



A Guide for First-time Presenters

How to Prepare

Conference Registration

Attendees must register for the conference by February 15, 2024. If you do not register by this date, your paper will be removed from the program.

Book Your Hotel Room

The MEA has negotiated a special rate of \$159.00 (plus taxes) at the Hyatt Centric Chicago Magnificent Mile. By staying at the conference host hotel, you will have access to free Wi-Fi throughout the conference.

Session Format

MEA sessions are conducted in a workshop format lasting one hour and 45 minutes. In a four-paper session this allows each presenter 15-18 minutes to speak. Each paper will be assigned a discussant, and the discussant will have 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.)

The session format is intended to promote active involvement by all attendees—most of the economists attending will be on the program and we anticipate more than 500 attendees. Attendance in your session may range from 6 to 60 depending on the time of day and popularity of the topic. Do not be dismayed if you have a small audience, the best discussions often occur among small groups of interested individuals. Please invite students, co-authors, and other experts besides those on the program to attend your session.

Preliminary Program

You will be notified of the preliminary conference program with the date and time of your presentation in mid-January. If you are unable to present at the given time, please notify us. Your presentation will be removed from the program and placed on a waiting list for the desired date. You may also review the program for a possible fit elsewhere in the program. We welcome your suggestions.

Withdrawal

If you are unable to attend the conference, please notify the MEA immediately. This will potentially allow someone on the Waiting List to fill your place in the schedule.

Chair Assignments

All presenters are expected to serve as a Session Chair upon request. Chair Assignment Notifications will be sent in late February. You will instruct the presenters in your session to exchange papers by March 8 and follow-up as needed. You will also need to coordinate with your presenters to have one laptop (it doesn't have to be yours) to connect to the projector in the room.

Discussant Assignments

All presenters will be assigned a paper to discuss within your session. This assignment will appear in the preliminary program in February. You must provide your paper to everyone in your session, including the session chair, by March 8. Any discussant who receives a paper less than 10 days prior to the meeting is not obligated to comment on the paper.

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 designated laptop provider **prior to the conference**.

Digital Materials

The MEA will furnish an LCD projector with MAC/PC adapters in all meeting rooms. Computers are NOT provided, and Wi-Fi is accessible to hotel guests only. Session chairs will coordinate with everyone to use one laptop for the session. If you are using digital materials in your presentation, send your file to the laptop-provider **prior to the conference** for ease of use on presentation day. If you wish to use a presentation clicker, you must provide your own.

Refunds

Membership Fees and Abstract Submission Fees are non-refundable. Conference Registration Fees are refundable until February 15, 2024. No refunds will be made following this date.

At the Conference

Arrive Early to Check-in/Present

Early registration is available Thursday, March 21, from 5-7 pm in the hotel lobby. The registration desk will open at 7:30 am on conference days. Come to the registration table to pick up your MEA nametag. We can also assist you in locating your session room. There will be many meeting rooms set up for the conference on two floors of the hotel. It's a good idea to arrive early to find your assigned room.

Conference Program

The MEA does not provide a printed program. The program will be posted at the registration desk. If you want a hard copy, you must print one prior to the conference. The program will be available on the MEA homepage. The program website has Search, Bookmark, and Download features. At the conference, you can access the program using a browser on your cell phone.

Coffee Breaks/Receptions

Light refreshments will be provided during the mid-morning and mid-afternoon coffee breaks and at the pre-Lecture Receptions each evening. We do not issue tickets. Your nametag is required for entrance. All conference attendees are invited to the evening receptions prior to the keynote speaker and President's address.

Meals on Your Own

The MEA does not provide any meals. There are many great restaurants in the area and the lunch break is 90 minutes.