

MIDWEST ECONOMICS ASSOCIATION 2022 ANNUAL MEETINGS

Session Guidelines

MEA sessions are conducted in a workshop format lasting one hour and 45 minutes. In a four-paper session this allows each presenter to have 15-18 minutes to speak and each discussant up to five minutes to respond. Any remaining time can be filled with general discussion of all papers at the end of the session. If you have less than four papers in your session, presentation times can be lengthened. (The chair will determine this time limit.) It is important that the chair be diligent with keeping time and notifying presenters when it is time to stop.

The MEA will furnish an LCD projector with MAC/PC adapters in all meeting rooms. Computers are NOT provided. Session chairs will coordinate with everyone to use one laptop for the session. Send your presentation materials to the laptop-owner **prior to the conference** for ease of use on presentation day.

Presenter Guidelines

You are responsible for making sure that ALL participants in your session (the chair, all discussants, and all other paper presenters) receive a copy of your paper by Friday, March 11. Discussants who receive a paper less than 10 days prior to the meeting will not be obligated to comment on the paper. If you are using digital materials in your presentation, send them to the designated laptop provider **prior to the conference**.

Discussant Guidelines

Keep in mind that the main purpose of this professional meeting is to exchange ideas and improve the quality of research. The discussant's aim is to offer constructive criticism. Ideally, a discussant's comments will briefly restate the goals, methods, and results of a paper, and then go on to describe the paper's strengths and weaknesses. If you find the paper convincing, say so. If you find a paper less than convincing, indicate why and suggest approaches that could be taken to improve it. If you use technology for your discussion. Please share it with the chair of your session **prior to the conference**.

Session Chair Instructions:

Please follow up with presenters to make sure papers are distributed to others in the session in a timely manner. You will also need to coordinate with your presenters to have a laptop (it doesn't have to be yours) to connect to the projector in the room. Transitions between presenters will be less complicated if one laptop is used throughout the entire session.

During the session, the chair is responsible for seeing that paper presenters and discussants stay within their allotted time and for maintaining order during the session. It is critical that time limits be adhered to so that each presenter has an equal amount of time and so your session does not run overtime.