



## **Organized Session Guidelines**

Organized Sessions in all areas of economics are welcome for consideration at the Midwest Economics Association's 2023 annual meetings. Organized Session proposals are due December 1, 2022. Both professional organizations and individuals are invited to submit. These sessions may be organized around a particular subject or represent a host organization. Proposed sessions are subject to review by the MEA president.

### **Typical Session Format**

Sessions are allotted one hour and 45 minutes. A typical session includes a chair, four papers presented by the authors, and four discussants (presenters may serve as discussants on each other's papers.) Organizers may decide if discussants will be assigned to specific papers or if comments will be part of a general group discussion. Other formats, such as panels or roundtables may also be used.

### **Organizer Responsibilities**

- Maintain communication with the MEA
- Follow-up with any presenters in your session as needed
- Inform the MEA of any program changes in your session
- Provide guidelines for preparedness and the circulation of completed papers in your session

### **Information Requested**

After receiving commitments from session participants, submit the following information on the Organized Session Proposal Form:

- Your name, affiliation, and email address
- The title of your session
- A description of your session
- Name, affiliation, email addresses, and presentation title for each presenter

### **Invitations & the Approval Process**

If your session is approved, the presenters in your session will be asked to complete a form by December 31, 2022. Completing the form indicates acceptance of the invitation to present and provides information needed for the conference program. Please inform your presenters that each of them must complete this form for the session to be included in the conference. Once all forms are completed, the organizer will be notified regarding final approval for the conference program as well as session dates and times.

### **Invited Papers and Conference Fees**

All conference attendees must register and pay a conference registration fee. Membership is not required for Invited Papers, but we encourage support of the association. (Members pay a reduced conference registration fee.) All program participants must register for the conference by February 15, 2023 or be removed from the program.