

MIDWEST ECONOMICS ASSOCIATION ANNUAL MEETINGS

Undergraduate Session Guidelines

Presenters:

*Congratulations on having your paper accepted at the MEA annual meetings!
You should consider this a professional honor and milestone in your
economics education.*

General Information

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. Please make sure your presentation can be completed in the allotted time. Any remaining time can be filled with general discussion of all papers at the end of the session. If there are fewer 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 and there is no WIFI. 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

Upload your completed paper in Oxford Abstracts by the deadline, March 1. If you will be using digital materials in your presentation, send them to the designated laptop provider **prior to the conference**. Be mindful of the time allotted for your presentation. As a professional courtesy it is expected that you read the other papers in your session, so that you might better contribute to discussion.

Discussant Guidelines

Each UG paper will receive feedback on their research findings from a professional economist. 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 will be using technology for your discussion, please share it with the chair of your session **prior to the conference**.

Session Chair Instructions

You will need to coordinate with your presenters to have a laptop (it does not 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.