MEA
Midwest Economics Association

Organized Session Guidelines

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

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 or both. Other formats, such as panels or roundtables may 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 address, and presentation title for each presenter

Invitations & the Approval Process

When your session has received preliminary approval, you will be notified and the presenters in your session will be asked to complete a submission form. Completing the form indicates acceptance of the invitation to present and provides information needed for the conference program. These forms must be completed by January 15. Please inform your presenters that each of them must complete this form for the session to be included in the conference. If any presenter fails to complete the submission form, the organizer will be notified regarding final approval for the conference program.

Membership

Membership of the MEA is not required for presenters of Invited Papers, but we encourage you to support the association by joining. As an incentive, members pay a reduced conference registration fee.

Invited Papers and Fees

All conference attendees must register and pay a conference registration fee. All program participants must register for the conference by February 15, or they will be removed from the program.