracts may be found here.

April 15: Conference program is finalized. Programs are printed and folded.

Budget

The cost of a GSCL conference will fluctuate depending on how much funding is offered to reimburse travel costs and the quantity and quality of food offered. A bare minimum budget of $500 will roughly cover the following expenses:

$60 Beverages (Coffee, Tea, Juice, Soda, etc.)

$150 Breakfasts / Breaks

$225 Pizza Dinner

$25 Miscellaneous Costs

Additional funding allows reimbursement of participant travel costs for which there is a great deal variation depending on conference location. Travel to Chicago is cheaper (because of both larger airports and shorter driving distances) than most other locations. Expect each airfare to run between $250 and $400 and each carload of passengers to run between $100 and $200. *A cheaper way to travel to Madison is to fly to O'hare or Milwaukee and take a bus.* Note that a larger budget will allow travel reimbursement for a greater number of participants, likely causing the size of the conference to grow.

When making purchases, be sure to verify that all items are eligible for reimbursement - for example, some school funds can't be used to reimburse alcohol purchase for the dinner party. One possible way to avoid this is to collect a registration fee, and then reimburse the participants the registration fee. *UW policy on reimbursements is complicated. Make sure to seek guidance in advance, specially if you have budget for hotels/airfare.*

Funding

Funding for the conference is currently left up to the host university. Funding should be requested from the local logic group, the local math department, the local university, and outside agencies. For example, the Institute for Mathematical Applications (`http://www.ima.umn.edu/`) has awarded significant funding to graduate student conferences. ASL has also awarded funding to GSCL before. *In 2014, we were able to get $2000 from the department and $750 from ASL. In 2024, we received $4000 from the department (thanks to an increase in conference budget) and $750 from the ASL.*

Conference Website

A conference website is important. Not only is it a centralized way to distribute information, but it also has visibility to the mathematical public and serves as a tangible means to refer to previous GSCL conferences in funding proposals. Ideally, it is hosted by the local math department with a permanent URL. It is also possible to acquire the file for a previous GSCL website and change the necessary information. The GSCL website should include the conference

announcement, relevant conference deadlines, the conference schedule, travel information, and accommodation information.

Here are the websites for some of the recent (as of 2024) conferences: 2024, 2023, 2021, 2019.

Transportation and Housing

The conference website should indicate the conference venue and locations for parking. *Free weekend parking is available at lot 20, which is close to Van Vleck.* As public transportation can be a hassle and taxis are both expensive and impersonal, as much as possible there should be arrangements for those flying to be picked up at the airport.

The conference website should indicate nearby places for accommodations. More importantly (both for cost and social reasons), there should be the option of being hosted by a local graduate student. If there are not enough couches or floors at the residences of local logic graduate students, solicit couches and floors from other (friendly) graduate students. Some professors might also be willing to offer accommodations.

Conference Schedule

The tradition at GSCL conferences is that every participant is *invited* to speak on any subject relevant to mathematical logic. In particular, this subject need not be original research. All talks should be aimed at the level of young graduate students in logic.

The keynote speaker traditionally speaks for sixty minutes and is typically a faculty member (usually a postdoc) at the local university, though there is no reason that this must be the case.

As much as possible, split sessions should be avoided. Depending on the number of interested speakers, however, this may not be possible. As much as scheduling allows, graduate students should be given the option of presenting a short talk (twenty-five to thirty minutes) or a long talk (forty-five to fifty minutes). During nonsplit sessions, consecutive talks should be on disparate topics. During split sessions, consecutive talks (within the same section) should be on similar topics while simultaneous topics (not in the same section) should be on disparate topics.

A template for a program can be found here.

Food and Beverages

There has been a long-standing tradition to have a pizza party on the Saturday evening of the conference. The exact implementation of it varies from university to university. *At UW, the tradition has been to eat on the ninth floor of Van*

Vleck and to drink at the Memorial Union Terrace or the Rathskeller. As such ideal venues are not available at all universities, often the pizza party is at the private residence of a local participant. Remember that the university policy might require an alcohol permit if there will be alcohol in the dinner party.

In addition to the pizza party (BYOB), the conference should provide breakfasts and mid-morning and mid-afternoon snacks. The quantity necessary will depend highly on the number of conference participants.

> Pizza Party: Pizza and sodas.
>
> Breakfast: Bagels and cream cheese, fruits, and coffee, tea, and juice.
>
> Snacks: Cookies and cakes, fruits and vegetables, and coffee, tea, and juice.

It is important not to forget paper goods (plates, cups, napkins), eating utensils (as appropriate), and serving utensils (as appropriate).

Conference Day

On the day of conference, there should be clear directions to the registration table and a local logic student should arrive early to set up the breakfast and manage the registration table. During each session there should be an assigned session chair to introduce the speaker. A local logic student will also need to clean after the dinner party and the conference.

Keep the Conference Alive

It is traditional at the end of the conference that a university volunteers to host the conference the following year. At some points in history there was an "expected" rotation, though this may no longer be the case.